



REGIONAL BRANCHES BYLAWS

June 2004

1. NAME

The name of the organisation shall be the existing Auckland / Wellington / Canterbury Branch and future Regional Branches consisting of 20 members or above (hereinafter called "the Branch") of THE NEW ZEALAND SOCIETY OF TRANSLATORS AND INTERPRETERS (INCORPORATED)(hereinafter called "the Society")

2. OBJECTS AND JURISDICTION

The purpose of the Branch is to provide opportunities for practitioners to get together, correspond, exchange ideas, develop their skills and knowledge, and generally to help in the acquisition and dissemination of knowledge relating to the profession; to organize meetings to further cooperation and information exchanges among members; and to promote the policies and objectives of the Society.

Specifically, the Branch is an internal organisation established to further the policies and objectives of the Society at a local and regional level. As such, it is accountable to the National Council and the Society as a whole. It should NOT represent the Society or the profession externally unless delegated specifically by the National Council.

The jurisdiction of the Branch is conferred under §30.4 of the Constitution of the Society.

3. MEMBERSHIP

3.1 Classes of Members

Members of the Branch shall be members in good standing of the Society who have paid the annual membership fees of the Society. All members of the Branch (including affiliates) shall be voting members of the Branch.

3.2 Annual Fees

There shall be no extra fees for Branch membership in addition to the Annual Membership / Affiliateship Fee as stipulated in the Constitution.

3.3 Rights of Membership

Members of the Branch shall receive Branch publications and announcements. They shall have the right to vote for Branch officers and on Branch business as required.

4. Finance

4.1 Funding

The Branch shall receive funding from the National Council for its operation and for furthering its aims and objectives. Funding shall be provided every 12 months.

The level of funding shall be adequate for its operation and shall be determined in the spirit of reason and fairness by the National Council in the form of a standing order. The funding formula shall amongst other constraints and parameters take into consideration the total membership of the Branch.

4.2 Additional Funding

Funding allocated shall be for a duration of 12 months. No additional funding shall be provided in the event of account deficit. However, under exceptional circumstances, the Branch may seek one-off grants from the National Council. The merit of the such grant applications shall be assessed by the National Council on a case-by-case basis.

4.3 Annual Financial Statement

The Branch Treasurer shall be responsible for the preparation of an annual financial statement to be presented at the Branch AGM and at the AGM of the Society.

4.4 Annual Budget

The Branch Treasurer shall be responsible for the preparation of an annual budget outlining its projected incomes and expenses in the next twelve months. The annual budget shall be presented to the National Council for consideration prior to the transfer of annual Branch funding.

5. REGIONAL SUBCOMMITTEE AND OFFICERS

5.1 Officers

The Officers shall consist of the President, the Vice-President, the Secretary, and the Treasurer, to be elected at the Annual General Meeting by the members of the Branch. All Officers shall be elected from the members of the Branch who are Ordinary Members of the Society. Only in the event when no Ordinary Members are nominated for election shall Affiliates be elected as Officers. Nevertheless all officers must be active members or affiliates of the Society.

5.2 President

The President shall perform the duties of the presiding officer of the Branch. The President shall submit an annual report and financial statement to the National Council of the Society. The President (or nominee, as ratified in

AGM) shall become a member of the National Council serving as the communications link between the Branch and the Society.

5.3 Regional Subcommittee

The Regional Subcommittee shall consist of the Officers plus at least two other members elected at the Annual General Meeting by the members. The Regional Subcommittee shall meet when and where it considers expedient, and shall have a quorum of three.

5.4 Elections

The Branch officers shall be elected by a majority of voting members present at the Annual General Meeting of the Branch. Voting members unable to attend the Annual General Meeting may appoint a proxy.

The Branch officers shall be elected for a one-year period or until a successor is selected. Their term of office shall begin at the close of the Annual Meeting of the Branch.

5.5 Vacancies

If any position becomes vacant, including the office of President, between one Annual General Meeting and the next, the Regional Subcommittee may appoint a replacement to fill the position till the next Annual General Meeting. The Regional Subcommittee may also fill by appointment any vacancy not filled at the Annual General Meeting.

6. MEETINGS OF THE BRANCH

6.1 Annual General Meeting of the Branch

The Annual General Meeting of the Branch shall be held when and where determined by the Regional Subcommittee annually. Members shall receive 4 weeks written notice, by mail or other delivery, of the date, time and venue of the Annual General Meeting.

The purpose of the Annual General Meeting is to hold elections, hear reports of the President and Subcommittees, if any, and discuss other business that may arise.

6.2 Special General Meeting

A Special General Meeting may be convened at any time by the Regional Subcommittee, and shall be convened whenever a requisition signed by three members of the Branch and stating the object of the meeting and giving notice of motions is lodged with the Secretary. All Special General Meetings shall be held where determined by the Regional Subcommittee. If no notice has gone out, within 20 days of the lodging of such requisition, convening a Special General Meeting within 40 days of the lodging of such requisition, then any three members may convene a Special General Meeting in accordance with the requisition.

Twenty-one clear days notice of every Special General Meeting, stating the nature of the business to be transacted at such Meeting and giving notice of motions shall be posted out to every Member and to any other person at the

Regional Subcommittee's discretion, and no business of any special nature which has not been stated in the notice of the Meeting shall be transacted at any Meeting; but if a member does not happen to receive the notice so sent to him/her, this shall not invalidate the proceedings of the Meeting.

6.3 Quorum

Four members shall constitute a quorum at a General Meeting other than a Special General Meeting. Six members shall constitute a quorum at a Special General Meeting. Such members may be represented by proxy

6.4 General Branch Meeting

General Branch Meetings shall be held when and where determined by the Regional Subcommittee on a regular basis. Members shall receive adequate written notice, by mail or other delivery, of the date, time and venue of the General Branch Meeting.

The purpose of the General Branch Meeting is to function as a forum for the members to discuss issues pertinent to the profession and a forum for continuing professional development.

6.5 Reporting

The Branch shall prepare a report of its activities and meetings at each National Council Meeting. In addition, it is also the duty of the Branch to contribute to each issue of the Society Journal, *Word for Word*, concerning regional activities and issues.

7. AMENDMENT OF BYLAWS

These bylaws may be altered, added to and rescinded in accordance with the Constitution of the Society.

Any amendment of bylaws shall be applicable to all regional Branches of the Society.