

# **Bylaws of The New Zealand Association of Radio Transmitters Incorporated**

Any reference to the constitution is a reference to the Constitution of The New Zealand Association of Radio Transmitters Incorporated. All definitions therein are applicable to these bylaws.

## **Part 1 – The Officers of the Association**

### **1.1 The President**

- a. The President is the leader and chief executive officer of the Association, charged with overseeing the implementation of the policy of the Association in accordance with this constitution and in co-operation with the Executive Council.
- b. The President is, by virtue of office, also the President of all subgroups and organised groups within the Association and is the Chairperson of all meetings of the Executive Council and all general meetings, but has the discretion from time to time to invite another officer of the Association to chair all or part of any meeting.
- c. The President must, at each annual general meeting, present a report to the members on the progress of the Association in the immediately preceding twelve months and must while holding office liaise with all members of the Executive Council, all Officers, and as far as is practicable, regularly visit branches and affiliates of the Association.

### **1.2 The Vice-President and Acting President**

- a. The Incoming Executive Council must as soon as possible after the result of the election has been declared, and notwithstanding that it has not taken office, elect from among its members a Vice-President who is generally to have the duty of assisting the President on an as required basis. The incoming Executive Council may make this appointment only if it is able to constitute the quorum provided for in paragraph 3.6. of the constitution for the conduct of Executive Council business. No ratifying vote is necessary following the incoming Executive Council taking office.
- b. If the President is temporarily unable to carry out the President's duties, the Vice-President becomes Acting President and while carrying out the President's duties has all the powers vested in the President by this constitution. While Acting President the Vice-President remains an elected member of the Executive Council and there is no vacancy on the Executive Council.
- c. If the office of President becomes vacant, the Vice-President becomes President by virtue of this provision without the necessity of any appointment or election. The Executive Council must then elect a further Vice-President in the manner provided for in paragraph a. above.

- d. The Vice-President currently in office becomes President automatically if after calling nominations for office no nomination is received for the office of President. The Vice-President must not be included in any ballot for the office of President unless properly nominated in terms of Schedule A, paragraph 1. a. of the constitution.
- e. If both the President and Vice-President are unable to carry out the duties of President, the Executive Council must appoint an Acting President from among its own members.
- f. The Immediate Past-President, unless also an elected member of the Executive Council, is not eligible to be Vice-President.

### **1.3 Appointment of Treasurer and General Secretary**

The Executive Council, as soon as possible after taking office, must appoint a General Secretary and a Treasurer and determine the terms (including salary or honoraria) upon which they hold office. The General Secretary and the Treasurer so appointed must carry out the duties of their respective offices as outlined in this constitution.

### **1.4 The General Secretary**

- a. The General Secretary must oversee the business and statutory records of the Association (other than financial records) and must: -
  - i. act in all things under the direction of the Executive Council,
  - ii. convene all meetings of the Association and of the Executive Council except as otherwise provided herein,
  - iii. arrange for minutes to be taken at all Executive Council Meetings and General Meetings, whether personally or by another attendee,
  - iv. generally, conduct correspondence upon behalf of the Executive Council,
  - v. maintain a Register of Members showing the name, phone number, address and email address (if applicable) of each member and the date upon which they became members,
  - vi. maintain a register of Branches showing the name of each Branch and the address for mailing and emailing purposes as provided for in paragraph 6.3.e of the Association's constitution,
  - vii. act as the Contact Person of the Association,
  - viii. perform any other duties the Executive Council may from time to time direct.
- b. The General Secretary is not required, by virtue of holding that office, to be a Member of the Association.

### **1.5 The Treasurer**

- a. The Treasurer oversees the financial activities of the Association, and will –
  - i. Oversee the financial transactions of the Association,
  - ii. provide regular, (generally on a monthly basis) financial reporting to the Executive Council.
  - iii. supervise its book of account,
  - iv. Provide to the Executive Council within ninety days of the end of the financial year an Annual Financial Report in compliance with the requirements of the Charities Act, which has been reviewed by the Association’s independent reviewer.
- b. The Treasurer is not required, by virtue of holding that office, to be a Member of the Association.

### **1.6 The Returning Officer and Inspecting Officer**

- a. The Returning Officer appointed under paragraph 3.2.a. of the constitution is an independent officer, and is not under the direction of the President or Executive Council, but is charged with conducting the election for the Executive Council in accordance with this constitution.
- b. Any Inspecting Officer appointed under Schedule A, paragraph 5 of the constitution is an independent officer and is not under the direction of the President or Executive Council in carrying out an inspection or giving a report under that provision.

### **1.7 Other Officers of the Association and their Deputies and Assistants**

- a. The Executive Council may create offices as it deems fit to assist it in the administration of Association affairs, and may appoint persons to administer those offices, whether elected members of the Executive Council or not and may (subject to paragraph 4.2.b. of the constitution) from time to time authorise the payment of salary or honoraria to those Officers.
- b. The Executive Council may appoint deputies to the various Officers who are to have the power the Executive Council directs. An officer may delegate the duties and powers of the office to a deputy, either generally or for a specific occasion. In the absence of an Officer, a deputy may exercise the powers of the officer unless the Executive Council when appointing the deputy, otherwise directs.
- c. Officers may choose assistants (who are not called deputies) to assist them in their work from time to time. An assistant is not to exercise the powers of the officer unless appointed a deputy by the Executive Council.

### **1.8 To Whom Officers Report**

- a. Elected Officers of the Association, including Officers appointed to an elective position to fill a vacancy, are responsible to and report to a general meeting of the Association.
- b. Except as provided in paragraph 1.6 above, non-elected Officers of the Association are responsible to and report to the Executive Council, but must if required by the Executive Council present a report to the annual general meeting of the Association.

## **Part 2 – Subscription Fees and Levies**

### **2.1 Subscription and Member Becoming Un-financial**

- a. The Executive Council may levy an annual subscription on Members of the Association.
- b. For the annual subscription levied on Members, the Executive Council may from time to time divide the membership into classes and declare that the different classes of members so divided are to pay only a proportion of the annual subscription.
- c. The Executive Council may not more than once each subscription year vary the subscription so levied, but the subscription must not be increased by more than twenty-five per cent without the approval of a majority vote at a general meeting.
- d. Unless otherwise provided for in this constitution the division of membership into classes under subparagraph b. above is for the purpose only of assessing the subscription payable and does not in any way otherwise affect the privileges of the class of membership to which any member belongs.
- e. The annual subscription falls due on the 1st day of January in each year and any member (other than an honorary member or honorary life member) whose subscription is unpaid on that date is un-financial and is not entitled to the privileges of membership.
- f. Any member whose subscription remains unpaid after the 31<sup>st</sup> March in any year must be removed from the Register of Members provided that if;
  - i. the whole of the arrears of subscription are paid; and
  - ii. the General Secretary is satisfied that the failure to pay is due to inadvertence or other good cause then that person must be re-instated to the Register of Members upon request and is not required to re-apply for membership.
- g. The Executive Council may at its discretion direct that payment of all or any part of the subscription of any Member, Branch or affiliated club be remitted.

### **Part 3 – Miscellaneous**

#### **3.1 Official Journal**

- a. The Executive Council may publish or cause to be published an Official Journal under a name approved by the Executive Council. The frequency of publication and other conditions of publication are as from time to time determined by resolution of the Executive Council.
- b. The Executive Council must appoint an editor to the Official Journal, who must observe the editorial policy laid down by the Executive Council and is responsible to the Executive Council.
- c. Every member is entitled to receive a copy of the Official Journal provided that where more than one member resides in a household, the Executive Council may either generally, or in a particular case, allow a reduced subscription for the second and subsequent members resident in the household and direct that only one copy of the Official Journal be forwarded to the household so long as the reduced subscription continues to be paid.