

Secondary Principals' Association of New Zealand Inc

Rules

1. NAME

The Association shall be called the "Secondary Principals" Association of New Zealand Incorporated".

2. INTERPRETATIONS

The "Association" means the "Secondary Principals" Association of New Zealand Incorporated".

The "Executive" means the Executive Committee of the Association as appointed in Rule 7.

The "President" means the President of the Association.

A "secondary school" means a New Zealand state, integrated or registered private school which has some of all students in Years 9 to 13.

"Special Business" means all business as defined in Rule 6.

The "Vice President" means a Vice President of the Association.

3. REGISTERED OFFICE

The registered office of the Association shall be at the place where the office is located.

4. PURPOSE AND GOALS

SPANZ is an autonomous national Association for secondary school principals, advancing education through professional leadership, support and advocacy

The goals of the Association are:

1. To promote the development of competent, well-informed and confident secondary principals by
 - (a) Providing a range of educational conferences, seminars and other forums for professional exchange.
 - (b) Developing a comprehensive information-sharing network.
 - (c) Promoting the development of skills and qualifications for principals and prospective principals
 - (d) Maintaining links with international principals' groups.
2. To support the professional and personal wellbeing of members by
 - (a) Advocating remuneration and conditions of service appropriate to the responsibilities that principals carry.
 - (b) Promoting effective Principals/Board working relationships
 - (c) Providing professional and legal advice to members
 - (d) Fostering a collegial support network for members
3. To initiate and participate in educational debate and policy development by
 - (a) Consulting effectively with members
 - (b) Representing principals in educational and public forums
 - (c) Maintaining wide, regular contact with education groups and agencies
 - (d) Building linkages with relevant groups outside the education sector

5. MEMBERSHIP

1. Membership of the Association shall be granted upon written application and payment of the appropriate subscription, according to the following types of membership:

(a) **Full Members**

The following shall be eligible to be Full Members:

- i. The principal of any secondary school
- ii. The associate principal of any secondary school (where such a position exists.)
- iii. The principal and associate principal (or their equivalent) of the secondary section of any College of Education in New Zealand.

Full Members shall be eligible to attend the Annual Conference and to speak and vote at all General Meetings. They shall also be eligible to hold office as an Officer or Member of the Executive.

(b) **Retired Members**

Any person who has been a Full Member of the Association may become a Retired Member upon ceasing to be eligible to be a Full Member. A Retired Member shall be eligible to attend the annual Conference and to speak at any General Meeting, but shall not have voting rights. A Retired Member shall not be eligible for appointment as an Officer or as an Executive Member.

(c) **Associate Members**

The following shall be eligible to be Associate Members:

- i. The deputy principals of any secondary school
- ii. The assistant principal of any secondary school
- iii. Up to two staff of a similar level to those listed above from the secondary section of any College of Education in New Zealand

An Associate Member shall not have voting rights at any General Meeting nor be eligible to hold office as an Officer or Executive Member. Attendance at the Annual Conference or any General Meeting shall be restricted to one Associate Member appointed by each regional association of Deputy Principals and one representative of those Associate Members as defined. Such appointees shall have the right to speak at such Meetings.

(d) **Life Members**

The honour of Life Membership may be conferred for outstanding services to the Association. Nominations for Life Membership shall be forwarded in writing to reach the Secretary by 31 January, setting out details of the special service given. The nomination shall be submitted to the Annual General Meeting, and Life Membership shall be conferred upon the person concerned, provided that two thirds of those eligible to vote are in favour. Life Members may attend and speak at all General Meetings of the Association, but shall not have the right to vote or hold office, unless they are qualified to be a Full Member.

2. Membership shall be personal and shall not be transferable to another person upon retirement/resignation from any position which qualifies the person for membership.

3. All financial members shall be entitled to receive all publications of the Association.

4. A members shall cease to be a member of the Association by:

- (a) Forwarding a written resignation to the Secretary.
- (b) Being no longer eligible for membership as outlined above.
- (c) Failing to pay outstanding fees by the following Annual General Meeting.

In the event that termination of membership is advised after 31 March, all subscriptions and levies required for membership shall be payable for the year concerned.

6. GENERAL MEETINGS

1. The Annual General Meeting shall be held in March or April, in conjunction with an annual Conference, which will be held at a venue decided by the Executive.
2. The business of the Annual General Meeting shall be:
 - (a) Confirmation of minutes
 - (b) Presentation of Annual Report and audited Accounts
 - (c) Consideration of any motions, notice of which has been given in accordance with these Rules.
 - (d) Reports (if any)
 - (e) Election of Officers and Executive Members
 - (f) Appointment of Auditor and Honorary Solicitor
 - (g) General Business
 - (h) Setting of subscriptions and levies as required
3. A special General Meeting shall be called on receipt of a requisition signed by the Executive on its own motion, or a written requisition signed by not less than ten (10) financial Full Members, setting out the object of such Meeting.
4. Special Business which may be considered at either the Annual General Meeting or a Special General Meeting shall include:
 - (a) The alteration, suspension or annulment of any of these Rules
 - (b) The addition of a new rule
 - (c) The expulsion of any Officer or Member
 - (d) The expression of no confidence in the Executive or any Officer
 - (e) The moving, without notice of motion, on matters of extreme urgency, provided this shall not include the alteration or annulment of any of these Rules
5. Written notice of all General Meetings shall be advised to all Members at least six (6) weeks before the date of the Meeting and shall specify the date, place and time of the Meeting. Remits concerning changes to the Rules must reach the Secretary at least one month before the date of the Meeting. Full details of the business to be transacted, including any remits seeking changes to the Rules and, in the case of the Annual General Meeting, the audited accounts of the Association, shall be forwarded to all Members at least fourteen (14) days before the date of the Meeting.
6. The quorum at any General Meeting shall be 30% of financial Full Members.
7. Only Full Members shall be eligible to vote at such Meetings, provided they are financial at the commencement of the Meeting. Voting shall be in person only except for the election of officers and executive members which may also be by postal ballot
8. Subject to Rule 6.10 all ordinary business of any General Meeting shall be decided by a bare majority of those present and eligible to vote, and shall be by voices or a show of hands unless any Member calls for a ballot, but all Special Business shall be decided by a two thirds majority of the voting power.
9. All financial Members and Life Members shall have the right to speak at General Meetings.
10. Where these Rules provide that a matter may be voted on by postal ballot, the Executive may determine from time to time that the matter will be voted on by postal ballot. Where this is the case, the matter, if it is ordinary business, shall be decided by a two thirds majority of those eligible to vote.

7. EXECUTIVE COMMITTEE

- (1) The Officers of the Association shall be the President, and up to two Vice Presidents
- (2) The Executive shall consist of the Officers, together with five Executive Members. All Members of the Executive shall be elected annually at the Annual General Meeting and shall commence office at the conclusion of the Meeting at which they are appointed and hold office to the end of the following Annual General Meeting
- (3) The Executive may appoint up to four (4) further members to facilitate a geographical distribution and a representation of schools of different types.
- (4) Only Full Members (or Life Members who are eligible for Full Membership) shall be eligible for appointment to the Executive.
- (5) Notwithstanding the above, the Immediate Past President of the Association may be invited by the Executive to be an additional member of the Executive for up to two years after vacating office.
- (6) The Executive shall meet at least three times a year
- (7) The quorum at Executive Meetings shall be 50% of the Executive.
- (8) At all meetings of the Executive, each member shall have one vote. Voting shall be by ballot if requested by any member. At all meetings of the Executive, the majority shall rule.
- (9) The Executive may appoint such subcommittees as it may deem necessary from time to time to assist it in carrying out its duties. The President shall be an ex officio member of any such subcommittees.
- (10) The Executive may employ such staff as it shall from time to time deem necessary.
- (11) The Executive shall have the right to fill all or any vacancies which may occur in its body.
- (12) The Executive shall be responsible for ensuring that a staff member or an Executive Member keeps all necessary records of business (including minutes of meetings), forwards of notices of meetings to members and conducts all necessary correspondence.

8. DUTIES OF OFFICERS

- (1) The President shall preside at all General and Executive Meetings, and shall have a casting vote as well as a personal vote at all such meetings. The President shall be the spokesperson for the Association, and shall either make all media statements or approve of their release.
- (2) In the absence of the President, a Vice President shall take over the duties of the President. In the event that the Vice Presidents is also absent, the meeting shall elect its own Chairperson. The Chairperson shall have a casting vote in addition to any personal vote held, while in the chair.
- (3) The Executive shall ensure that a register is kept of financial members, that payment of accounts incurred by the Association is made, and all necessary financial records are kept, and shall forward the Accounts for audit after the end of the financial year.
- (4) **The Officers and Executive will decide on the roles and responsibilities of the elected Vice Presidents.**

9. FINANCE

- (1) The financial year of the Association shall close on 31 December each year.
- (2) All monies received by the Association shall be paid to its credit into a bank account
- (3) The Executive may invest and use the funds of the Association in such manner as it shall see fit.
- (4) The Executive shall have power to borrow money in such manner and on such security and terms as it shall deem fit.
- (5) The accounts of the Association shall, at the end of each financial year, be submitted for audit to an Auditor appointed by the Annual General Meeting. The Auditor shall be a duly qualified chartered accountant who is not a member of the Association.

10. SUBSCRIPTIONS AND LEVIES

- (1) The subscription for Full Members shall be determined annually by the Annual General Meeting for the financial year that follows.
- (2) The subscription for Retired or Associate Members shall be a nominal fee which shall be no greater than 50% of the subscription for Full Members.
- (3) The Annual General Meeting may decide on any other levies which are to be paid by members, and such decision shall be binding on all members.
- (4) Members shall be deemed to be financial up to the conclusion of the Annual General Meeting following the end of the financial year.
- (5) All subscriptions are payable by 31 March each year, and levies by the same date unless an alternative date is agreed. If such subscriptions and levies remain unpaid after 15 May, the member shall forfeit all rights of membership until all outstanding funds are paid in full.

11. MISCONDUCT

The Executive shall have power to enquire into the conduct of any Member which may be injurious to the good name of the Association, and shall have the power to impose any penalty which it shall see fit, including suspension or expulsion from the Association. Any person aggrieved by any such penalty imposed shall have the right of appeal to a General Meeting, provided notice of such appeal shall be given in writing to the Executive within twenty one (21) days after the notification of such decision. The meeting may, by a majority thereof, allow or disallow such appeal on such terms as it in its discretion sees fit.

12. LIQUIDATION

The Association shall not be dissolved unless all liabilities have been discharged, and a motion has been passed by a majority of votes recorded at General Meetings convened for the purpose, in accordance with Incorporated Societies Act 1908. Upon the liquidation, any surplus moneys remaining after payment of all liabilities shall be paid over to such organisation/s or institution/s as the Meeting shall decide.

13. COMMON SEAL

The Association shall have a Common Seal which shall be kept under the direction of the President or a staff member designated by the Executive, and shall be affixed to any

documents or writing, upon the resolution of a General Meeting or of the Executive, by any two Members of the Executive, at least one of whom shall be the President or a Vice President.

14. ALTERATIONS OF RULES

No alteration, addition and rescission of these Rules shall be made except at a General Meeting. Any alteration shall require the assent of two thirds of the voting strength of the Meeting, and shall take effect upon registration.

15. INDEMNITY CLAUSE

Every Member of the Executive and every other officer of the Association for the time being shall be indemnified out of the funds of the Association against any liability incurred in the discharge of any duty undertaken on behalf of the Association and in defending any proceedings whether civil or criminal in which judgement is given in favour of the person or in which the person is acquitted.

16. BY-LAWS

- (1) The Executive will have the power from time to time to make such by-laws as it considers necessary or desirable to give effect to the objective of the Association.
- (2) Notwithstanding rule 16 (1), the Association in general meeting may repeal or amend any by-law in accordance with the procedure in Rule 14 (alterations of rules as though the by-law were a rule.
- (3) All by-laws:
 - (a) Will be subject to these Rules;
 - (b) Must not be inconsistent with any provision contained in these Rules; and
 - (c) Will, when in force, be binding on all Members bound by these Rules and have the same effect as these Rules.

*Adopted April 1991
Amended April 1993
Amended April 1994
Amended March 1995
Amended March 1996
Amended March 1997
Amended March 2001
Amended May 2005
Amended April 2006*