

# CONSTITUTION

## The New Zealand Society for Balance, Dizziness and Vertigo

Aotearoa: Whārite, Āmai, Rorohuri

1. **The Objects of the Society** shall be
  - (a) to provide a forum where excellent vestibular-related research can be presented;
  - (b) to promote and encourage such research generally;
  - (c) a source of authoritative information on vestibular and balance disorders for the health professions and the general public;
  - (d) to promote excellence in vestibular and balance disorders assessment and treatment.
2. **Membership** of the Society shall be open to all persons professionally engaged in or interested in the management of vestibular and balance disorders or vestibular research. Members shall be enrolled by personal application or by nomination to the Secretary. Final approval of membership shall be vested in the Committee.
3. **Annual subscription** shall be to cover the expenses of meetings, a website and incidentals. This fee shall be fixed from time to time by the Society in a General Meeting. The subscription shall be paid by the month of the Annual General Meeting in any year.
4. **Privileges** extending to financial members include:
  - (a) attending all meetings of the Society and voting on any resolution submitted to such meetings.
  - (b) the invitation of a limited number of guests to Scientific Meetings of the Society.
5. **Management** of the Society's affairs shall reside in a Committee consisting of the following members, all of whom shall be eligible for re-election. Election of Committee members shall occur at the Annual General Meeting. Membership of the Committee should be representative of the various disciplines involved in diagnosis and treatment of vestibular and balance disorders and in scientific research.
  - (a) The President. The role of the President shall be to chair all meetings of the Society and its Committee. The President shall also represent the views of the Society and advance its objects by membership of or representation to other relevant committees or bodies as required.
  - (b) The Honorary Secretary. The role of the Secretary shall be to arrange the meetings of the Society and its Committee. This shall include the circulation of meeting notices and minutes and the publication or archiving of the Society's proceedings. The Secretary shall also act as the President's Deputy as required.
  - (c) The Honorary Treasurer. The Treasurer is responsible for maintaining the accounts of the Society, the list of financial members, and for seeking payment of fees.
  - (d) The Webmaster. The Webmaster is responsible for maintaining the Society's website with up-to-date authoritative information for the public approved by the Committee and for members of the Society.

- (e) At least two other Ordinary members. The role of the Ordinary Committee members is to combine with the other members in the review of submitted abstracts and the general running of the Society's affairs.

All Committee members are subject to re-election annually. The Secretary and Chairman and Treasurer are eligible for periods of office not exceeding three consecutive years. Individual Ordinary Committee members shall serve for such periods as pleases the membership. An outgoing President, Secretary, or Treasurer is eligible to, and encouraged to, seek immediate re-election as an Ordinary Committee member so as to retain corporate memory. Decisions made by the Committee in regard to the Societies affairs must be agreed to by a majority of Committee members present. Three members personally present shall constitute a quorum. The Secretary must send notice to all Committee members at least seven days in advance of any meeting.

6. **Patron.** At the Annual General Meeting, the Society may nominate a Patron or Patrons from time to time.
7. The **Funds** shall be vested in the Committee and be applied solely towards the promotion of the objects of the Society.
8. **Meetings** shall consist of:
  - (a) an Annual Scientific Meeting;
  - (b) an Annual General Meeting; and
  - (c) other meetings as may be deemed necessary.

Scientific meetings will be preceded by a notice of meeting and a call for abstracts of papers prior to the date of meeting. The abstracts must meet publication requirements which may change from time to time and will be notified explicitly by the Secretary. Selection of papers to be presented at meetings shall be decided by the Committee. Copies of abstracts of papers will be archived in a website able to be controlled and maintained by the Society.

Annual General Meetings shall be held at such time and place as the Committee shall in each year determine in the month of March or April. The business shall be: i) to receive the Chairman's report; ii) to receive the statement of Receipts and Expenditure; iii) to elect officers and management committee; and iv) any other general business. Intention to hold an Annual General Meeting shall be sent to each member at least 28 days prior to Annual General Meeting, including an agenda for the meeting. Matters requiring to be conducted at an Annual General Meeting may be conducted at an earlier or later Special General Meeting which must be called and notified in the same manner.

9. **Minutes** shall be recorded and kept by the Secretary of all meetings of the Society. They shall be made available to any member upon request.
10. **Alteration of the Constitution** may be made at any General Meeting, provided a quorum of financial members is present. For this purpose a quorum shall be twenty financial members of the Society. Notice of intent to alter the Constitution must be sent to all members 28 days prior to Annual General Meeting or other meeting.
11. **Termination of membership** of the Society may be made at any time by notice of resignation in writing given to the Secretary. Termination may also be made at the discretion of the Committee should a subscribing member
  - (a) be in default of payment of subscription 12 months after it is due; or
  - (b) attempt to frustrate the objects of the Society.
12. **Winding up.** Should the Society resolve to be wound up at a General Meeting, any funds or assets held by the Society shall be disbursed to other bodies whose aims are consistent with the Society's objects.