

AUSTRALIAN AND NEW ZEALAND HISTORY OF EDUCATION SOCIETY

CONSTITUTION AND BY-LAWS

(Amended 1979, 1997, 1999, 2006, 2007, 2011)

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, Editor/s of the *History of Education Review*.
- (b) The Committee shall have power to co-opt members.
- (c) A quorum for the Committee shall consist of three members.
- (d) A member of the Committee shall cease to be a member of the Committee: (1) on receipt of the member's resignation, (2) on the member's failure to attend three successive Committee meetings which have been duly notified without due leave being granted.

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 fifteen 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 and Honorary Treasurer) 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 post-graduate students to the ANZHES conference

ANZHES encourages the participation of post-graduate students in its conferences and other activities.

The ANZHES Committee is authorised to assist full-time post-graduate 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) 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 post-graduate 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.