



## **New Zealand Law Librarians' Association Rules**

*These rules were made by the National Executive and are effective from 8 July 2026 .)*

### **1. Authority**

- a. These Rules are made by the National Executive under clause 13 of the New Zealand Law Librarians' Association Constitution (the Constitution), which gives the National Executive the power to make Rules for the operation of the New Zealand Law Librarians' Association (NZLLA). The National Executive may change or replace these Rules at any time by majority vote of the National Executive.
- b. These Rules apply to all members of the NZLLA. By applying for membership and paying their membership fee, a member agrees to comply with these Rules in accordance with clause 5.4.4 of the Constitution.
- c. These Rules must not conflict with the Incorporated Societies Act 2022 (the Act), any other applicable legislation, or the Constitution. If there is any conflict between these Rules and the Constitution, the Constitution prevails. If there is any conflict between the Constitution and the Act or other legislation, the Act or other legislation prevails.
- d. Despite clause (c), where these Rules deal with the disclosure and management of conflicts of interest, they take precedence over the Act on that subject in accordance with clause 6.16 of the Constitution.
- e. Words and expressions defined in the Constitution or in the Act have the same meaning in these Rules unless stated otherwise.

### **2. NZLLA Member rights and obligations**

- a. Prospective members must apply for membership as set out in clause 5 of the Constitution.
- b. Members must comply with the Constitution and these Rules.
- c. Members must pay their annual membership fee. If a fee remains unpaid three months after the due date, the National Executive may cancel their membership in accordance with 5.8.2 of the Constitution. Life Members are not required to pay membership fees.

- d. Members must keep their contact details up to date by updating their information in the members' area of the website.
- e. Members who have paid their annual membership fee are entitled to vote at Annual General Meetings and Special General Meetings.
- f. Members may stand for election to the National Executive and nominate other members for election, provided they meet the eligibility requirements under section 47 of the Act.
- g. Members may appoint a proxy to vote on their behalf at Annual General Meetings and Special General Meetings.
- h. Members are entitled to attend meetings and events organised by the National Executive.
- i. Members may access records of the NZLLA, including personal information held about them, by contacting the President or Secretary. Members may request corrections to their personal information in accordance with the Privacy Act 2020.
- j. Members may cancel their membership at any time. Membership fees will not be refunded on cancellation. A former member may rejoin within five years without making a new application, unless their membership was cancelled on conduct grounds.
- k. The National Executive may cancel a member's membership by unanimous vote if it considers that the member has breached the Constitution or these Rules or has acted in a way that brings the NZLLA into disrepute. Before any such decision is made, the member must be given at least 14 days' written notice of the National Executive meeting at which the matter will be considered. The member has the right to attend that meeting and to be heard, in accordance with the dispute resolution process set out in Schedule 1 of the Constitution.
- l. Prospective members must provide their name, email address, region, and employer. Employer details are collected solely to confirm eligibility for membership.
- m. Where necessary, the Secretary may ask a member to provide additional information. The member will be told clearly why the information is needed and how long it will be kept.

### 3. Life Membership

- a. Life Membership is the highest honour the NZLLA can bestow. It recognises members who have made an outstanding, sustained contribution that has had a positive and lasting impact on the legal information profession in New Zealand or on the NZLLA, and who embody the values of the NZLLA.
- b. A nominee must be a current financial member and must have demonstrated significant, sustained and high-quality service that enhances the reputation and future of the NZLLA. In assessing this, the National Executive will consider:

- i. The nominee's demonstrated commitment to, and embodiment of, the values of the NZLLA;
  - ii. Specific evidence of extraordinary accomplishments (for example, scholarly, educational or institutional achievements) that have had a demonstrable impact on the NZLLA or the legal information profession;
  - iii. Demonstrated leadership and role modelling that reflects credit upon the NZLLA;
  - iv. Commitment to the NZLLA's mission and goals in support of legal information professionals in New Zealand;
  - v. Length of service: ordinarily a minimum of ten years' service to the NZLLA in a member or National Executive capacity (concurrent service counts once). The National Executive may, in exceptional circumstances, confer Life Membership where the overall contribution is extraordinary notwithstanding shorter service.
- c. Life Member nomination process
  - i. A call for nominations for Life Membership will be sent out by the Secretary at the same time as the call for Officer nominations. Nominations close on the same date as Officer nominations (or as otherwise notified by the Secretary).
  - ii. Nominations must be made jointly by two current financial members. Self-nomination is not permitted.
  - iii. Each nomination must include:
    - 1. A nomination letter of no more than one page, outlining the nominee's accomplishments and explaining why their contribution is extraordinary and of positive and lasting value to the NZLLA;
    - 2. The nominee's curriculum vitae;
    - 3. Up to five letters of support from other members; and
    - 4. Written consent from the nominee confirming that they are willing to be nominated and, if awarded Life Membership, will accept it.
- d. The National Executive will assess all nominations received. It may request further information, verify service and contributions, and consult Past Presidents or current life members as it considers appropriate. All nominations received, and the National Executive's deliberations on them, are to be treated as confidential. The National Executive may decide not to make an award in any given year.
- e. Any National Executive member who is a nominee, a nominator, or who otherwise has a conflict of interest in relation to a nomination must declare that conflict and not participate in any discussion or voting on that nomination.
- f. Meeting the minimum service requirements does not, of itself, entitle a nominee to Life Membership. Life Membership is conferred only by resolution

of the National Executive, passed by a two-thirds majority of all National Executive Officers present and voting at a quorum meeting.

- g. The conferral of Life Membership will ordinarily be announced at the AGM or Conference.
- h. Life Members are exempt from NZLLA membership fees. Event and conference fees may still apply, unless otherwise determined by the National Executive.
- i. A Life Member has the same rights and obligations as an ordinary current financial member, including the right to vote and to hold office, and must be recorded on the register of members.
- j. Revocation of Life Membership, or suspension or censure of a Life Member, may occur only in exceptional circumstances where the member's conduct has directly and adversely affected the reputation or activities of the NZLLA. Any such action must be undertaken in accordance with the Dispute Resolution Process set out in Schedule 1 of the Constitution.
- k. The decision to revoke Life Membership requires a resolution of the National Executive, passed by a two-thirds majority of all National Executive Officers present and voting at a quorate meeting. Members of the National Executive with a conflict of interest must not participate. The Life Member retains all membership rights until a final decision is made under that process.
- l. All Life Members recognised by the NZLLA before the adoption of these Rules continue as Life Members under this Rule.

#### 4. Letters of Appreciation

- a. The NZLLA may present a Letter of Appreciation to a member who has made a significant contribution to the NZLLA, or to the profession of law librarianship in New Zealand.
- b. This contribution may include, but is not limited to
  - i. Providing a new service or programme;
  - ii. Demonstrating sustained high performance or leadership;
  - iii. Long term service to the profession of law librarianship;
  - iv. Developing an innovative solution to a challenge facing the profession;  
or
  - v. Completing a project that benefits the profession.
- c. Any individual member is eligible for a Letter of Appreciation provided that:
  - i. They have been a member of the NZLLA for at least two years
  - ii. They have been nominated by two current financial members of the NZLLA, or, if self-nominated, have the support of two current financial members of the association as referees.
- d. A call for nominations for Letters of Appreciation will be sent out by the Secretary at the same time as the call for Officer nominations. Nominations

close on the same date as Officer nominations (or as otherwise notified by the Secretary).

- e. Nominations will be considered by the National Executive. The National Executive may decide not to make an award in any given year. Any National Executive member who is a nominee, a nominator, or who otherwise has a conflict of interest in relation to a nomination must declare that conflict and not participate in any discussion or voting on that nomination.
- f. Approved Letters of Appreciation will ordinarily be announced and conferred at the AGM or Conference. The letter is a formal written letter presented to the recipient.

## 5. Events and activities

- a. Events are run primarily for the benefit of members. Publishers or vendors may be invited at the discretion of the National Executive.
- b. The National Executive may charge a fee for members to attend specific events. Any such fee will be communicated to members in advance.
- c. Non-members and prospective members may attend meetings and events at the discretion of the National Executive and may be required pay an attendance fee.
- d. Each region (Auckland, Wellington, and the South Island) has one or more Regional Convenors responsible for organising events in their region within the budget set by the National Executive. All regional event spending must be managed in coordination with the Treasurer.
- e. The NZLLA may organise conferences with the approval of the National Executive. The National Executive may set up a sub-committee to plan and manage a conference.
- f. The National Executive and/or the Conference Committee may seek sponsorship for events. Any sponsorship arrangements must be consistent with the NZLLA's conflicts of interest obligations and not compromise the independence or integrity of the NZLLA.
- g. Information regarding a member's attendance at or participation in events will not be shared with third parties without that member's consent, in line with the NZLLA's privacy obligations.

## 6. Scholarships and grants

- a. The National Executive may offer scholarships in the form of monetary grants to help members attend national and international conferences.
- b. Scholarships will be awarded by a selection panel consisting of the President and two other members of the National Executive.

- c. All current members are eligible to apply for scholarships and grants offered by the NZLLA.
- d. Preference will be given to members who have not previously received a grant or scholarship.
- e. Applicants must be fully paid-up members both at the time of application and when the relevant conference or activity takes place.
- f. The selection panel will assess each application based on the applicant's commitment to the NZLLA and to law librarianship. The panel may consider:
  - i. length of service in a law library
  - ii. study towards a library or law qualification
  - iii. attendance at NZLLA meetings
  - iv. leadership activities; and
  - v. promotion of law librarianship through the NZLLA or other library organisations.
- g. Members of the National Executive may apply but will be excluded from the selection panel and must not participate in any discussion about the selection or awarding of scholarships.
- h. Recipients must provide a written report on their experience and may be asked to present that report at a monthly meeting.
- i. Recipients must account for how the funds were spent by providing receipts to the Treasurer.

## 7. National Executive Officers Roles

- a. Officers of the NZLLA must not receive payment for their services.
- b. The National Executive must appoint at least one, but no more than three, individuals to act as the NZLLA's contact person as defined in the Incorporated Societies Act 2022, provided those individuals meet the eligibility criteria set out in the Act. The National Executive will notify the Registrar of Incorporated Societies of any change in the contact person or their contact details in accordance with the Act.
- c. President
  - i. Represent the NZLLA.
  - ii. Liaise with LIANZA and other libraries, records and archives organisations or associations.
  - iii. Liaise with companion groups internationally.
  - iv. Chair monthly meetings, Annual and Special General Meetings, and the National Executive annual planning day.
  - v. Work with the National Executive to set the projects and goals for the year.
  - vi. Act in a manner which does not bring the organisation into disrepute.
- d. Vice President

- i. Take the place of the President if they are unable to execute their duties, including at monthly meetings.
- ii. Attend to matters delegated to them by the President.
- iii. Act in a manner which does not bring the organisation into disrepute.

e. Secretary

- i. Provide a central point of contact for members.
- ii. Circulate the monthly meeting agenda.
- iii. Take meeting minutes.
- iv. Circulate meeting minutes.
- v. Organise the Annual General Meeting including the nominations for National Officers in accordance with these Rules.
- vi. Act in a manner which does not bring the organisation into disrepute.

f. Treasurer

- i. Act prudently and responsibly regarding the NZLLA's finances.
- ii. Maintain good financial recordkeeping practices.
- iii. Provide monthly financial reports at monthly meetings.
- iv. Liaise with the NZLLA's accountant regarding the annual review or examination of the NZLLA's financial statements and any other end-of-year financial responsibilities.
- v. Ensure that the financial statements are reviewed or examined annually by an accountant or retired accountant who is not a member of the National Executive, and that the resulting report is made available to all members prior to the Annual General Meeting.
- vi. Act in a manner which does not bring the organisation into disrepute.

g. Regional Convenors

- i. Organise training and social events.
- ii. Manage the regional events budgets in coordination with the Treasurer.
- iii. Wellington Regional Convenors monitor the NZLLA's PO Box promptly and forward to the Treasurer or Secretary as required.
- iv. Act in a manner which does not bring the organisation into disrepute.

h. Immediate Past President

- i. Support the National Executive.
- ii. Chair monthly meetings if the President or Vice President are unable to.
- iii. Act in a manner which does not bring the organisation into disrepute.

i. Membership Secretary

- i. May be appointed by the National Executive to assist with membership administration and other membership related tasks as required.
- ii. Does not have to be a member of the National Executive.

8. Bank account signatories and expense claims

- a. The NZLLA's bank accounts require three authorised signatories. This ensures that the Treasurer cannot approve their own expense reimbursements and that no payment may be authorised by a sole signatory.
- b. The three signatories shall be:
  - i. The Treasurer;

- ii. A Regional Convenor nominated by the National Executive; and
  - iii. One other National Executive Officer appointed at the discretion of the National Executive.
- c. All payments must be jointly authorised by at least two of the three signatories. Where a signatory has a personal interest in a payment (including their own expense reimbursement), they must not act as one of the two authorising signatories for that payment.
  - d. If a signatory is temporarily unavailable, the National Executive may by resolution authorise an alternative National Executive Officer to act as a signatory for a specified period.
  - e. Regional funds held for regional activities are the joint responsibility of the relevant Regional Convenor and the Treasurer, in accordance with clause 7.5 of the Constitution.
  - f. Expense claims must be submitted within 10 working days of the expense being incurred and must be accompanied by receipts or other supporting documentation.

#### 9. Contract signing authority

- a. Contracts valued at less than \$500 require the approval from any two members of the National Executive.
- b. Contracts valued at \$500 or above require approval by the President and the Treasurer. Where the President is unable to act, the Vice President or Immediate Past President may approve in their place.

#### 10. Gifts Policy

- a. Any member may submit a request to the National Executive to fund a gift to another member of the NZLLA. Any such gift requires prior approval from the National Executive. The value of any gift is at the discretion of the National Executive and must not exceed \$75 per recipient. Appropriate occasions include:
  - i. Participation as a speaker at an event or conference;
  - ii. Serious illness;
  - iii. Any other occasion considered appropriate by the National Executive.
- b. NZLLA funds must not be used for gifts relating to personal events, including engagements, weddings, births, deaths, significant birthdays, or seasonal occasions such as Easter or Christmas. Any such gifts are a matter for private arrangement by individual members.
- c. A gift may be provided to an outgoing National Executive Officer. Any such gift requires prior approval from the National Executive and must not exceed \$75 per recipient. In determining the appropriate value of any gift, the National Executive will consider the Officer's length of service in a National Executive role and their overall length of membership of the NZLLA.
- d. Gifts may be given to conference speakers and conference committee members in recognition of their time and commitment. Such gifts are funded

from the conference budget and are given at the discretion of the Conference Convenor, subject to any per-recipient limit set by the National Executive when approving the conference budget.

- e. A gift may be given to a speaker or speakers at an NZLLA event at the discretion of the Convenors organising the event. The value of any such gift must not exceed \$75 per recipient.
- f. National Executive members must exercise caution when accepting gifts, hospitality, or other benefits from suppliers or other third parties with whom the NZLLA deals. Where there is any doubt as to whether it is appropriate to accept a gift, the member concerned must consult the President before accepting. Gifts accepted must be declared to the National Executive.

#### 11. Conflicts of interest

- a. A National Executive Officer has a conflict of interest if they, or a close family member, have a personal interest, financial or otherwise, in a matter being considered by the National Executive that could affect, or could be seen to affect, how they approach that matter. This rule is to be read alongside section 62 of the Incorporated Societies Act 2022.
- b. National Executive Officers are required to disclose any conflicts of interest to the National Executive as soon as practicable after becoming aware of them. The disclosure must be recorded in the NZLLA's Conflicts of Interest Register by another National Executive Officer. If no such register exists, one will be established.
- c. Where a conflict of interest exists, the affected National Executive Officer must not vote on any related decision of the National Executive. The National Executive may, at its discretion, permit the Officer to participate in discussion of the matter prior to any vote. An Officer with a declared conflict of interest nonetheless counts towards a quorum as set out in 8.4.3 of the constitution.
- d. If a Conflicts of Interest register exists, it must be maintained and presented at every Annual General Meeting.