

**THE CONSTITUTION OF THE NEW ZEALAND ARCHAEOLOGICAL
ASSOCIATION INCORPORATED.**

NAME:

1. The name of the Association shall be "The New Zealand Archaeological Association, Incorporated".

OBJECTS:

2. The objects of the Association shall be:
 - (a) To initiate and to organize research into the prehistory of New Zealand and related areas in the Pacific.
 - (b) To unite all persons engaged in or interested in archaeology, by holding conferences and meetings for the discussion of archaeological questions.
 - (c) To increase and to disseminate information on all matters relating to, or of interest to archaeologists, and to assist in the spread of this information among the public generally.
 - (d) To strengthen the links between the professional and amateur archaeologist.
 - (e) To encourage and foster teaching and research in archaeology.
 - (f) To encourage the use of public museums as the repositories for artefacts and associated material.
 - (g) To encourage the conservation of archaeological sites as part of the New Zealand national heritage.
 - (h) To affiliate with, establish relations with, become a member of, co-operate with any Association, Society, body or combination of Associations, Societies or bodies in New Zealand or elsewhere having objects in any way similar in whole or in part to the objects of this Association.
 - (i) To establish, maintain and encourage adherence to professional standards and ethics, as set out in Schedule 1 attached hereto.

CLASSES OF MEMBERSHIP:

3. The membership of the Association shall consist of:
 - (a) Ordinary members
 - (b) Honorary members
 - (c) Institutional members
 - (d) Such other classes of members as the Association in General Meeting shall from time to time decide. Ordinary Members shall be such persons as are elected Ordinary Members of the Association in accordance with the provisions of Rule 7(a) hereof. Honorary Members shall be such persons as are elected Honorary Members of the Association in accordance with the provisions of Rule 7(b) hereof. Institutional Members shall be such institutions or groups as are elected Institutional Members of the Association, in accordance with the provisions of Rule 7(c) hereof. The secretary or Organiser of such institutions or groups shall be placed on the Association's

mailing list, and the accredited representative of each of these institutional members shall have the right to exercise one vote at general meetings of the Association.

TERMINATION OF MEMBERSHIP:

4. Membership of the Association shall expire in the event of;
 - (a) Resignation in writing, as provided for in Rule 31.
 - (b) Expulsion for misconduct as provided for in Rule 32, either; by a unanimous decision of Council; or: by a majority decision of a General Meeting of the Association. Any member expelled by Council may appeal against such action by applying for a Special Meeting at which s/he may be accompanied by a legal adviser, and be permitted to state his/her case. Should an expulsion occur within three months prior to an Annual General Meeting, then the appeal may be stated at that meeting. The decision of the General Meeting shall be final and binding.
 - (c) A member being in arrears with his/her annual subscription, as provided for in Rule 6.

SUBSCRIPTIONS:

5. Until the Association in General Meeting otherwise resolves, the subscription payable by members and subscribers shall be determined from time to time by Council subject to ratification by the Association in General Meeting.

CONSEQUENCES OF NON-PAYMENT OF ANNUAL SUBSCRIPTION:

6. (a) If 12 months in arrears members will be sent a written request for payment. If payment is not received within one month they will be struck off by vote of Council.
- (b) Ex-members of the Association (either resigned or struck-off) wishing to rejoin may do so by applying for new membership.

ELECTION OF MEMBERS:

7. (a) Ordinary members: Any person interested in the objects of the Association shall be eligible for election by Council, subject to the following provisions;
 - (i) Any candidate for election shall sign and forward to the secretary an application form stating the name and address of the candidate and indicating his/her intention to comply with the conditions set out on the form of application.
 - (ii) The method of election shall be by Council or by a duly empowered subcommittee of Council, by show of hands, or, by prior resolution of the meeting, by secret ballot. In either case, if one third or more of the total votes are cast against a candidate, s/he shall be deemed not elected.
- (b) Honorary Members: Any person who has done outstanding work in connection with archaeology, or has rendered special service to the Association, shall be eligible for election as an Honorary Member by the Association in General Meeting. The provision of Rule 7(a) hereof relating to the election of Ordinary Members shall apply mutatis mutandis to the election of Honorary Members, PROVIDED ALWAYS that a candidate for Honorary Membership shall be nominated by any member of the Association, and

pursuant to a recommendation of Council, shall be elected by the Association in General Meeting. An Honorary Member shall be elected for life, unless his/her election be terminated by the unanimous decision of the Association in General Meeting, PROVIDED ALWAYS that at no time shall the number of Honorary Members exceed ten percent of the number of Ordinary Members of the Association. An Honorary Member shall be entitled to all the rights and privileges of an Ordinary Member, but shall not be required to pay any annual dues or subscriptions.

(c) Institutional Members: The provisions of Rule 7(a) shall apply mutatis mutandis to the election of Institutional Members.

FINANCIAL YEAR OF ASSOCIATION:

8. The financial year of the Association shall end on the last day of [March] in each year.

OFFICERS:

9. The officers of the Association shall consist of a President, an Immediate Past-president, a Vice-president, the Editor of the Newsletter, (ex officio), Site Recording Coordinator, (ex officio), an Honorary Secretary and an Honorary Treasurer, but the last two offices may be held by the same person. Each officer must be either an Ordinary or Honorary Member of the Association.

(a) The President shall preside at all General Meetings of the Association and shall also act as Chairman of the Council.

(b) The Immediate Past-president shall have all the rights and privileges of Council Members.

(c) The Vice-president shall, in the absence of the President, preside at General Meetings of the Association, and act as Chairman of the Council.

(d) The Immediate Past-president shall, in the absence of the President and the Vice-president, preside at all General Meetings of the Association, and act as Chairman of the Council.

(e) The Honorary Secretary shall serve under the direction of the Council as the Executive Officer in respect of the work of the Association. S/He shall keep correspondence and such other records as may be ordered by the Council. The Secretary shall record all decisions reached in General Meeting or in meetings of the Council. Such minutes shall be confirmed at the next meeting and signed by the Chairman.

(i) A register of members shall be kept by the Honorary Secretary, the Treasurer, or a Membership Secretary, as delegated by Council.

(f) The Honorary Treasurer shall receive all monies due to the Association from members and others, and shall deposit same in the name of the Association in any Bank or Banks approved by the Council. S/He shall make all payments by cheque which shall be signed by the Treasurer and one other officer or member of the Council appointed for that purpose. S/He shall keep full and regular accounts and report to Council as frequently as possible. Notwithstanding the foregoing, Council may appoint members of the Association to receive monies and deposit the same in the name of the Association in bank accounts and make payments by cheque which shall be signed by

the person appointed and a second member appointed for this purpose with the restrictions that this power to appoint may only be exercised in respect of accounts operated for a specific purpose, and that such appointments shall be subject to annual reappointment by Council.

(g) The Council shall be responsible for the appointment of an Editor. The Editor shall have full executive control over the production of the Association's Newsletter, although all decisions on matters of policy shall be determined by Council. To enable the Editor properly to fulfil his/her functions, a separate banking account shall be established and sustained by an annual grant which shall be allocated by Council from the Association's funds.

(h) The Council shall be responsible for the appointment of a Site Recording Coordinator (ex-officio). The Coordinator shall be responsible for the direction and development of the Association's Site Recording Scheme and shall work under the direction of the Council.

MANAGEMENT OF THE AFFAIRS OF THE ASSOCIATION:

10. The management and control of the affairs of the Association shall be vested in the Council which shall have all the powers of the Association which are not expressly required by these Rules or by the Incorporated Societies Act 1908 or its amendments, to be done or exercised by the Association in General Meeting or so otherwise provided by the Constitution, PROVIDED ALWAYS:

(a) That the Council shall not borrow more than \$500 in any one year on behalf of the Association, without a resolution of an Annual General or Special Meeting authorising the Council to borrow a sum or sums in excess of \$500.

(b) That the Council may delegate any of its powers and duties to subcommittees consisting of such member or members of the Council as it may resolve, and the President and Secretary shall be ex-officio members of all such subcommittees.

(c) That the Council may create advisory subcommittees for the purpose of providing non-binding advice, management and administrative guidance to the Council on Association matters or interests. Such advisory subcommittees must consist of no more than [seven] individuals, of which a majority must be fully paid up members of the Association.

(c) 'Archaeology in New Zealand', the New Zealand Archaeological Association Monographs and the New Zealand Journal of Archaeology, the Journal of Pacific Archaeology, and nzarchaeology.org and any other such publications or entities that may be from time to time produced and controlled by the New Zealand Archaeological Association, are publications or entities owned, controlled and managed by the New Zealand Archaeological Association.

CONSTITUTION OF THE COUNCIL:

11. The Council shall consist of:

(a) All the officers of the Association except the Editor of the Newsletter and the Site Recording Coordinator.

(b) Four members, elected as hereinafter provided. Such members must be Ordinary or Honorary Members of the Association, in accordance with the provisions of Rule 6.

NOMINATION AND ELECTION OF OFFICERS AND COUNCIL:

12. (a) Nominations for office in respect of officers and members of the Council shall be called for by the Secretary by circular posted or electronically transmitted to all members at least 42 days before the Annual General Meeting. No person having been President of the Association for three successive years shall be eligible for immediate re-election as President.
(b) Nominations in writing, for any officer or councillor must be in the hands of the Secretary at least 28 days before the Annual General Meeting. Nominations must be signed by the proposer and seconder, both of whom must be either Ordinary or Honorary Members of the Association, and the nominee must also sign the nomination form, and indicate his or her willingness to accept nomination. Nomination papers shall be enclosed in sealed envelopes marked "nomination paper", and directed to the Secretary, who shall retain them unopened until nominations close.
(c) A nominee for any office may also be nominated by a separate nomination for any other office or as a member of the Council.

METHOD OF VOTING:

13. All officers and councillors shall be elected by a secret postal ballot, conducted as hereinafter set out.
 - (a) The Secretary shall send to each Ordinary and Honorary Member, at least 21 days before the Annual General Meeting, a voting paper containing the names of the candidates for the various offices and the Council, and such voting paper shall be returned to the Secretary by post before the commencement of the Annual General Meeting. The Secretary must destroy all undistributed voting papers. Undistributed voting papers found at an Annual General Meeting shall render that election invalid.
 - (b) Each voter shall strike out from the voting paper the name of any candidate for office against whom s/he desires to vote.
 - (c) Each voting paper shall be returned to the Secretary at the venue of the Annual General Meeting, before the time set for the opening of the meeting, in a sealed envelope marked "ballot paper" on the outside. The voter shall sign his/her name on the inside flap of the envelope, but not on the ballot paper.
 - (d) The Secretary shall retain the ballot papers in their unopened envelopes, and shall deliver same to the Chairman of the Annual General Meeting.
 - (e) Two scrutineers shall be elected from the members present at the Annual General Meeting. The Secretary shall supply them with a list of names of all Ordinary and Honorary Members and accredited representatives on which they will make an entry to indicate the recording of each financial member's vote. In the event of a person being nominated for more than one office or both for an office and as a member of Council, the offices shall be filled in the following order: President, Vice-president, Secretary,

Treasurer, and these shall precede Council. Other than as allowed in Rule 9, a nominee once elected to a higher office shall be deemed not to be a candidate for any lower office or for Council, and if, as a result, the number of nominees for Council falls below four, this shall be regarded as insufficient nominations. When the scrutineers have scrutinized and counted the votes, the results shall be handed to the Chairman who shall announce them at the conclusion of the meeting.

(f) In the event of a member being elected, who was (i) not eligible to stand under Rule 6(a) or (ii) whose nominating and seconding was invalid under Rule 6(a), the election of such person is null and void, and the vacancy may be filled by Council.

(g) If more than one councillor is wrongfully elected at the same election, a new election must be held under the conditions laid down in Rule 12. Such an election shall be under the control of the retiring Council, which shall have powers to transact the business of the Association until a new Council is properly elected.

(h) Any draws resulting from an election for position on Council shall be resolved by a secret ballot at the AGM, to be held as soon as the election results have been announced. Only those present in the room at the time the results are announced shall be eligible to participate in the ballot. All NZAA members present at the AGM at the time shall be handed a blank piece of paper and instructed to write on it only the name of the person for whom they wish to vote. These papers shall be collected in a ballot box and counted by the scrutineers, who shall announce the results to the Meeting as soon as the counting is complete.

INSUFFICIENT NOMINATIONS:

14. In the event of there being insufficient nominations received for officers or fewer than four nominations for Council, those nominated shall be declared elected, and further nominations called from the floor. The proposer and seconder of any such nomination must be an Ordinary or Honorary Member, and the assent of the nominee must be given to the meeting either verbally or in writing. Nominations shall not be closed before nominations exist for no fewer than four members of Council and all vacant offices. Election from nominations from the floor shall be by secret ballot at the meeting.

MEETINGS OF COUNCIL:

15. Meetings of the Council shall be held at such times and places as the work of the Association necessitates, but shall not be less frequent than once in six months. Meetings of the Council may be called at any time by the Chairman of the Council or the Secretary. On receipt by the Secretary of a requisition for a meeting, signed by three or more members of the Council specifying the nature of the business, a meeting shall be called within seven days and held within fourteen days from the date of the requisition. Should the Secretary fail to call a meeting within the stated time, the requisitionists themselves may convene a meeting. Any member, who may for the time being hold more than one office, shall exercise a single vote in Council.

CHAIRMAN OF COUNCIL:

16. In accordance with Rule 9, the President shall act as Chairman of the Council, and in his/her absence the Vice-president shall take the Chair. Should neither the President nor the Vice-president be present, the members shall elect one of their number to take the Chair.

CHAIRMAN'S CASTING VOTE:

17. In the event of an equality of votes at any meeting of the Council, the Chairman thereof shall have a casting vote as well as a deliberative vote.

QUORUM:

18. Five members personally present, shall form a quorum at meetings of the Council.

ABSENCE FROM COUNCIL MEETINGS:

19. Any member of the Council absenting himself from three consecutive meetings of the Council without the leave thereof shall ipso facto cease to be a member of the Council.

VACATION OF OFFICE:

20. The offices of President, Vice-president, member of the Council, Honorary Treasurer or Honorary Secretary shall be vacated if any holder:
 - (a) Ceases to be an Ordinary Member or Honorary Member in accordance with Rule 4, or
 - (b) Resigns his/her office in writing.

CASUAL VACANCIES AMONG OFFICES OF COUNCIL:

21. In the event of a vacancy occurring in the Council, or the offices of President, Vice-president, Honorary Secretary or Honorary Treasurer, whether occurring from death, resignation or otherwise, the Council may fill such vacancy for the unexpired term of office.

ANNUAL GENERAL MEETING:

22. (a) The Annual General Meeting of the Association shall be held each year after the close of the financial year and must be held, except in most exceptional circumstances, within six months of the close of the financial year. The exact date shall be decided by Council.
 - (b) Notice. At least twenty-one days notice by post of the Annual General Meeting shall be given to each member; and such notice shall contain brief details of all business to be dealt with at the meeting.
 - (c) Report and Balance Sheet. At such Annual General Meeting a printed or typewritten Report and Balance Sheet and Income and Expenditure Account for the preceding financial year shall be presented. A copy of such Report and Balance Sheet and Income and Expenditure Account shall be forwarded to each member at least twenty-one days prior to such Annual General Meeting.
 - (d) Quorum. At the Annual General Meeting fifteen members entitled to vote shall form

a quorum. If within one hour from the time appointed for an Annual General Meeting a quorum is not present, the meeting shall be in the case of a meeting called for a time during the morning stand adjourned to 2pm on the same day at the same place and in any other case to the same time and place on the next following day, and if at such adjourned meeting a quorum is not present within half an hour from the time appointed, the members then present shall constitute a quorum.

SPECIAL GENERAL MEETING:

23. (a) A Special General Meeting may be called at any time by the President or by resolution of the Council and such a meeting shall be called on the written requisition of six or more Ordinary or Honorary Members, provided that the said requisition for all Special General Meetings shall state the motion or motions to be moved thereat, provided that nothing herein shall in any way preclude the moving and carrying of any amendment or amendments, any motion or motions, which does not directly negate such motion or motions.
- (b) (i) A Special General Meeting shall be held not earlier than fifteen days and not later than forty-two days from the date of receipt of a requisition as aforesaid.
- (ii) If the meeting be not called within the specified time the members signing the requisition shall have power to convene a meeting.
- (c) Notice of Quorum. The provisions of Rule 22 relating to notice of meeting, quorum and lack of quorum shall apply mutatis mutandis to Special General Meetings.

NOTICE OF MOTION REQUIRED:

24. No motion shall be put to the vote at any Annual General Meeting, or any Special General Meeting unless notice thereof has been given in the notice calling the meeting PROVIDED ALWAYS that a motion which does not affect the policy or subscription of the Association may, with the sanction of a resolution at any Annual General Meeting be proposed, discussed and put to vote. The decision as to whether or not a motion affects policy shall rest solely with the Chairman.

VOTING AT GENERAL MEETING:

25. (a) At all General Meetings of the Association, each Ordinary or Honorary Member and each accredited representative, present in person shall have one vote. Accredited representatives who are also Ordinary Members shall have their own vote as well as the vote of the Institutional Member they represent. Such representatives shall present their credentials to the Secretary before the commencement of the meeting, and see that their name is entered on the voters' roll.
- (b) In the event of an equality in votes at a secret ballot or on a show of hands the Chairman shall have a casting vote as well as a deliberative vote.
- (c) At any time prior to a resolution being put to vote of a meeting by the Chairman, such meeting may resolve that there be a secret ballot on such resolution and thereupon the Chairman shall nominate two scrutineers from the members present and such scrutineers and the Secretary or such other person as the Chairman shall appoint shall

conduct the secret ballot forthwith and notify the Chairman of the result, and he shall thereupon announce it to the meeting.

(d) A declaration by the Chairman that on a secret ballot a particular resolution has been carried or lost and an entry in the Association's Minute Book to the effect shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded for or against the resolution.

(e) Failing a resolution for a secret ballot a resolution put to the vote at a meeting shall be decided upon a show of hands.

(f) A declaration by the Chairman that a resolution has on a show of hands been carried or carried unanimously or by a particular majority or lost and an entry to that effect in the Association's Minute Book shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded for or against the resolution.

APPOINTMENT OF HONORARY OFFICERS:

26. (a) Honorary Auditor. The accounts of the Association may be audited at the end of each financial year by an Honorary Auditor, who shall be a member of the New Zealand Society of Accountants. The Honorary Auditor shall be appointed each year at the Annual General Meeting.

(b) Honorary Solicitor. The Council may appoint an Honorary Solicitor.

PROPERTY AND FUNDS:

27. The property and funds of the Association shall be applied solely towards the promotion of the objects of the Association and in such manner as the Council shall from time to time resolve. All monies received by or on behalf of the Association shall be paid into a bank account with such bank as the Council shall appoint. All accounts shall be submitted for approval by the Council and shall be paid by cheque drawn on the Association's account. All cheques shall be signed by one member of the Council and by the Treasurer or such other person as the Council may appoint.

REGISTERED OFFICE:

28. The registered office of the Association shall be in the city of Wellington or at such other place as the Council may from time to time determine, provided that the address is one from which official correspondence may be redirected. Note: Post Office Regulations state that the Department does not undertake to redirect letters or other articles addressed to a club, boarding house, trading concern, public institution, flat or apartment, private box or private mail bag.

COMMON SEAL:

29. The Association shall have a Common Seal which shall be kept in the custody of the Secretary and which shall not be affixed to any document or instrument except pursuant to a resolution of the Council and in the presence of the Secretary and two members of the Council who shall sign any deed or instrument to which the Seal is affixed.

ALTERATION TO THE RULES:

30. These Rules may be altered, added to or rescinded at any Annual General Meeting or Special General Meeting subject to the following conditions:
- (a) Notice of any proposed alteration in or addition to or rescission of the Rules shall be posted to each member entitled to receive notices under these Rules at least ten days prior to the date of the meeting at which such alteration or addition is to be considered.
 - (b) No resolution of any such meeting shall effect any alteration in or addition to or rescission of the Rules unless it is carried by a majority of at least two-thirds of the votes cast for and against such resolution.
 - (c) A resolution to any such meeting may be amended at that meeting, following discussion of the resolution by the membership, if such alteration of the resolution is supported by a majority of two-thirds of those members present. This does not permit the introduction of a completely new resolution that has not previously been notified to the members as per subsection (a) above.

RESIGNATION OF MEMBERS:

31. Any member wishing to resign from the Association must give notice in writing to that effect to the Secretary prior to the last day of February in the year in which such member wishes to resign or otherwise s/he shall be liable for the subscription for such year.

POWERS OF COUNCIL IN EVENT OF BREACH OF RULES BY OR MISCONDUCT OF MEMBER:

32. If the conduct of any member appears to Council to be contrary to the interests of the Association or to endanger the reputation, good order or welfare of the Association, or if any member commits a breach of these Rules, the Council may request such member either to appear before it personally at a date to be fixed by the Council or to submit to the Council in writing any explanation or other facts relating to the conduct complained of or breach of the Rules, and if such member appears before the Council s/he shall be entitled to make any such explanation orally and to address the Council thereon. After the Council has heard the member or considered his/her written statement, or if the member fails to appear before the Council or submit a written statement in response to a request to do so, the Council may:
- (a) Deprive such member of all the rights and privileges of his/her membership for such a period as the Council sees fit.
 - (b) Expel such member from the Association, and as from the date of the Council's resolution for expulsion, the member shall cease thenceforth to be a member of the Association and shall not thereafter have any claim on its assets or property, but such cesser of membership shall be without prejudice to the Association's right to recover any subscription or monies then due and owing by such member.
 - (c) Discipline such member in such other way as may be within its powers under these Rules and under the Incorporated Societies Act, 1955, and its Amendments, PROVIDED ALWAYS that the Council shall forthwith notify the member of its

decision by registered post and any member expelled under the foregoing Rule may within fourteen days from the date s/he receives notice of the Council's decision make a request in writing to the Council to call a Special General Meeting of the Association to consider his/her case. Such meeting shall be held within one calendar month from the receipt of such request. Such meetings may by resolution:

- (i) Confirm the Council's resolution for expulsion, or
- (ii) Reinstate the member as a member, or
- (iii) Impose such penalty other than expulsion on the member as is within the Council's power under this Rule 32. The voting at such meeting shall be secret and the necessary voting papers shall be supplied to all members attending the meeting. The member who is the subject of the Council's resolution may address the Special General Meeting and may be represented thereat and before the Council by any Barrister or Solicitor of the Supreme Court of New Zealand or by any other person chosen by the member concerned. If a quorum is not present at the aforesaid Special General Meeting within half an hour of the time the meeting is called for the resolution of the Council for expulsion shall be deemed to be confirmed.

INTERPRETATION OF THE RULES:

33. In the case of any doubt, dispute or difference arising as to the interpretation of these Rules, the decision of the Council on such doubt, dispute or difference shall be final and binding on all parties. In the event of any doubt, dispute or difference arising at any General Meeting of the Association, the Chairman shall determine the outcome, provided that it shall be competent for any member to move that the meeting disagree with such ruling, which motion being properly seconded, shall be put to the meeting without discussion, PROVIDED THAT the Chairman shall have the right to explain to the meeting the grounds on which his/her decision was made.

REGULATIONS:

34. The Association may from time to time by resolution in General Meeting make, amend, or rescind, regulations not consistent with these Rules governing procedure at its meetings and publication (if any) of reports thereof and of the business of the Association in the press.

DISPOSITION:

35. In the event of the winding up of the Association and there being any surplus of assets remaining after payment of all its debts and liabilities, such surplus shall be given or transferred to another organisation or organisations that have a charitable purpose under New Zealand law and have purposes similar to those of the Association, as the Association in General Meeting resolves.

POWERS:

36. The Association shall have power to do all such lawful acts and things as are incidental or conducive to the attainment of its objects or any of them and without prejudice to the

generality of the foregoing the following powers shall be included in the Association's powers:

- (a) To purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and rights or privileges which the Association may think necessary or convenient.
- (b) To raise money by subscriptions, levies or otherwise and grant any rights or privileges to subscribers and members as from time to time be deemed necessary, such levies not to exceed the amount of the annual subscription.
- (c) To enter into any contracts, agreements or arrangements with any person, firm, corporation or company which the Association may deem conducive to the Association's objects or any of them.
- (d) To invest, lend and deal with the monies of the Association not immediately required for carrying out its objects upon such securities and in such manner as may from time to time be determined by the Council.
- (e) To make, amend or rescind by-laws or regulations not inconsistent with these Rules pertaining to the carrying out of all or any of the objects of the Association.
- (f) To borrow or raise money by way of bank overdraft or on mortgage or by issue of debentures or otherwise howsoever and with or without security.

Schedule 1

CODE OF ETHICS OF THE NEW ZEALAND ARCHAEOLOGICAL ASSOCIATION

Preamble

This Code of Ethics was adopted by the New Zealand Archaeological Association at its Annual General Meeting at Kaikoura on 26 May 1993.

Its purpose is to ensure that members of the Association are aware of the various professional and ethical obligations that archaeologists have and to ensure that they behave in an ethical manner consistent with the principles of the Treaty of Waitangi *Te Tiriti o Waitangi*.

Principles

1. Members have an obligation to the discipline of archaeology, and agree to undertake their investigations by acceptable archaeological techniques, and present the results of their work accurately, fully and fairly.
2. Members recognise that they have obligations to any group whose cultural background is the subject of investigation.

3. Members recognise that, in Aotearoa, archaeologists have a particular obligation to recognise the rights of the *tangata whenua*. Both in Aotearoa and elsewhere, they have obligations to the indigenous peoples and shall abide by the following:
 - (a) To acknowledge the importance of the indigenous cultural heritage, including sites, places, objects, artefacts, and human remains, to the survival of indigenous cultures.
 - (b) To acknowledge the importance of protecting the indigenous cultural heritage for the well-being of indigenous people.
 - (c) To acknowledge the special importance of ancestral human remains, and sites containing and/or associated with such remains, to the indigenous people.
 - (d) To acknowledge that the important relationship between indigenous peoples and their cultural heritage exists irrespective of legal ownership.
 - (e) To acknowledge and recognise indigenous methodologies for interpreting, curating, managing and protecting the indigenous cultural heritage.
 - (f) To encourage the establishment of equitable partnerships and relationships with the indigenous peoples whose cultural sites are being investigated or managed.
4. Members have an obligation to ensure, wherever possible, the protection, preservation and conservation of the sites and objects they deal with.

Rules

Members agree that they will adhere to the following rules.

1. Members shall abide by the Heritage New Zealand Pouhere Taonga Act 2014 and other relevant legislation.
2. Members shall seek to identify, and shall negotiate with, and obtain the informed consent of representatives authorised by the people whose cultural sites are the subject of investigation or management.
3. Members shall ensure that the authorised representatives of the peoples whose sites are being investigated are kept informed during all stages of the investigation.
4. Members shall ensure that their work results in written reports, copies of which shall be presented to the representatives of the identified cultural group.
5. Members shall not interfere with or remove human remains without being requested by

or having the express consent of the authorised representatives.

6. Members shall not interfere with or remove artefacts or objects of special cultural significance without the express consent of the authorised representatives of the appropriate cultural group.

The Constitution as printed here incorporates amendments approved at Annual General Meetings up to and including that in Rakiura/Stewart Island on 29 August 2019.