

**THE NEW ZEALAND  
SOCIETY OF AIR SAFETY INVESTIGATORS  
CONSTITUTION AND BY-LAWS**

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**THE NEW ZEALAND  
SOCIETY OF AIR SAFETY INVESTIGATORS  
CONSTITUTION AND BY-LAWS**

**ARTICLE I**

**GENERAL**

**Section 1        *Name***

The name of this organisation shall be the 'New Zealand Society of Air Safety Investigators' hereinafter referred to as 'NZSASI'.

**Section 2        *Membership in International Society of Air Safety Investigators***

NZSASI will be affiliated with the International Society of Air Safety Investigators (ISASI) and will abide by ISASI By-laws and Council Policy. However, NZSASI shall remain fully independent in matters within its own national jurisdiction as set forth herein.

**ARTICLE II**

**PURPOSE AND OBJECTIVES**

**Section 1        *Purpose***

NZSASI is organised to promote the development of improved air safety investigation procedures through lectures, displays and presentations and by the exchange of information.

In furtherance of this objective, it is intended to promote the exchange of ideas, experiences and information regarding the air of aircraft accident and incident investigation and to disseminate information, with a view to improving the safety of flight.

**Section 2        *Political Activities***

NZSASI will not participate in any political activity directed toward the success or failure of a political party, candidate for partisan political office, or partisan political group.

**ARTICLE III**

**MEMBERSHIP**

**Section 1        *Membership***

Membership of NZSASI is open to New Zealand citizens who are members of ISASI and members of ISASI who are resident in New Zealand. Each member of NZSASI will comply with the Constitution and stated policy of NZSASI, and shall agree that, if for any cause their membership in NZSASI shall terminate, their rights, title and interest in

or to NZSASI shall cease. No member may assign his or her membership or any right arising therefrom except as otherwise provided by the Constitution and by-laws.

## Section 2 *Eligibility for Office*

Members including Fellows, Life Members, Members, Associate Members, Honorary Members and Corporate Members' representatives, who are financially in order are eligible for election as officers of NZSASI.

## Section 3 *Voting Rights*

All members shall be entitled to one vote if financially in order. Both the primary and alternate Corporate Member representatives are each entitled to one vote. Proxies authorising a voting member to vote for an absent member shall be signed and submitted to the Secretary/Treasurer in advance of any meeting.

## Section 4 *Membership standing*

NZSASI members will be regarded as being financially in order if their dues for the current year have been paid to ISASI.

## Section 5 *Resignation*

Any member of NZSASI or Officer thereof, may withdraw from NZSASI by giving written notice of his/her resignation to the Secretary/Treasurer.

## Section 6 *Reinstatement*

Any member who has been removed from the NZSASI membership roll for non-payment of dues may be reinstated if reinstated as a member of ISASI in accordance with current ISASI policy.

## Section 7 *Termination of membership*

Termination of membership in NZSASI in any manner whatsoever, of any person, shall operate as a release of all right, title or interest on any part of such member in any assets or property of NZSASI.

# NEW ZEALAND SOCIETY OF AIR SAFETY INVESTIGATORS

## ARTICLE IV

### ORGANISATION

## Section 1 *Organisation*

NZSASI shall consist of any ISASI Fellow, Member, Associate Member, Honorary Member, Student Member or Corporate Member's representative who is a New Zealand citizen or resident in New Zealand.

## ARTICLE V

### GOVERNANCE

#### Section 1        *Officers*

The Officers of NZSASI shall be the President, the Immediate Past President, Vice-President and Secretary/Treasurer who shall constitute the Executive of NZSASI. The Immediate Past President shall have the option of declining continued membership of the Executive. A full member of NZSASI shall be elected as the New Zealand Councillor on the ISASI Council. The Councillor shall be a non-voting member of the Executive, except where he or she holds another office concurrently.

#### Section 2        *How Elected*

The Executive shall be elected by means of an electronic ballot, to be distributed to the eligible voting membership upon closing of biennial nominations. The candidate for each office receiving a majority of the votes shall be declared elected.

#### Section 3        *Term of Office*

Officers shall serve for a term of two years without remuneration of any kind. However, any Officer of NZSASI may be removed from office prior to the completion of his or her term upon petition to that effect of any five (5) members holding voting rights, duly confirmed by a majority of the voting members of NZSASI. Such petition shall be acted upon within thirty (30) days by the Executive who shall submit such petition to a postal ballot of the members holding rights within thirty (30) days of the receipt of such a petition.

#### Section 4        *Management*

The management and control of NZSASI's affairs, funds and property shall be vested solely in its elected officers.

Electronic banking payments approved by the Executive shall be validated by any two of: the President, Immediate Past President, Vice-President and the Secretary/Treasurer.

#### Section 5        *Remuneration*

As a not-for-profit organisation, NZSASI's officers and members may not receive any distributions of profit or income from it. This does not prevent reimbursement of actual and reasonable expenses incurred, or entering into any transactions with NZSASI for goods or services supplied to or from them. Such transactions shall be at arm's length, in the manner of normal trade practice, relative to what would occur between unrelated parties. No officers or members shall influence any such decision made by NZSASI in respect of payments or transactions between it and them, their direct family or any associated entity.

#### Section 6        *Budget*

On or before the beginning of each fiscal year, the Executive shall prepare and approve a budget based on estimated income and expense for the ensuing year. Subsequently,



no obligations will be incurred nor any funds expended in excess of the amounts provided in the budget without special approval of the Executive, except that the President may approve emergency expenditures not exceeding \$200.00.

#### Section 7 *Duties of the President*

The President of NZSASI shall preside at all meetings of the Executive as well as all business meetings. Acting on the legal advice of the membership, he or she shall appoint such special committees, legal advisers and consultants as may be deemed necessary.

#### Section 8 *Duties of the Vice-President*

The Vice-President shall assume such duties as may be delegated to him or her by the President and shall serve in the President's place during his or her absence.

#### Section 9 *Duties of the Secretary/Treasurer*

The Secretary/Treasurer shall ensure accurate records of the business and financial affairs of NZSASI are maintained and funds are received, disbursed or invested in accordance with the procedures established by the Constitution and the Executive. The accounting system shall conform to modern accounting practices. The Secretary/Treasurer shall present an annual financial report countersigned by the President to the members at each general meeting. The Secretary/Treasurer shall maintain membership records, send out notices, prepare agenda and keep minutes of meetings. He or she shall prepare ballots for the biennial election of Officers which will show the names of those nominated by the Nominating Committee, in such form as shall permit the members to indicate their choices and return the ballots to the Chairperson of the Nominating Committee for tallying.

#### Section 10 *Duties of the international Councillor*

The International Councillor is the New Zealand member of the ISASI International Council, and shall act in accordance with the Council's policies and procedures.

#### Section 11 *Banking*

NZSASI's banking shall be with a New Zealand institution as selected by the Executive.

### ARTICLE VI

### COMMITTEES

#### Section 1 *General*

The President shall appoint any of the following committees that the Executive deem necessary. Such committees will serve for the period required with the membership being reviewed every two years. Nevertheless, the President may remove from office at his or her discretion any member of a committee so appointed. Casual vacancies on any committee shall be filled by appointment by the President and the member so appointed shall serve for the balance of the two-year period of service of the

committee. In all cases, members appointed to the Committees shall serve without remuneration.

#### Section 2      *Membership Committee*

'Membership Committee' means the ISASI membership committee. All applications for membership, upgrade and reinstatement are made directly to ISASI.

#### Section 3      *Auditing Committee*

The Auditing Committee shall make an audit of NZSASI's books and accounts. In the event of a petition for an audit signed by any ten (10) members holding voting rights, the Executive shall employ a qualified auditor to carry out an independent audit of the books and accounts and present his or her report to a special meeting. An audit will always be conducted on the finances of any ISASI seminar for which NZSASI is responsible.

#### Section 4      *Nominating Committee*

The Nominating Committee shall comprise a Chairperson, to be known as the Returning Officer, and any additional members considered necessary by the Executive. The Returning Officer shall receive nominations for Executive positions, and at the closing date for nominations, notify the Secretary of those received.

#### Section 5      *Special Committees*

The President may create Special Committees as necessary. The terms of any Special Committee shall terminate upon completion of the Committee's duties.

### ARTICLE VII

#### *FEES AND DUES*

##### Section 1      *Dues*

NZSASI does not levy any fees or dues on members of NZSASI but additional dues may be levied, collected and retained for use by NZSASI as per Section 3.

##### Section 2      *Annual ISASI Dues*

All annual dues administration is managed directly by ISASI. Members' payments are made electronically either via ISASI's secure membership website or by direct credit.

##### Section 3      *Additional Assessments*

NZSASI may, at its discretion, levy supplemental assessments for the purpose of meeting non-budgeted expenses. Such supplemental assessments may not be levied more than once per annum.

##### Section 4      *Contributions*

Special contributions or gifts of money or property may be accepted by NZSASI to achieve its stated purpose.

Section 5        *Fiscal Year*

The fiscal year of NZSASI shall terminate on 31 March.

ARTICLE VIII

*PUBLICATIONS AND PUBLIC STATEMENTS*

Section 1        *'ISASI Forum'*

The official publication of NZSASI shall be the *ISASI Forum*.

Section 2        *Responsibility for Statements*

Public statements made by members shall not be construed to represent the opinion of NZSASI. NZSASI shall not be responsible for statements or opinions expressed in technical papers or discussions at meetings. No member of NZSASI other than the President or his or her nominee shall make any public statement, reflecting views of NZSASI.

ARTICLE IX

*MEETINGS*

Section 1        *General Meetings*

A general meeting shall be held at intervals not exceeding twenty four (24) months.

The President of NZSASI shall present at the general meeting of members, reports from the Vice President, Secretary/Treasurer and the Chairperson of each committee.

Normally the installation of the Executive for the ensuing two years shall be made at this meeting. NZSASI may hold its general meeting in conjunction with an Annual Seminar of ISASI or ANZSASI.

Section 2        *Special Meetings*

Special meetings of the Executive and the Membership of NZSASI may be called by the President.

Section 3        *Motions*

The majority of votes cast shall decide any motion.

Section 4        *Quorum*

A quorum at either general or special meetings of the membership shall consist of at least twenty (20) per cent of the voting members.



## ARTICLE X

### *BY-LAWS*

#### Section 1        *General*

The Constitution shall constitute the By-laws of NZSASI.

#### Section 2        *Voting*

The Constitution may be amended, repealed or altered in whole or part by two-thirds (2/3) of the members voting. Votes shall be by electronic ballot to all eligible voting members. A minimum of thirty (30) days shall expire between distribution and closing of ballots, which concern amendments to the Constitution.

To comply with the not-for-profit provisions of the Income Tax Act 2007, no addition to, deletion from, or alteration of, the Constitution shall be made which would allow personal financial gain to any individual. The provisions and effect of this clause shall not be removed from the Constitution and shall be included and implied in any document replacing the Constitution.

## ARTICLE XI

### *DISSOLUTION*

NZSASI may be dissolved by a vote of members voting at a general meeting called on not less than fourteen (14) days' notice by a notice specifying that the purpose of the meeting is the matter of dissolution. After all liabilities and obligations of NZSASI have been paid and satisfied, any physical assets shall be realised, and all remaining funds of NZSASI shall be distributed to one or more scientific or educational institutions as determined by a general meeting or by the Executive.

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