

# Australian and New Zealand History of Education Society

Founded 1970

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## CONSTITUTION AND BY-LAWS

(Amended 1979, 1997, 1999, 2006, 2007, 2011, 2012, 2013, 2014)

### 1. Name

The name of the Society shall be the Australian and New Zealand History of Education Society (ANZHES).

### 2. Aims

(a) To collect and distribute information relating to study, teaching and research in all fields of the history of education.

(b) To sponsor and support all such activities as may encourage research and the exchange of ideas on the history of education.

### 3. Membership

Membership shall be open to all persons who have an interest in the history of education.

### 4. Subscription

(a) To be determined, from time to time, by the Committee of the Society and ratified by the Annual General Meeting.

(b) Subscription categories shall include: (1) Waged, (2) Non-waged.

### 5. Committee

(a) The affairs of the Society shall be administered by a Committee consisting of President, Vice President, Immediate Past President, Honorary Secretary, Honorary Treasurer, Graduate Student Representative, Editor of the *History of Education Review*, (if there is more than one editor, the editors shall nominate one of their number for the position), a Social Media and Communications Coordinator and up to three co-opted members.

(b) No fewer than two members of the Committee shall come from New Zealand, and no fewer than two members of the Committee shall come from Australia. If this condition is not met at the Annual General Meeting after elections have been held, the elected members of the Committee shall coopt members to meet this condition within six weeks of the Annual General Meeting.

(c) The Committee may coopt up to three members if required, whose number shall include any members coopted under clause 5 (b).

(d) The position of Graduate Student Representative shall be filled in the first instance by the election of a graduate student at the Annual General Meeting. If no person is elected to this position, the convenor of the next ANZHES conference may nominate a graduate student for the position.

(e) A quorum for the Committee, whether meeting in person or by other means, shall be four members, three of whom must be members elected by an Annual General Meeting.

(f) A member of the Committee shall cease to be a member of the Committee:  
(i) on receipt of the member's resignation by the Honorary Secretary  
(ii) on the member's failure to attend three successive Committee meetings which have been duly notified without leave being granted by the President of the society.

## **6. Annual General Meeting and Special General Meeting**

(a) The Annual General Meeting should be held, when possible, within twelve months of the previous Annual General Meeting.

(b) Any decision of the Annual General Meeting shall be binding on the Committee until changed or revoked at a Special or Annual General Meeting.

(c) The Annual General Meeting shall receive reports from the Honorary Secretary, Honorary Treasurer and the Editor/s of the History of Education Review (whose report shall include a financial statement), and other reports deemed necessary by the Committee.

(d) The Annual General Meeting may make by-laws, attached as a schedule to this constitution. Proposed by-laws must be agreed to by a majority of members present at an Annual General Meeting.

(e) A Special General Meeting of the Society may be called by the Committee, or by at least ten members of the Society, at any time provided due notice has been given.

(f) At least one month's notice shall be given for an Annual General Meeting or a Special General Meeting.

(g) A quorum for an Annual General Meeting or a Special General Meeting shall be ten members.

## **7. Elections**

(a) The Committee of the Society shall be elected at an Annual General Meeting.

(b) The President and Vice-President shall be elected every second year for a term of office lasting two years. ('Year' shall be interpreted to mean the period of time between two consecutive Annual General Meetings.)

(c) Other elective officers of the Committee: Honorary Secretary, Honorary Treasurer, Social Media and Communications Coordinator and Graduate Student Representative, shall be elected annually for a term of office lasting one year.

(d) Nominations for office bearers shall be received in the Hands of the Honorary Secretary on the day of the Annual General Meeting. Such nominees shall be financial members of the Society.

(e) When an election is necessary it shall be by preferential ballot.

**8. Affiliations**

The Committee may decide on affiliations with other bodies provided that these are duly ratified by the Annual General Meeting or a Special General Meeting.

**9. Accounts**

The Committee of the Society shall appoint a person to audit the accounts of the Society before presentation to the Annual General Meeting.

**10. Alteration to the Constitution**

(a) Any amendment to this Constitution must be agreed to by a majority of those present at an Annual General meeting or a Special General Meeting convened for the purpose.

(b) The full wording of the proposed amendment shall be included on the notice paper calling the meeting at which it is to be discussed.

## **SCHEDULE**

### **By-law I:**

#### **Guidelines for the funding of postgraduate students to the ANZHES conference**

ANZHES encourages the participation of postgraduate students in its conferences and other activities.

The ANZHES Committee is authorised to assist full-time postgraduate students (research) to attend annual conferences according to the following guidelines:

1. That the post-graduate student is a financial member of ANZHES at the time of an application for assistance and preceding the conference for which the assistance is sought.
2. That with any application for assistance:
  - (a) there be a letter from the student's supervisor confirming the student's full or part-time status as a research student;
  - (b) the various costs of transport, accommodation and registration are indicated and supported by documentation;
  - (c) and an amount, not more than AUD 3,000 is requested.
3. That the student present a full or work-in-progress paper at the conference.
4. That the maximum assistance available in any one conference year be not more than AUD 3000.
5. No postgraduate student shall be eligible for assistance to more than two conferences.
6. Applications for assistance may be received by the Secretary of ANZHES within four months before or after the ANZHES conference for which the assistance is sought. However, applications received less than 6 weeks preceding a conference will only be considered if the available budget has not been expended.
7. Applications are approved at the discretion of the ANZHES Committee, or decision of the President, Secretary and Treasurer if a full Committee meeting does not occur within two months of the receipt of application.

### **By-law II:**

#### ***History of Education Review***

1. ANZHES shall publish a refereed journal, the *History of Education Review*, to appear at least twice yearly.
2. The Editor or Editors shall be responsible for all matters associated with its academic mission, production and distribution, within the guidelines and any specific motions passed by the ANZHES Committee or Conference.
3. Tenders for the editorship shall be called by the ANZHES Committee. Subject to review as outlined below, the term of office shall be five years. Previous Editors may re-apply.
4. Tenders for the Editorship should address the following issues:

- (a) Editorial policy
  - (b) Production of the journal (costings, institutional support and process)
  - (c) Book review arrangements (usually in the form of nominating a Book Review editor)
  - (d) Business managership (usually in the form of nominating a Business Manager)
  - (e) Publicity, and subscription list expansion
5. Tenders for the editorship shall be assessed by the following process:
    - (a) The Committee shall nominate a review panel and its Chair from members of the Society
    - (b) The review panel will make a recommendation to Conference having assessed the tenders. The panel may interview nominees at its discretion.
  6. In the third year of any editorship, the Committee of the Society shall nominate a review panel to assess the production of the Journal. The panel shall make a recommendation to the Committee as to whether an invitation to complete the five year term should be made.
  7. The Editors shall be responsible for the financial managership of the Journal to the ANZHES Committee through the Honorary Treasurer. The Honorary Treasurer may require certain procedures and standards in the keeping of the financial records of the Journal. The Honorary Treasurer is empowered to audit the financial records of the Journal once yearly.

### **By-law III: Responsibilities of ANZHES Committee Members**

1. President:
  - (a) Act as main spokesperson for ANZHES
  - (b) Oversee the welfare and running of the Society
  - (c) Ensure the integrity of the ANZHES Constitution and By-laws
  - (d) Oversee annual conference planning including communication with convenors
  - (e) Chair Committee, Special and Annual General meetings
  - (f) Deliver a Presidential Address (academic) during term of office
  - (g) Act as Public Officer for the purpose of signing contracts for the Society
  - (h) Communicate with membership on matters of significance to the Association
2. Vice President:
  - (a) Act for the President as required
  - (b) Oversee and administer national and international affiliations
  - (c) Undertake special projects
3. Immediate Past President:
  - (a) Provide advice to the Committee
  - (b) Undertake special projects
4. Secretary:
  - (a) Administer the affairs of the Society
  - (b) Keep records of meetings and decisions made by the Committee and conference
  - (c) Oversee the implementation of decisions made by the Committee and conference
  - (d) Issue meeting agendas, ensuring due notice is given
  - (e) Issue calls for nominations for elective offices, ensuring due notice is given

- (f) Appoint returning officers for election counts as required
  - (g) Supervise and develop the ANZHES website
  - (h) Maintain membership records (with Treasurer)
  - (i) Produce and distribute an ANZHES newsletter at least twice a year
  - (j) Maintain and administer the Constitution and By-laws of the Society
  - (k) Administer the postgraduate assistance scheme for conference attendance
  - (l) Report to the Annual General Meeting on the affairs of the Society
5. *HER* Editor(s):
- (a) Produce the *History of Education Review (HER)*
  - (b) Maintain and develop the *HER* in conformity with academic standards and conventions
  - (c) Oversee and administer the relationship with *HER* publisher
  - (d) Report to the Annual General Meeting on the *HER*
6. Treasurer:
- (a) Oversee and administer the finances and accounts of the Society
  - (b) Send out and receive membership subscriptions
  - (c) Assist Secretary in maintenance of membership register as subscriptions arrive
  - (d) Administer payments to *HER* publisher
  - (e) Maintain *HER* access for members via the Society website
  - (f) Report to Annual General Meeting on the finances of the Society
7. Graduate Student Representative:
- (a) Represent the interests of graduate student members of the Society
  - (b) Assist ANZHES conference conveners with suggestions for activities engaging graduate student members
  - (c) Work with conference organisers to run planned graduate student activities
  - (d) Network with graduate students in the history of education.
8. Social Media and Communications Coordinator
- (a) Plan a social media and communications strategy for ANZHES and its activities
  - (b) Manage any such strategy as accepted by the ANZHES Committee.”
9. Co-opted member/s:
- (a) Undertake responsibilities as agreed with the Committee

#### **By-law IV: ANZHES conference**

1. The ANZHES Committee shall encourage the submission of proposals that allow the convening of an academic conference annually where possible.
2. Such conferences may include joint conferences, with academic societies in Australia, New Zealand or elsewhere, that share compatible objectives to those of ANZHES.
3. Where possible ANZHES should aim to hold one conference in every three in New Zealand.
4. A proposal to convene an ANZHES conference is normally subject to acceptance by an ANZHES Annual General Meeting, but where a submission needs to be decided on in a time frame that does not allow for an AGM decision, the ANZHES Executive may accept the proposal.
5. Convenors of an ANZHES conference work with the President of ANZHES to ensure the provision of an acceptable conference.

6. Convenors of an ANZHES conference are responsible for the budget planning, and finances of their conference. They should aim to ensure the budget covers all expenses associated with running the conference. This occurs with advice from the ANZHES Treasurer who shall have the right to inspect conference accounts.
7. ANZHES requires that there be three main categories of conference registration, the fees required diminishing from high to low:
  - (1) Waged
  - (2) Unwaged and postgraduate student
  - (3) Pensioner

These categories should be differentiated further, increasing from lower to higher

- (1) ANZHES member
- (2) non-ANZHES member

Depending on the plans of organisers, a further category of fee may be introduced, that is the “Early bird” fee amount.

8. Conference convenors may receive and deal with applications from ANZHES members in financial difficulty for reduced rate conference fees. They may also decide to waive fees for other reasons, for example, for persons who assist with conference organization.
9. The ANZHES Committee can provide advice on programming if required. The Committee has occasionally contributed to the expenses associated with key-note speakers, especially those from outside Australia or New Zealand, but special application needs to be made to the Committee to allow for this.