



Graduate Women New Zealand

Graduate Women New Zealand
Incorporated (226280)

Constitution and By-laws 2022

Sally Dunbar
President
8 October 2022

Lorelle George
Vice-President
8 October 2022

Rachel Baskerville
Treasurer
8 October 2022

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Reprinted from:

Graduate Women International 2019 Constitution, Article 1, subsection 2

GW, founded in 1919, is a worldwide, non-governmental, organisation of women graduates, whose purpose is to:

- promote lifelong education to the highest levels for women and girls;
- encourage and enable women and girls to apply their knowledge and skills in leadership and decision-making in all forms of public and private life;
- advocate for the advancement of the status of women and girls; and
- promote international cooperation, friendship, peace and respect for human rights for all, irrespective of their age, ethnicity, nationality, religion, political opinion, gender and sexual orientation or other status.

CONSTITUTION

NAME

- Cl 1. (a) The name of the organisation is Graduate Women New Zealand Incorporated, hereinafter called GWNZ.
- (b) The Maori language version of GWNZ is Whakaminenga Wahine o Aotearoa kua whiwhi tohu.
- (c) Use of the name Graduate Women New Zealand, Whakaminenga Wahine o Aotearoa kua whiwhi tohu, or GWNZ and/or the logo is limited to affiliated Branches and the Independent Members' Network, hereinafter called IMN, or Trusts associated with GWNZ or the Branches, unless the National Executive approves a request for other use.

AIMS

- Cl 2. (a) To promote understanding and co-operation among graduate women resident in New Zealand;
- (b) To represent and act for graduate women in matters in which they as an organisation are interested;
- (c) To encourage research work by graduate women;
- (d) To promote, through affiliation with Graduate Women International (hereinafter called GWI), understanding and friendship among the graduate women of the world, irrespective of their race, religion or political opinions and thereby to further their interests and develop among their countries sympathy and mutual helpfulness;
- (e) To encourage the full application of the knowledge and skills of graduate women to the problems which arise at all levels of public life, whether national, regional, or worldwide; and to encourage their participation in the solving of these problems.

MEMBERSHIP

Branch Affiliation

- Cl 3. (a) Any Association in New Zealand of not fewer than 16 women, each of whom is qualified for Graduate Membership as specified in Clause 7, may, subject to prior approval by the National Executive, become affiliated to GWNZ. Affiliated Associations (hereinafter referred to as Branches) shall adopt rules that are in conformity with the Constitution of GWNZ. A copy of the Branch Rules shall be filed with the National Secretary. Any Branch amending its rules should send the altered rules to the National Secretary.
- (b) When the membership of an existing Branch drops below 16, the Branch loses its Branch status.

- CI 4. Associations wishing to become affiliated with GWNZ shall submit to the Secretary the names of office-bearers and members thereof, together with evidence that their aims and rules are in conformity with the GWNZ Constitution.
- CI 5. (a) Affiliation is lost if, in the opinion of the Council, a Branch ceases to meet the requirements for affiliation as laid down in the Constitution at the time of its admission.
- (b) A Branch may voluntarily cease to be affiliated by giving written notice to the National Executive; provided that that action shall not relieve the Branch of any financial or outstanding liabilities with respect to GWNZ.

Individual Membership

- CI 6. (a) Every member of a Branch shall, through that Branch, be a member of GWNZ.
- (b) Except as provided in Clause 6 (c), membership of GWNZ shall be only through a Branch.
- (c) The National Executive may admit to membership individual women, eligible under Clause 7 or 8, who reside in an area where there is no Branch of GWNZ, or who do not wish to join an existing Branch. These women shall be known as Independent Members, and on paying a subscription to National Executive at a rate to be determined from time to time by the Annual General Meeting, become part of the IMN. A proportion of the subscription paid by independent members shall be paid into a separate GWNZ independent members' fund for sundry expenses.
- (d) The IMN shall elect a Convenor from among their members to act as a link between GWNZ and the independent members. The Convenor shall be a Council member. In the event that the Network cannot decide on a Convenor, the Convenor will be appointed by the National Executive.
- (e) The IMN shall be entitled to additional delegates at Conference on the same basis as Branches.
- (f) Members of the IMN are entitled to stand for nomination on the National Executive, GWI Boards of Officers and Committees on the same basis as members of Branches, and are eligible for the same entitlements as Branch members.
- (g) Individual membership of GWNZ shall cease when that member ceases to be a member of a Branch or, in the case of independent members, when her subscription is more than one year overdue, or her actions be in serious conflict with this Constitution and its By-laws.

Graduate Membership

- CI 7. Graduate Membership shall be open to women who have studied at a university or institution of comparable academic standing, and have been awarded a degree or equivalent diploma, licence or certificate. The qualification should result from a programme as academically rigorous as one leading to a degree and should enable the holder of the qualification to proceed to postgraduate study.

- Cl 7.1 (a) Postgraduate student membership of any Branch/IMN of GWNZ shall be open to any woman who is actively studying for an approved Postgraduate degree at a university or institution of comparable academic standing.
- (b) Postgraduate student members are regarded as graduate members and are eligible for the same membership benefits as graduate members.
- (c) Postgraduate student members will be counted in the membership figures for the Branch, and graduate member GWNZ capitation fees, as set by GWNZ and GWI, are payable to GWNZ on their behalf. Payment of the Branch fee may be reduced or subsidised at the discretion of the Branch, provided that both GWNZ and GWI capitation fees are covered.

Associate Membership

- Cl 8. (a) Associate Membership of any Branch shall be open:
- (i) to any woman who is the holder of a diploma approved by National Executive. Such diploma must have been awarded by a university or other tertiary institution or any college of such university or other tertiary institution, after the completion of at least two years' full-time study or its part-time equivalent;
- (ii) to any woman who has been an associate member of any other Branch.
- (b) The number of associate members of a Branch at no time shall exceed 10% of the total membership of that Branch, except with the prior approval of the National Executive.
- (c) No associate member may hold national office in GWNZ.

Undergraduate Student Membership

- Cl 9. (a) Undergraduate Student Membership of any Branch/IMN of GWNZ shall be open to any woman who is an undergraduate student who is actively studying at a university or institution of comparable academic standing for a degree or diploma.
- (b) Undergraduate student members shall pay a subscription to the Branch or IMN at a rate to be determined by the Branch or IMN.
- (c) Undergraduate student members shall not be considered in the membership figures for the Branch and no GWNZ capitation fees shall be paid for them by that Branch/IMN and no GWI capitation fees shall be paid for them by GWNZ.
- (d) Undergraduate student members are financial members of a Branch/IMN and so are eligible to vote on Branch/IMN matters, to stand for Branch/IMN roles and apply for GWNZ scholarships.
- (e) Undergraduate student members are not eligible to vote on GWI/GWNZ matters, nor are they eligible for GWI/GWNZ roles or GWI/GWNZ benefits e.g., travel support.

Affiliated Membership

- CI 10. A member of any Branch may become an affiliated member of another Branch under the following conditions:
- (a) she shall be a financial member of her own Branch, which will be responsible for her GWNZ and GWI capitation fees;
 - (b) she shall not be included in the membership figures of the Branch to which she affiliates and no GWNZ capitation fee will be paid for her by that Branch, but she shall pay them such affiliation fees as the Branch determines;
 - (c) she shall not have voting powers, nor hold office, in the Branch to which she affiliates.

Member Emerita

- CI 11. The status of Member Emerita of GWNZ may, in accordance with the procedure in By-law 9, be granted to any person who as a member has given outstanding service to GWNZ.
- (a) If a Member Emerita is attached to a Branch she is not liable for any subscription to that Branch. Her Branch shall pay GWNZ and GWI capitation fees on her behalf to GWNZ.
 - (b) If a Member Emerita is an independent member her GWNZ and GWI capitation fees are to be paid by GWNZ.

Membership Entitlement

- CI 12. Any woman who is a member of any GWNZ Branch at the date of approval of this Constitution, but who would not thereafter be eligible for membership, shall continue to be entitled to membership of any Branch until her resignation or death.

Guest Membership

- CI 13. Guest Membership of GWNZ shall be available to visiting members from overseas National Associations or Federations of GWI for a period of 12 months. Such guest members shall be entitled to attend meetings and social gatherings. They shall have no voting rights.

THE ANNUAL GENERAL MEETING

- CI 14. The supreme authority of GWNZ shall be vested in the Annual General Meeting, hereinafter called the AGM.
- CI 15. The AGM shall be held within four months of the end of the financial year:
provided that the National Executive may, and if at least three Branches so request must, call a special meeting not later than two calendar months after the giving of such notice or the receipt of such request.
- CI 16. The voting at the AGM shall be one vote per financial member in attendance, or by proxy.
- CI 17. The quorum for the AGM shall be at least half the members of National Executive and at least 10 other financial members present.

Notice of Business to be transacted at the AGM

- Cl 18. (a) The AGM agenda shall be drawn up by the National Executive and shall be forwarded to Branches not less than two calendar months before the date fixed for the AGM.
- (b) Such agenda shall include:
- (i) matters of business arising out of the previous AGM or special meeting held since the AGM;
 - (ii) such matters as may have been submitted by Branches or the IMN for inclusion in the agenda. Any such submissions must reach the National Executive two calendar months before the date of the AGM;
 - (iii) draft amendments to the Constitution, notice of which has been given in accordance with Clause 47;
 - (iv) a proposal to wind up or dissolve GWNZ, notice of which has been given in accordance with Clause 45.
- (c) No other business may be dealt with except on the recommendation of the AGM in matters of urgency.
- (d) Not less than two calendar months before the AGM, the Secretary shall contact all Council members requesting written reports on the previous financial year's activities that relate to the positions they hold, to be received no less than three weeks prior to the AGM.
- Cl 19. The official expenses of the AGM shall be borne by GWNZ.

THE COUNCIL

- Cl 20. There shall be a Council consisting of members of the National Executive, together with one representative from each Branch (usually the Branch President) and the IMN (usually the Convenor). Members of Council (or a representative) shall attend face-to-face or virtual planning meetings at a time and place as decided by the National Executive, but usually in conjunction with the AGM.

HEADQUARTERS

- Cl 21. GWNZ shall have its headquarters in the location of the President's Branch or in a location as agreed by the National Executive.
- Cl 22. The Registered Office of GWNZ for each biennium shall be nominated by the current National Executive on taking office, and the Registrar of Incorporated Societies shall be duly notified.

THE NATIONAL EXECUTIVE

CI 23. (a) The management of GWNZ shall be vested in a National Executive which shall consist of the following officers:

- the President
- the Immediate Past-President (IPP)
- two Vice-Presidents
- six Executive members.

Each of the Vice-Presidents and the six Executive members shall hold one or more of the following positions and portfolios:

Positions:

- Secretary
- Treasurer
- Coordinator for International Relations (CIR)
- Convener of the Public Affairs Committee (PAC)
- Awards Convener (who is also Secretary of the GWNZ Charitable Trust)
- Treasurer of the GWNZ Charitable Trust

Portfolios as determined by the National Executive, for example:

- Archives
- Membership / Marketing and Publicity
- Younger Members / Social Media
- Website Management
- Newsletter Editor.

(b) The President, IPP and one Vice-President may serve for a total of six years (two years in each position) after which she must take a two-year break before she may be nominated again for any position.

Other members of the National Executive may serve for up to three consecutive terms (six years) if elected, after which they must take a two-year break.

Should a member of the National Executive be elected to the position of President, or Vice-President, she may serve for up to a further six years before taking a break.

CI 24. (a) With the exception of the IPP and President all members of the National Executive shall be elected at the AGM. Nominations from the Branches and IMN for various positions shall reach the Secretary not later than two calendar months before the AGM (refer to By-Laws 7 (b)(ii) and 8). If insufficient nominations have been received by the due date, the positions concerned shall be filled in such a way as the AGM determines.

(b) The incoming President will be appointed at the AGM one year prior to her taking up her term of office.

CI 25. The National Executive shall be responsible for carrying out the decisions of the AGM and is empowered to act on behalf of GWNZ between AGMs, provided that it takes no action involving a change in policy or a major financial commitment without prior consultation with the members of the Council.

CI 26. The National Executive shall have power to fill any vacancy which may occur during its term of office and, in the event of the temporary absence of any member, to co-opt

an additional member with power to act and to vote at any meeting in place of the absent member.

- CI 27. (a) Meetings of the National Executive may be held either face-to-face or virtually as required.
- (b) At any National Executive meeting not less than fifty per cent of the National Executive members shall constitute a quorum.
- (c) A resolution in writing, signed or consented to by email or other virtual communication by a majority of the Executive shall be valid as if it had been passed at a meeting of the Executive. The majority of votes is calculated from the number of votes received by email.
- (d) Any Executive member may participate in any meeting of the Executive and vote on any proposed resolution at a meeting of the Executive without being physically present. This may occur at meetings by Zoom, Skype, telephone, through any video conferencing facilities or by other means of virtual communication provided that prior notice of the meeting is given to all Executive members and all persons participating in the meeting are able to hear each other effectively and simultaneously. Participation by an Executive member in this manner at a meeting shall constitute the presence of that Executive member at that meeting if the Executive so directs.
- (e) If a member of the Executive has a personal interest, whether directly or indirectly, in any matter arising at a meeting or if she has a conflict of interest in any matter arising at a meeting, that member of the Executive shall disclose that interest or that conflict of interest prior to the matter being deliberated and she shall take no part in any deliberations relating to that matter.
- (f) The majority on a vote is assessed on the number of participants who vote, not on the number of those being invited to vote.

COMMITTEES

- CI 28. The AGM, Council and National Executive may appoint standing committees as required. No standing committee shall have power to take action on its own account except where the National Executive so directs.
- CI 29. In the event of there being no International Relations Committee or Public Affairs Committee, the National Executive shall act.
- CI 30. National Executive may appoint a Parliamentary correspondent resident in Wellington to advise the National Executive on legislative matters of interest to GWNZ.

ARCHIVES AND RECORDS

- CI 31. (a) National Executive archives shall be held at the Alexander Turnbull Library.
- (b) Outgoing National Executive member shall pass their records to their successors on National Executive. The Archivist, Secretary, Treasurer and President will ensure that archival material goes to the Alexander Turnbull Library, National Library, Wellington on a biennial basis.

COMMON SEAL

- CI 32. The Common Seal of GWNZ shall be that appointed by the National Executive, and the Secretary shall be responsible for the safe custody and control thereof.
- CI 33. When necessary the Common Seal shall be affixed to any deed or other writing pursuant to a resolution of the National Executive and in the presence of two National Executive members (one of whom shall be the President or Acting President) who shall sign the document or writing to which this seal is affixed.

REPRESENTATION ON GWI AND GWI REGIONAL GROUPS

- CI 34. (a) (i) The National Executive shall appoint a representative of GWNZ on the Council of GWI (refer to By-law 12).
- (ii) The CIR shall be a liaison officer between GWNZ and the headquarters of GWI (refer to By-law 3).
- (b) (i) The National Executive shall appoint two representatives of GWNZ on the council of Pacific Graduate Women's Network (PGWNet).
- (ii) The CIR shall be a liaison officer between GWNZ and the headquarters of PGWNet.

FINANCE

- CI 35. GWNZ shall:
- (a) Subscribe to the funds of GWI in accordance with the ruling of GWI.
- (b) Pay PGWNet dues as set by the PGWNet Council.
- CI 36. Each Branch shall pay GWNZ capitation fees which includes:
- (a) GWNZ fees to GWNZ at a per member rate or rates to be determined from time to time by the AGM, such fees to be divided between the General Fund and the Travel Fund in the proportions so determined; and
- (b) GWI capitation fees to GWNZ for the purpose of funding Clause 35(a) at a rate per graduate member to be determined from time to time by the AGM. The monies so collected will be held in the GWI Dues Fund, until sent on to GWI.
- CI 37. Each independent member shall pay a GWNZ capitation fee which includes:
- (a) A GWNZ fee to GWNZ at a per independent member rate or rates to be determined from time to time by the AGM, such fees to be divided between the General Fund, the Travel Fund and the IMN Expenses Reserve in the proportions so determined; and
- (b) A GWI capitation fee to GWNZ for the purpose of funding Clause 35 (a) at a rate per graduate member to be determined from time to time by the Conference or the Council. The monies so collected will be held in the GWI Dues Fund, until sent on to GWI.
- CI 38. The financial year of GWNZ shall be from 1 July to 30 June.
- CI 39. The Annual Accounts shall be circulated to members in advance of the AGM for adoption at the AGM. This adoption may be signified by virtual resolution. After

adoption the Annual Accounts are to be filed at the appropriate office of the Registrar of Incorporated Societies.

- CI 40. (a) The funds of GWNZ shall be kept in the name of GWNZ at any New Zealand registered bank, any such bank to be first approved by the National Executive.
- (b) Any two of four signatories shall be given power to operate on any of the accounts.
- CI 41. (a) The accounts of GWNZ shall be reviewed each year by a suitably qualified person who is not a member of the National Executive and who shall be appointed annually by the National Executive.
- (b) The AGM, Council or National Executive may require an audit of the annual accounts to be conducted by a member of the Institute of Chartered Accountants of New Zealand who holds a Certificate of Public Practice, or by an equivalent suitably qualified person, who is not a member of the National Executive or an employee of GWNZ. If so required, the audit may be in addition to a review or may take the place of the annual review.
- CI 42. The National Executive may from time to time invest and re-invest in securities on a conservative basis in light of the aims and objectives of the GWNZ, any part of the funds of GWNZ which shall not be required for the immediate business of GWNZ, and if empowered by a two-third vote of the AGM, may borrow on mortgage or any other form of security.

HONORARY SOLICITOR

- CI 43. Each National Executive shall appoint an Honorary Solicitor, preferably a member of GWNZ, to act during its term of office, or until such appointment is revoked by National Executive.

DISPUTE RESOLUTION

CI 44. Raising disputes

Any grievance by a **member**, and any complaint by anyone, is to be lodged by the complainant with the **Secretary** in writing and must provide such details as are necessary to identify the details of the grievance or complaint. All **members** (including the **National Executive**) are obliged to cooperate to resolve disputes efficiently, fairly, and with minimum disruption to the **GWNZs** activities.

The complainant raising a grievance or complaint, and the **National Executive**, must consider and discuss whether a grievance or complaint may best be resolved through informal discussions, mediation, or arbitration. Where mediation or arbitration is agreed on, the parties will sign a suitable mediation or arbitration agreement.

Investigating disputes

This rule concerns any grievances of members relating to their rights and interests as **members**, and any complaints concerning the alleged conduct or discipline of members, collectively referred to as "disputes."

These disputes procedures are designed to enable and facilitate the fair, prompt and efficient resolution of grievances and complaints.

Rather than investigate and deal with any grievance or complaint, the **National Executive** may:

- appoint a sub-committee to deal with the same, or
- refer the same to an external arbitrator, arbitral tribunal, or external visitor (or referee), so long as minimum standards of natural justice and the following requirements under this rule are satisfied.

The **National Executive** or any such sub-committee or person considering any grievance or complaint is referred to hereafter as the "decision-maker".

The decision-maker:

- shall consider whether to investigate and deal with the grievance or complaint, and
- may decline to do so (for instance, if the decision-maker is satisfied that the complainant has insufficient interest in the matter or otherwise lacks standing to raise it; the matter is trivial or does not appear to disclose material misconduct or material; the matter raised appears to be without foundation or there is no apparent evidence to support it; some damage to **members'** interests may arise; or the conduct, incident, event or issue has already been investigated and dealt with by **GWNZ**).

Where the decision-maker decides to investigate and deal with a grievance, the following steps shall be taken:

- The complainant and the member, or GWNZ which is the subject of the grievance, must be advised of all details of the grievance.
- The member, or GWNZ which is the subject of the grievance, must be given an adequate time to prepare a response.
- The complainant and the member, or GWNZ which is the subject of the grievance, must be given an adequate opportunity to be heard, either in writing or at an oral hearing if the decision-maker considers that an oral hearing is required.
- Any oral hearing shall be held by the decision-maker, and/or any written statement or submissions shall be considered by the decision-maker.

Where the decision-maker decides to investigate and deal with a complaint, the following steps shall be taken:

- The complainant and the member complained against must be advised of all allegations concerning the member, and all details of the complaint.
- The member complained against must be given an adequate time to prepare a response.
- The member complained against must be given an adequate opportunity to be heard, either in writing or at an oral hearing if the decision-maker considers that an oral hearing is required.
- Any oral hearing shall be held by the decision-maker, and/or any written statement or submissions shall be considered by the decision-maker.

A **member** may not decide on or participate as a decision-maker regarding a grievance or complaint, if two or more **National Executive members**, or the decision-maker, consider that there are reasonable grounds to infer that the person may not approach

the grievance or complaint impartially, or without a predetermined view. Such a decision must consider the context of GWNZ and the case and may include consideration of facts known by the other members about the decision-maker, so long as the decision is reasonably based on evidence that proves or disproves an inference that the decision-maker might not act impartially.

Resolving disputes

The decision-maker may:

- dismiss a grievance or complaint, or
- uphold a grievance and make such directions as the decision-maker thinks appropriate (with which GWNZ and members shall comply),
- uphold a complaint and:
 - reprimand or admonish the member, and/or
 - suspend the member from membership for a specified period, or terminate the member's membership, and/or
 - order the complainant (if a member) or the member complained against, to meet any of the GWNZ's reasonable costs in dealing with a complaint.

WINDING UP OR DISSOLUTION

- Cl 45. (a) GWNZ may be wound up in the High Court of New Zealand under the Incorporated Societies Act 1908, sections 25 and 26, or dissolved by the Registrar of Incorporated Societies under section 28. Where there has been such a winding up or dissolution, section 27 provides that surplus assets if any shall be disposed of in accordance with the provisions of any rule or rules of GWNZ, or if this is not possible then as the Registrar directs.
- (b) GWNZ may be wound up or dissolved voluntarily.
- (i) Notice of a proposal for winding up or dissolution must be given to the National Executive at least nine months before the date of an AGM.
 - (ii) The Secretary shall send a copy of the proposal to each Branch and the IMN as soon as possible and in any event not less than six months before the date of the AGM.
 - (iii) A resolution to dissolve or wind up GWNZ can be passed only:
 - a. by an AGM at which two thirds of the members are represented, and
 - b. if three fourths of the voting members present vote to dissolve or wind up GWNZ, and
 - c. if the resolution to dissolve or wind up is confirmed by two thirds of the Branches/IMN not earlier than thirty days after the date on which the resolution to dissolve or wind up was passed.
 - (iv) Branches and the IMN shall be notified of the resolution immediately after the AGM. Unless more than one third of members formally oppose the decision within six months after such notification the vote to dissolve or wind up shall be deemed to be confirmed.

Cl 46. In the case of dissolution or winding up, individual members shall have no rights to the assets of GWNZ. After payment of all debts and liabilities, surplus assets shall vest in the New Zealand Federation of Graduate Women Charitable Trust or shall be applied to such academic and charitable purposes as may be decided upon by GWNZ at the AGM which votes to dissolve or wind up GWNZ.

AMENDMENTS

Cl 47. The Constitution may be amended at any AGM by a two-thirds majority of those present and entitled to vote:

provided always that notice of any proposed amendments shall have been sent to all Branches and IMN at least two calendar months before the date of the AGM and

provided further that each amendment is in accord with the regulations laid down by GWI.

BY-LAWS

OFFICERS AND COMMITTEES

Presiding Officer of Conference and Council

1. The President of GWNZ shall be the presiding officer of the AGM and of the Council. She may call on another officer to preside.

Casting Vote

2. At all meetings of the AGM, Council and the National Executive the presiding officer shall have a casting vote in addition to her deliberative vote.

Co-ordinator for International Relations

3.
 - (a) The CIR shall have responsibility for promoting the aims of GWI, for stimulating interest in international relations and for co-operating with the PGWNet and other National Federations and Associations of GWI.
 - (b) The CIR may form an International Relations Committee consisting of herself as Chairperson, the CIR for each Branch (where this position is filled), and others as appropriate.

Public Affairs

4.
 - (a) The Public Affairs Convener shall have the responsibility for fostering an interest in Public Affairs.
 - (b) The PAC may form a Public Affairs Committee consisting of herself as Chairperson, the PAC for each Branch (where this position is filled), and others as appropriate.

Membership / Marketing

5.
 - (a) The Membership/Marketing Committee shall be responsible for the recruitment and retention of GWNZ Branch and Independent Members.
 - (b) The Membership/Marketing Committee shall consist of a member of National Executive as Chairperson, and the membership officer for each Branch, and others as appropriate.

President to be Member of Committees

6. The President shall be ex-officio a member of any GWNZ committee or sub-committee.

NATIONAL EXECUTIVE: STRUCTURE

7. Objective: To give experience of National Executive business, and to broaden access to talent to as wide a range of members and Branches as possible.

(a) The National Executive

- (i) The officers of the Executive are as defined in Clause 23.
- (ii) Committees in addition to the standing committees defined in By-laws 3 to 5 may be formed to support the various Executive members.
- (iii) Other committees may have powers to act delegated by the Executive, with regular acceptance of meeting reports at the Executive meetings.

(b) Elections

The members of the National Executive shall be selected by the financial members of GWNZ. They will be formally elected at the AGM.

- (i) Nominations for President shall be called for from all Branches and the IMN. Branches and the IMN may forward only one nomination each for the position of President.
- (ii) National Executive Positions. At least two calendar months before an AGM the National Executive shall call for nominations for members of the National Executive whose terms are about to expire. No Branch may nominate more than one member to any position.

Election of Officers

8. Should National Executive receive more than one nomination for any position, an election by secret ballot shall be held at the AGM.

MEMBER EMERITA: PROCEDURE FOR GRANTING STATUS

9. (a) A person may be granted the status of Member Emerita on the recommendation of the National Executive following the procedure detailed below.
- (i) Nominations for the award may be made through a Branch Committee, or in the case of an Independent Member by the National Executive, after careful consideration of the terms "for outstanding service to GWNZ at local, national and international level".
 - (ii) All nominations shall remain confidential to the Branch Committee making the nomination and the National Executive. The member under consideration shall neither be informed that she is being considered nor consulted in any way at this stage.
 - (iii) Biographical notes, including a brief statement outlining the outstanding service to GWNZ as an organisation which justifies the member being considered for the status of Member Emerita of GWNZ shall be forwarded to the National Executive not less than five months before the AGM.
 - (iv) The National Executive shall consider the nominations and having ensured that they meet the criteria relating to "outstanding service" and "service to GWNZ" shall come to a decision.

- (v) A successful nominee shall be invited to accept the award by the National Executive.
- (b) Any award shall be announced at the AGM.

FINANCE

10. (a) All GWNZ capitation fees as outlined in Clauses 36 and 37 shall be paid by 31 July each year.
- (b) The amount payable by the Branch under Clauses 40 (a) and 40 (b) shall be calculated on the number of subscriptions received during the financial year ended 30 June, (including any which have previously been in arrears) from graduate members and from associate members of the Branch. Branches shall pay full GWNZ capitation fees for any member who is not, in accordance with the rules of the Branch, liable to pay a subscription (such as members emeritae).
- (c) Of the GWNZ fees received by GWNZ under 40 (a) of the Constitution an amount agreed upon at the AGM shall be paid into the Travel Fund, and the balance into the General Fund.
- (d) Of the GWNZ fees received by GWNZ under 41 (a) of the Constitution amounts agreed upon at the AGM shall be paid into the Travel Fund, the Independent Members' Fund and the balance into the General Fund.
- (e) The financial Graduate Membership of a Branch and the IMN for the purpose of Clauses 3 (b) and 16 shall be the latest number of individual graduate members from whom subscriptions have been received by the Branch or by GWNZ for IM's and fees paid thereon as required by this By-law.

The financial Graduate Membership shall be based on the number of subscriptions received and dues paid by 30 June.

NOMINATIONS TO PUBLIC POSITIONS

11. Nominations, sponsorship or endorsement by National Executive of any individual member to a public position should involve consultation between the local Branch Committee and National Executive as to the suitability of the person nominated.

DELEGATES TO INTERNATIONAL AND REGIONAL CONFERENCES

12. (a) (i) The CIR should be the representative of GWNZ on the Council of GWI wherever possible. If the CIR is not available her place shall be taken by the President, or failing her, the National Executive shall appoint an alternate who should be in close touch with the activities of GWNZ and have some knowledge of those of GWI.
- (ii) The National President shall lead the GWNZ delegation to GWI. If the President is not available her place shall be taken by the CIR or, failing her, the National Executive shall appoint an alternate who should be in close touch with the activities of GWNZ and have some knowledge of those of GWI.

- (iii) The National Executive shall select delegates to GWI conferences after consultation with Branch Presidents and IMN convenor so that representation is shared as widely as possible among Branches/the IMN.
- (iv) GWNZ shall pay the enrolment fee and/or a contribution to travel of any GWNZ delegate to a GWI Conference.
- (b) (i) The National President and CIR should be the representatives of GWNZ on the Council of PGWNet wherever possible. If one or other is not available the National Executive shall appoint an alternate who should have up-to-date knowledge of GWNZ and PGWNet activities.
- (ii) GWNZ shall pay the enrolment fee and/or a contribution to travel of any GWNZ delegate to a PGWNet Council meeting.

22ND GWI CONFERENCE COMMEMORATION FUND

13. (a) (i) There shall be a fund, known as the 22nd IFUW Conference Commemoration Fund, comprising the surplus funds raised by GWNZ members on the occasion of that Conference.
- (ii) The capital of the 22nd Conference Commemoration Fund shall be held at a minimum of \$15,000.
- (b) The net income of the fund shall be used at the discretion of the National Executive to subsidise attendance at GWI meetings and conferences.
- (c) Funds are to be allocated with special consideration for younger members and/or members otherwise unable to attend.

NOMINATIONS TO GWI BOARD OF OFFICERS AND COMMITTEES

14. (a) National Executive shall call for nominations from Branches of candidates for GWI Board of Officers and Committees. National Executive shall also have power to nominate. Any GWNZ member invited by another National Federation or Association of GWI to allow herself to be nominated shall report the invitation to National Executive.

Selection of Candidates nominated under 14 (a) above

- (b) (i) Nomination of members of GWNZ. Where more than one member of GWNZ is nominated for any office or committee, National Executive shall select a candidate.
- (ii) Nomination of a member of another National Federation or Association of GWI. Where a member of another National Federation or Association of GWI has been nominated, selection shall be made by a selection committee consisting of the National President and the CIR, New Zealand members of GWI Board of Officers and Committees, if any, and New Zealand delegates to GWI Councils during the past Biennium.

Consultation and voting shall be by correspondence, or electronic means where necessary.

USE OF TRAVEL FUND

15. The following payments, in addition to any other payments approved from time to time, may be made from the Travel Fund:

(a) **GWI:**

- (i) to the CIR or her alternate a sum sufficient to augment the GWI Travel Grant to cover a return airfare to the GWI Conference;
- (ii) to the President a sum sufficient to augment the GWI Travel Grant to cover a return airfare to the GWI Conference;
- (iii) to any GWNZ member serving on a GWI Committee, a grant on notification of attendance of up to fifty per cent of the cost of a return airfare;
- (iv) to any one of a GWI committee member, branch president or nominee may be refunded any reasonable participation costs (such as registration or presentation fees) for virtual conferences or other virtual international meetings of GWI;

(b) **AGM:**

- (i) to every member of the National Executive travelling to an AGM, a grant toward travel expenses;

(c) **President:**

- (i) to the President or her deputy a contribution to her travelling expenses as is necessary to enable her to visit each Branch once during her term of office;
- (ii) to the President or her deputy a contribution to travel and/or payment of conference enrolment fees to enable her to attend national meetings of the National Council of Women;

(d) **Other:**

- (i) to the two GWNZ representatives travelling to attend the PGWNet Biennial Council Meeting a grant towards the return airfares;
- (ii) any travel on GWNZ business approved by the National Executive.

Unless otherwise stated, all travel grants are to be based on reasonably priced economy travel expenses from home to the place of meeting. The level of any such grant is at the discretion of the National Executive.

AMENDMENTS TO BY-LAWS

16. Except where the Constitution otherwise provides the By-laws may be amended at any AGM by a majority vote provided that notice of the proposed amendment has been sent at least two calendar months in advance to the Branches.

ABBREVIATIONS

| | |
|-----------------|---|
| By-law (number) | By-law (number) of this Constitution |
| CIR | Coordinator for International Relations |
| CI | Clause |
| CI (number) | Clause (number) of this Constitution |
| Enrolment Fee | Any payment made for registrations or enrolments at conventions, conferences, or council meetings |
| GWI | Graduate Women International (formerly International Federation of University Women) |
| GWNZ | Graduate Women New Zealand (formerly New Zealand Federation of Graduate Women) Incorporated |
| IM | Independent Member |
| IMN | Independent Members' Network |
| IFUW | International Federation of University Women (now GWI) |
| IPP | Immediate Past President |
| PAC | Convenor of the Public Affairs Committee |
| PGWNet | Pacific Graduate Women's Network |

Payment Terminology:

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|---------------------|--|
| Branch/IMN Fee | Portion of subscription retained by Branch or GWNZ (for IMN) |
| GWNZ Capitation Fee | Portion of subscription paid by Branch or IMN to GWNZ |
| GWNZ Fee | Portion of GWNZ capitation fee retained by GWNZ |
| Subscription | Total payment made by a Branch member to the Branch or IM to GWNZ (on behalf of the IMN) |
| GWI Capitation Fee | Portion of GWNZ capitation fee paid to GWI |