



# Te Tai Tokerau Principals' Association

## Constitution

### NAME

The name of the Association shall be:

"THE TAI TOKERAU PRINCIPALS ASSOCIATION INCORPORATED".

### MISSION STATEMENT

To promote, support, develop the professional role, status and the interests of principals in the Tai Tokerau area.

### MEMBERS

All current school principals in the Tai Tokerau area shall be deemed to be members, from the commencement of their position, unless or until they resign or leave the Tai Tokerau area

### ASSOCIATE MEMBERS

That associate membership of TTPA be available to individuals who are representatives of educational organisations. Associate membership shall be granted by the TTPA Executive upon application. Associate members shall pay a subscription set annually by the TTPA Executive. Associate members shall be entitled to all the rights of membership except associate members may not vote nor be nominated for office.

### NEW MEMBERS

New members should be introduced at the first meeting where there is opportunity to do this.

### LIFE MEMBERS

The Association may appoint as Life Members those members who are retiring. Such members shall have the right to attend all general meetings, and shall have all the privileges of ordinary members, with the exception of the right to vote.

### EXECUTIVE

The administration of the affairs of the Association shall be vested in an Executive consisting of the President, Vice President, a Secretary and a Treasurer. Past President shall be a member of the Executive for the year following their presidency only.

### COUNCIL

The Council shall consist of the Executive plus representatives of all Principals' Associations in Tai Tokerau, including primary, Intermediate, Area associations. Representation on the Council will be on the basis of the number of schools in each local Association. Selection will be the responsibility of each local association.

That is:

- 1-10 schools =1 Council member,
- 11 + schools =2 Council members

Two additional members may be co-opted by the Council should it consider additional expertise or balance is required.

Visitors are able to attend Council meetings by invitation or following a request and approval from the President. They would not have voting rights.

The formation of any new Local Associations after the adoption of this Constitution, must not be taken as automatically be accepted by TTPA as eligibility for membership of the Council. This would be considered by application for representation on the TTPA Council. (The intention of this clause is to stop fragmentation of local Principal Associations).

## **DURATION OF SERVICE OF COUNCIL**

The President, Vice President, Secretary and Treasurer shall be elected at each Annual General Meeting to be held at the Annual Tai Tokerau Principals' Conference and these people form the Executive of TTPA.

Written nominations for the position of President, Vice President, Secretary and Treasurer, subject to the persons nominated consenting thereto, and signed by the proposer and seconder, shall be in the hands of the Secretary not later than five days prior to the date fixed for the holding of the Annual General Meeting. In the event of the number of nominations exceeding the number of vacancies a ballot shall be held at the Annual General meeting.

In the event of insufficient nominees being received for any office, candidates so nominated shall be declared elected and further nominations called for at Annual Meeting to fill the remaining vacancies. Two scrutineers from the floor shall be nominated and elected in the event of a ballot being necessary.

Council members who absent themselves from Council meetings for two or more consecutive meetings without exceptional circumstances for leave of absence can be replaced. In these cases the TTPA President shall call on the Local Associations for a replacement representative on the Council.

If any extraordinary vacancy occurs during the year in the position of President, Vice President, Secretary or Treasurer, the Executive shall elect a member to fill the vacancy for the remainder of the term of office.

Special committees may be set up at the direction of the Executive or from a General Meeting to act or report on special matters. Committees and names of persons therein will be made available to members.

## **VOTING**

That where a ballot is required at the Annual General Meeting to elect the President, Vice President, Secretary or Treasurer, Elections shall be by secret ballot. The highest polling candidate in any ballot shall be elected. Only members present at the Annual General Meeting shall vote. Elections for each position on the Executive shall proceed in order of seniority.

## **QUORUM**

For all ordinary general meetings, twenty five (25) members shall constitute a quorum. If within 15 minutes after the time appointed for the meeting a quorum is not present, the meeting may proceed but no business may be transacted nor motions passed beyond the reception of apologies. Such meetings shall be deemed unofficial.

## **COUNCIL MEETINGS**

The council shall meet at such times and places as it shall decide. The President shall take the chair at meetings of the Council and General Meetings and in the President's absence the Past President or Vice President shall preside. In the absence of these those present shall choose one of their number to take the chair. At Council meetings 50% of the membership shall be deemed to be a quorum.

## **FORUM DAYS**

Forum Days will be held generally at least once a term. The main emphasis of these days will be to promote and develop understanding of current issues, provide professional leadership and professional development to membership and to support the Mission Statement.

General Meetings may be part of a Forum Day. Notice of these meetings shall be given by email circular to reach members at least seven days prior to the date of meeting. These meetings of the Association shall be held by authority of the Council. At such meetings the President shall preside or in his/her absence the Vice President or immediate past president shall preside. In their absence the meeting may elect a chairperson from a member of the council. Resolutions submitted to the meeting and not otherwise provided for herein shall be on the voice, but any member present shall be entitled to call for a show of hands. In case of tied votes the President shall have the casting vote in addition to the vote to which she/he is entitled.

## **SPECIAL MEETINGS**

The President or Secretary shall, at any time or within 14 days of a written request for a Special General Meeting signed by 20 members, call a Special General Meeting to be held within 10 days. The notices of the meeting shall set out the business it desires to transact. The procedure for the meeting shall be the same as that for a General Meeting. The quorum shall be 25 and a majority decision shall be binding on the Association.

## **CLOSED MEETINGS**

The Council may declare any TTPA general meeting(Forum Day) to be a closed meeting. A closed meeting is one which can be attended only by Principal members of TTPA.

## **ANNUAL GENERAL MEETING**

The Annual General Meeting of the Association shall be held during the TTPA Annual Conference or at such a time no later than the end of November . The business to be transacted at such meeting will be:

- Apologies – New Members
- Minutes of previous meetings
- Business arising from the minutes
- Correspondence
- President's Report
- Financial Report
- Election of Officers for Executive
- Appointment of Accountant
- General Business

## **VOTING**

Each member of the Association present at any meeting shall be entitled to one vote to be exercised by voice, a show of hands or by ballot.

## **FINANCE**

The financial year of the Association shall close on 31 December in each year.

The TTPA will use any funds raised from the Tai Tokerau Principals' Conference to specifically provide opportunities for members of the TTPA.

The TTPA Executive and Council may enter into commercial agreements or other fund raising arrangements, in the interests of their members, as they see fit.

## **BANKING**

An account shall be kept at a Tai Tokerau Branch of a recognised Trading Bank only, agreed by the Council into which the funds of the Association shall be paid and upon which cheques shall be drawn for the payment of accounts on the authority of the Council. All cheques must be approved by the Treasurer prior to payment. All cheques shall be signed by any two of the President, Secretary and Treasurer, unless prepared by Education Services. The accounts shall be named respectively The Tai Tokerau Principals' Association General Account and The Tai Tokerau Principals' Association Special Purposes Account.

## **HONORARIA**

Honoraria shall be paid annually to the President, Secretary, Treasurer. This will be set at each Annual Meeting of the Tai Tokerau Principals Association.

## **EXPENSES**

Reasonable expenses shall be paid to Council Members and authorised people on the presentation of such accounts to the Council. These should be backed by receipts whenever possible.

## **PORTFOLIO RESPONSIBILITIES (PRs)**

The Council shall set up Portfolio Responsibilities as required to fulfil the mission statement of the Association.

## **DISTINCTION AWARDS**

The TTPA shall recognise members' outstanding achievements through the presentation of the Service With Distinction Award. Presentation of the award shall entitle the recipient to use the letters SDA (TTPA) after their name. Members may be recognised during their service or on retirement.

## **VISITORS**

Any member of the Tai Tokerau Principals Association having previously obtained the permission of the President or his/her deputy may introduce visitors to meetings of the Association and any visitor may take part in the proceedings by the invitation of the Chairperson but may not be allowed to vote.

## **ALTERATIONS AND AMENDMENTS**

The Rules may be amended, added to, or deleted at the AGM of the Tai Tokerau Principals' Association. The proposed alterations shall have been given via the Secretary and members notified thereof, not less than four days before the meeting.

The quorum of such meeting shall be twenty five (25) and a majority decision shall be binding on The Tai Tokerau Principals' Association.

## **STAFF**

The Association shall be empowered to employ staff, whether on a part time or permanent basis and remunerate that person accordingly, when funding is available and the majority of the Executive and Council agree to this happening.

## **LEAVE OF ABSENCE**

A Member who is temporarily employed by the Ministry of Education or Education Review Office or other recognised educational agency/body, in another capacity shall, as long as she/he is so employed, and provided that no conflicts of interest are deemed to exist by the council, enjoy all privileges of TTPA Membership. If a conflict of interest is deemed to exist then that members voting and or participation rights at council meetings may be suspended for the duration that the conflict of interests exists.

A Member of the Council must inform the President of secondment/ temporary/permanent arrangement outside the position of principal. It is at the President's discretion to ask the Council member to take leave of absence or to continue service for the remainder of that year.

## **ACTING PRINCIPALS**

Shall be deemed full members of the Association for the period of their appointment.

## **DUTIES OF THE SECRETARY**

The duties of the secretary shall be:

To keep a proper record of all meetings and inward and outward correspondence.

## **DUTIES OF THE TREASURER**

The duties of the treasurer shall be:

To assist the Accountant and the Council with financial advice and guidance such as may be necessary from time to time.

To present a regular report on the finances of the Association to the Council. This report will be prepared in conjunction with the appointed accountant.