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## **Constitution**

### **of The International Contemporary Ethnography Across the Disciplines Association (CEAD) Incorporated**

#### **History**

In 2008, some thinkers of Te Tari o te Akoranga Takukau-a-Ora/The Department of Sport and Leisure, Te Kura Toi Tangata/Faculty of Education, Te Whare Wānanga O Waikato/University of Waikato in Kirikiriroa/Hamilton Aotearoa/New Zealand, attentive to ethnographic research theories, methodologies, and practices, sought to create a meeting space in the Southern Hemisphere for ethnographic inquiry. In part, their prototype was the Qualitative Inquiry Congress organized by Norman Denzin at the University of Illinois at Urbana-Champaign, USA. Karen Barbour and Toni Bruce specifically envisioned Contemporary Ethnography Across the Disciplines (CEAD); Clive Pope originated the CEAD moniker; and the international CEAD *Hui* (Maori for meeting[s]) have been organized by Robert Rinehart. The 2010 and 2012 CEAD *Hui*, structured under the rubrics “emerging methods”; “practice and advocacy”; and “social justice and transformation”, birthed calls from participants for a formal CEAD association. Committees of volunteer *Hui* participants then began in 2012 to formalize a CEAD constitution.

#### **The Association**

##### **1.0 Name**

1.1 The name of the Association is The International Contemporary Ethnography Across the Disciplines Association Incorporated ("CEAD").

1.2 The Association is constituted by resolution dated 17<sup>th</sup> of February 2014.

##### **2.0 Registered Office**

2.1 The Registered Office of the Association is Te Tari o te Akoranga Takukau-a-Ora/The Department of Sport and Leisure, Te Kura Toi Tangata/Faculty of Education, Te Whare Wānanga O Waikato/ University of Waikato, Gate 5 Hillcrest Road, Hillcrest, Kirikiriroa/Hamilton, Aotearoa/New Zealand.

##### **3.0 Purposes of Association**

CEAD is dedicated to ethnography: its inquiry, scholarship, performance, and knowledge-making. CEAD recognizes that contemporary ethnography has wide-ranging, shifting interdisciplinary and trans-disciplinary manifestations and that those who populate such ethnographic endeavours need forums to disseminate their knowledge, collaborate, and garner encouragement and critique from others.

3.1 Accordingly, CEAD's dedication to contemporary ethnography across the disciplines has these interrelated aims. To foster and facilitate:

- (a) 1) The formation of a collective of people interested in formal affiliation with CEAD's aims;
  - 2) Openness to emerging ethnographies including experimental forms, genres, and politics;
  - 3) Recognition of social theory from societies outside the dominant European and North;
  - 4) Sponsorship of a biennial *hui* that favours the Southern Hemisphere as the meeting place;
  - 5) Creation and maintenance of social media-internet venue(s) that disseminate and provide interactive forums for ethnography-related discussion and advertisement of CEAD-related activities;
  - 6) Establishment of a new biennial journal with an editorial board that is reflective of CEAD's diversity and multilingualism and that publishes by invitation-only works deemed to draw on and advance the aims of CEAD;
- (b) Anything necessary or helpful to the above purposes.

3.2 Pecuniary gain is not a purpose of the Association.

## **MANAGEMENT OF THE ASSOCIATION**

### **4.0 Managing Committee**

4.1 The Association shall have a managing committee ("the Executive Council"), comprising the following persons:

- (a) The Chair/President;
- (b) The President-elect;
- (c) The Vice-President;
- (d) The Vice-President-elect;
- (e) The Archivist;
- (f) The Treasurer; and
- (g, h) There shall be a minimum of two Executive Council Members, drawn from the Organizing Committee (see 9.5.a and 9.5.b) in addition to the Officers.

4.2 Only Members of the Association may be Executive Council Members.

## 5.0 Appointment of Executive Council Members

5.1 At Association Meetings, the Members will decide by majority vote:

- (a) The President, Vice-President, (and, in the initial vote, the President-elect and Vice-President-elect), Archivist, and Treasurer;

5.2 Executive Council terms:

- (a) Each Executive Council position is for a term of two years, with the inaugural President and Vice-President serving an initial term of three years to establish and build the CEAD Association.

- (b) To facilitate organizational learning, continuity, and a smooth transition between officers, the incoming President-elect and Vice-President-elect shall serve as members of the Executive Council one term prior to assuming the full responsibility of President and Vice-President, respectively.

- (c) The Past-President shall serve as an ex officio Committee Member, to act in an advisory capacity, for a further year.

5.3 Executive Council makeup. It is recommended that:

- (a) These candidates might (1) be senior distinguished scholars and leaders, or potential leaders, in their field of qualitative inquiry, and/or (2) have demonstrated their energy, vision and commitment to the aims of *CEAD* to enable them to lead and further develop the association during their terms of office;

- (b) If at all possible, the president and the vice president should **not** be from the same country, to facilitate the international perspectives sought by CEAD.

## 6.0 Cessation of Executive Council Membership

6.1 Persons cease to be Executive Council Members when:

- (a) They resign by giving written notice to the Executive Council;

- (b) They are removed by majority vote of the Association at an Association Meeting.

- (c) Their Term expires.

6.2 If a person ceases to be an Executive Council Member, that person must within one month give to the Executive Council all Association documents and property.

## **7.0 Nomination of Executive Council Members**

7.1 Nominations for members of the Executive Council shall be called for at least 56 days (2 months) before an Annual General Meeting. Each candidate shall be proposed and seconded in writing by Members and the completed nomination delivered to the Archivist. Nominations shall close at 5pm two weeks before the Annual General Meeting. [See also rule 21.4(b)] Voting will be done electronically; in extraordinary cases where electronic communication is not feasible, the Archivist will accept paper votes. All retiring members of the Executive Council shall be eligible for re-election.

7.2 If the position of any Officer or Executive Council member becomes vacant between Annual General Meetings, the Executive Council may appoint another Officer/Executive Council Member to fill that vacancy until the next Annual General Meeting.

7.3 If any Executive Council Member is absent from three consecutive meetings without leave of absence the Chair/President may declare that person's position to be vacant.

## **8.0 Role of the Executive Council**

8.1 Subject to the rules of the Association ("The Rules"), the role of the Executive Council is to:

(a) Administer, manage, and control the Association ensuring that appropriate processes, systems and actions are initiated and executed;

(b) Carry out the purposes of the Association, and Use Money or Other Assets to do that:

1. Provide the strategic direction and leadership for the delivery of *CEAD* goals. These goals include the promotion, support, development and representation of global ethnographic research agendas.
2. Serve as legal trustees for the association.

(c) Manage the Association's financial affairs, including approving the annual financial statements for presentation to the Members at the Annual General Meetings;

- (d) Set accounting policies in line with generally accepted accounting practice;
- (e) Delegate responsibility and solicit member cooperation where necessary and practicable;
- (f) Decide how a person becomes a Member, and how a person stops being a Member;
- (g) Decide the times and dates for Meetings, and set the agenda for Meetings;
- (h) Decide the procedures for dealing with complaints;
- (i) Set Membership fees, including subscriptions and levies;
- (j) Make regulations.

8.2 The Executive Council has all of the powers to act on behalf of the Association, unless the Executive Council's power is limited by these Rules, or by a majority decision of the Association.

8.3 All decisions of the Executive Council shall be by a majority vote. In the event of an equal vote, the Chair/President shall have a casting vote, that is, a second vote.

8.4 Decisions of the Committee bind the Association, unless the Executive Council's power is limited by these Rules or by a majority decision of the Association.

## **9.0 Roles of Executive Council Members**

9.1 The Chair/President is responsible for:

- (a) Ensuring that the Rules are followed;
- (b) Convening Meetings and establishing whether or not a quorum (4 members) is present;
- (c) Chairing Meetings;
- (d) Overseeing the operation of the Association;
- (e) Providing a report on the operations of the Association at each Annual General Meeting;
- (f) Acting as a spokesperson and representative of *CEAD* membership by actively engaging in discussions around the use of qualitative

methodology in the public policy arena and promoting the unique contribution of ethnographic methods to theoretical and praxis-related research;

(g) Actively promoting the inclusivity of cultures and disciplines within *CEAD*.

9.2 Vice President is responsible for:

- (a) Supporting the President in her/his role;
- (b) Undertake to promote the interests of CEAD;
- (c) Chairing Committee Meetings in the President's absence;
- (d) Serving as a point of contact for CEAD members;
- (e) Seeking to promote membership of the Association.

9.3 The Archivist is responsible for:

(a) Establishing and ensuring the continuation of organisational systems and processes, including:

1. Recording the minutes of Meetings;
2. Keeping the Register of Members;
3. Holding the Association's records, documents, and books except those required for the Treasurer's function;
4. Receiving and replying to correspondence as required by the Executive Council;
5. Creating an ongoing record of CEAD history.

(b) Serving as the CEAD Election Officer, the Archivist will:

1. Call for nominations for Officer positions and Committee membership. Nominations may be self-nominating.
2. Clearly state nomination closing dates and logistics;
3. Prepare a voting procedure for the membership to select Officers of the Association.

(b) Maintaining the CEAD website as a portal for communication & promotional purposes with Members and interested publics.

(c) Forwarding the annual financial statements for the Society to the Registrar of Incorporated Societies (NZ) upon their approval by the Members at an Annual General Meeting.

(d) Advising the Registrar of Incorporated Societies (NZ) of any rule changes.

9.4 The Treasurer is responsible for:

(a) Keeping proper accounting records of the Society's financial transactions to allow the Society's financial position to be readily ascertained;

(b) Preparing annual financial statements for presentation at each Annual General Meeting. These statements should be prepared in accordance with the Societies' accounting policies (see 8.1.d).

(c) Providing a financial report at each Annual General Meeting;

(d) Providing financial information to the Committee as the Committee determines;

(e) Coordinating sponsorship and funding initiatives.

9.5 Two (2) representatives:

(a) As nominated from the CEAD Organizing Committee will become a part of the Executive Council, and;

(b) Will act as liaisons between the Organizing Committee and the Executive Council.

## **10.0 Executive Council Meetings**

10.1 Executive Council meetings may be held via video, Skype or telephone conference, or other formats as the Executive Council may decide;

10.2 The Executive Council will meet biennially, preferably at the International Hui of CEAD;

10.3 No Executive Council Meeting may be held unless at least four (4) Executive Council Members/Officers attend;

10.4 The Chair/President shall chair Executive Council Meetings, or if the Chair/President is absent, the Vice-President will chair that meeting;

10.5 Decisions of the Executive Council shall be by majority vote;

10.6 The Chair/President or person acting as Chair/President has a casting vote, that is, a second vote;

10.7 Only Executive Council Members present at an Executive Council Meeting may vote at that Executive Council Meeting.

10.8 Subject to these Rules, the Executive Council may regulate its own practices;

10.9 The Chair/President or the nominee shall adjourn the meeting if necessary;

10.10 All face-to-face meetings of the Executive Council shall be open to all members of the CEAD. The membership shall be notified in advance via email of the date and place of these meetings.

## **Association membership**

### **11.0 Types of Members**

11.1 Membership may comprise different classes of membership as decided by the Association (e.g., full-time undergraduates, postgraduate students, non-wage earners).

11.2 Members have the rights and responsibilities set out in these Rules.

### **12.0 Admission and Duties of Members**

12.1 All attendees of one of the CEAD hui are *de facto* members of the Association;

12.2 There are no Association fees.

### **13.0 The Register of Members**

13.1 The Archivist shall keep a register of Members ("the Register"), which shall contain the names, the postal and email addresses and telephone numbers of all Members, and the dates at which they became Members;

13.2 If a Member's contact details change, that Member shall give the new postal or email address or telephone number to the Archivist;

13.3 Members shall have reasonable access to the Register of Members. However, The Register will at no time be for sale to outside agencies or for-profit entities. The Register may be shared with other non-profit, academic societies for informational purposes.

### **14.0 Cessation of Membership**

14.1 Any Member may resign by giving written notice to the Archivist.



#### 14.2 Membership may be terminated in the following way:

(a) If, for any reason whatsoever, the Executive Council is of the view that a Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Association, the Executive Council may give written notice of this to the Member ("the Executive Council's Notice"). The Executive Council's Notice must:

(1) Explain how the Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Association;

(2) State what the Member must do in order to remedy the situation; or state that the Member must write to the Executive Council giving reasons why the Executive Council should not terminate the Member's Membership;

(3) State that if, within 14 days of the Member receiving the Committee's Notice, the Committee is not satisfied, the Committee may in its absolute discretion immediately terminate the Member's Membership;

(4) State that if the Executive Council terminates the Member's Membership, the Member may appeal to the Association.

(b) 14 days after the Member receives the Executive Council's Notice, the Executive Council may in its absolute discretion by majority vote terminate the Member's Membership by giving the Member written notice ("Termination Notice"), which takes immediate effect. The Termination Notice must state that the Member may appeal to the Association at the next Meeting by giving written notice to the Archivist ("Member's Notice") within 14 days of the Member's receipt of the Termination Notice;

(c) If the Member gives the Member's Notice to the Archivist, the Member will have the right to be fairly heard at the next-scheduled Association General Meeting. If the Member chooses, the Member may provide the Archivist with a written explanation of the events as the Member sees them ("the Member's Explanation"), and the Member may require the Archivist to disseminate the Member's Explanation to every other Member (as feasible) within 7 days of the Archivist receiving the Member's Explanation. If the Member is not satisfied that the other Association Members have had sufficient time to consider the Member's Explanation, the Member may defer his or her right to be heard until a subsequent Association General Meeting;

(d) When the Member is heard at an Association General Meeting, the Association may question the Member and the Committee Members;

(e) The Association shall then by majority vote decide whether to let the termination stand, or whether to reinstate the Member. The Association's decision will be final.

### **15.0 Obligations of Members**

15.1 All Members (and Executive Council Members) shall work to promote the purposes of the Association and shall consciously do nothing to bring the Association into disrepute.

## **Money and Other Assets of the Association**

### **16.0 Use of Money and Other Assets**

16.1 The Association may only Use Money and Other Assets if:

- (a) It is for a purpose of the Association;
- (b) It is not for the sole personal or individual benefit of any Member; and
- (c) That Use has been approved (either explicitly or implicitly) by either the Executive Council or by majority vote of the Association.

### **17.0 Joining Fees, Subscriptions and Levies**

17.1 There are no joining fees for membership to The International Contemporary Ethnography Across the Disciplines Association Incorporated ("CEAD").

17.2 The only requirement to be a member of this Association is to have registered and paid for attendance at one of the CEAD hui.

### **18.0 Additional Powers**

18.1 The Association may:

- (a) Employ people or agencies for the express purposes of the Association business;
- (b) Exercise any power a trustee might exercise;
- (c) Invest in any investment that a trustee might invest in;

(d) Borrow money and provide security for Association business if authorised by Majority vote at any Association Meeting.

## **19.0 Financial Year**

19.1 The financial year of the Society begins on **1 April** of every year and ends on **31 March** of the next year.

## **20.0 Assurance on the Financial Statements**

20.1 The Association shall appoint an Auditor to audit the annual financial statements of the Association. The Auditor shall report on whether the financial statements are prepared in all material respects in accordance with the Association's accounting policies. The Auditor must be a suitably qualified person and preferably be a member of the New Zealand Institute of Chartered Accountants, and must not be a member of the Executive Council, or an employee of the Association. If the Association appoints an Auditor who is unable to act for some reason, the Executive Council shall appoint another Auditor as a replacement.

The Executive Council is responsible to provide the auditor with:

- (a) Access to all information of which the Executive Council is aware that is relevant to the preparation of the financial statements such as records, documentation and other matters
- (b) Additional information that the auditor may request from the Executive Council for the purpose of the audit; and
- (c) Reasonable access to persons within the Association from whom the auditor determines it necessary to obtain evidence.

## **Conduct of meetings**

### **21.0 Association Meetings**

21.1 An Association Meeting is either an Annual General Meeting or a Special General Meeting.

21.2 The Annual General Meeting shall be held once every two years at the biennial CEAD hui. The Executive Council shall determine when and where the Society shall meet within those dates.

21.3 Special General Meetings may be called by the Executive Council. The Executive Council must call a Special General Meeting if the Archivist receives a written request signed by at least 15% of the Members.

21.4 The Archivist shall:

(a) Give all Members at least 14 days Written Notice of the business to be conducted at any Association Meeting

(b) Additionally, the Archivist will provide, as appropriate:

(1) A copy of the Chair/President's Report on the Association's operations and of the Annual Financial Statements as approved by the Executive Council;

(2) A list of Nominees for the membership of the Executive Council, and information about those Nominees if it has been provided. (The Archivist must not provide Members with information exceeding one side of an A4 sheet of paper per Nominee);

(3) Notice of any motions and the Executive Council's recommendations about those motions.

(4) Note: If the Archivist has sent a notice to all Members in good faith, the Meeting and its business will not be invalidated simply because one or more Members do not receive the notice.

21.5 All Members may attend and vote at Association General Meetings.

21.6 No Association General Meeting may decide on policy unless at least 35% of eligible Members attend. (This will constitute a quorum.)

21.7 All Association General Meetings shall be chaired by the Chair/President. If the Chair/President is absent, the Executive Council shall elect another Executive Council Member to Chair that meeting. Any person chairing an Association General Meeting has a casting vote.

21.8 On any given motion at an Association General Meeting, the Chair/President shall in good faith determine whether to vote by:

(a) Voice;

(b) Show of hands; or

(c) Secret ballot.

However, if any Member demands a secret ballot before a vote by voices or show of hands has begun, voting must be by secret ballot. If a secret ballot is

held, the Chair/President will have a casting, that is, second vote, in case of a tie.

21.9 The business of an Annual General Meeting shall be:

- (a) Receiving any minutes of the previous Association's Meeting(s);
- (b) The Chair/President's report on the business of the Association;
- (c) The Treasurer's report on the finances of the Association, and the Annual Financial Statements;
- (d) Election of Executive Council Members;
- (e) Motions to be considered;
- (f) General business.

21.10 The Chair/President or her/his nominee shall adjourn the meeting if necessary.

## **22.0 Motions at Association Meetings**

22.1 Any Member may request that a motion be voted on ("Member's Motion") at a particular Association Meeting, by giving written notice to the Archivist at least 28 days before that meeting. The Member may also provide information in support of the motion ("Member's Information"). The Executive Council may in its absolute discretion decide whether or not the Association will vote on the motion. However, if the Member's Motion is signed by at least 15 % of eligible Members:

- (a) It must be voted on at the Association Meeting chosen by the Member; and
- (b) The Archivist must give the Member's Information to all Members at least 14 days before the Association General Meeting chosen by the Member; or
- (c) If the Archivist fails to do this, the Member has the right to raise the motion at the following Association General Meeting.

22.2 The Executive Council may also decide to put forward motions for the Association to vote on ("Executive Council Motions") which shall be suitably notified.

## **Common seal**

### **23.0 Common seal**

23.1 The Executive Council shall provide a common seal for the Association and may from time to time replace it with a new one.

23.2 The Archivist shall have custody of the common seal, which shall only be used by the authority of the Executive Council. Every document to which the common seal is affixed shall be signed by the President and countersigned by the Archivist or a member of the Executive Council.

## **Altering the rules**

### **24.0 Altering the Rules**

24.1 The Association may alter or replace these Rules at an Association General Meeting by a resolution passed by a two-thirds majority (67%) of those Members present and voting.

24.2 Any proposed motion to amend or replace these Rules shall be signed by at least 35 % of eligible Members and given in writing to the Archivist at least 28 days before the Association General Meeting at which the motion is to be considered, and accompanied by a written explanation of the reasons for the proposal.

24.3 At least 14 days before the Association General Meeting at which any Rule change is to be considered the Archivist shall give to all Members written notice of the proposed motion, the reasons for the proposal, and any recommendations the Executive Council has.

24.4 When a Rule change is approved at an Association General Meeting no Rule change shall take effect until the Archivist has filed the changes with the Registrar of Incorporated Societies (NZ).

## **Bylaws**

### **25.0 Bylaws to govern the Association**

25.1 The Executive Council may from time-to-time make, alter or rescind bylaws for the general management of the Association, so long as these are not repugnant to these rules or to the provisions of law. All such bylaws shall be binding on members of the Association. A copy of the bylaws, for the time being, shall be available for inspection by any member on request to the Archivist.

## **Winding up**

## **26.0 Winding up**

26.1 If the Association is wound up (that is, ceases to exist):

- (a) The Association's debts, costs and liabilities shall be paid;
- (b) Surplus Money and Other Assets of the Association may be disposed of:
  - (1) By resolution; or
  - (2) According to the provisions in the Incorporated Societies Act 1908; but
- (c) No distribution may be made to any Member;
- (d) The surplus Money and Other Assets shall be distributed to:
  - (1) The International Association for Qualitative Inquiry (IAQI), based in Urbana, IL (USA).
- (e) This disbursement does not in any way imply financial responsibility by individuals in CEAD, or by the disbursee (IAQI).

## **Definitions**

### **27.0 Definitions and Miscellaneous matters**

27.1 In these Rules:

- (a) "Majority vote" means a vote made by more than half of the Members who are present at an Association General Meeting and who are entitled to vote and who are voting at that Meeting upon a resolution put to that Meeting.
- (b) "Money or Other Assets" means any real or personal property or any interest therein, owned or controlled to any extent by the Association.
- (c) "Association Meeting" means any Annual General Meeting, or any Special General Meeting, but not an Executive Council Meeting.
- (d) "Use Money or Other Assets" means to use, handle, invest, transfer, give, apply, expend, dispose of, or in any other way deal with, Money or Other Assets.
- (e) "Written Notice" means communication by post, electronic means (including email, and website posting), or advertisement in periodicals, or a combination of these methods.

(f) Matters not covered in these rules shall be decided upon by the Executive Council.