

<p style="text-align: center;">CONSTITUTION AND RULES OF THE WELLINGTON REGIONAL PRIMARY PRINCIPALS' ASSOCIATION</p>

1 . NAME

The name of the society shall be **THE WELLINGTON REGIONAL PRIMARY PRINCIPALS' ASSOCIATION INCORPORATED** (herein referred to as the Association)

2 . REGISTERED OFFICE

The Registered Office of the Association shall be 'Tawa School, Oxford Street, Tawa, Wellington 5028', changing to the school address of the current Secretary as required.

3 . OBJECTIVES

The objectives s of the Association shall be to:

- (a) Represent the views of Primary and Intermediate School Principals from the Wellington Region.
- (b) Promote school effectiveness in the Wellington Region.
- (c) Provide high quality professional development opportunities for Principals.
- (d) Make representation and submissions to appropriate educational bodies on behalf of the Association.
- (e) Provide collegial support for Principals.
- (f) Provide an opportunity for the flow of information and the sharing of views.
- (g) Provide opportunities for professional and social interaction between Principals.

4 . POWERS

The Association shall have all the powers conferred by the Incorporated Societies Act 1908 including the power to:

- (a) Purchase, acquire, lease, exchange, sell or otherwise deal in property of any kind and to erect and maintain buildings
- (b) Accept subscriptions and donations for the purposes of the Association

- (c) Invest and deal with any of the monies or other assets of the Association as determined by the Executive Committee
- (d) Obtain professional services and to employ, engage and discharge agents or servants
- (e) Affiliate with, subscribe or donate to, or become a member of, any other body whose objects are substantially similar to those of the Association
- (f) To apply the funds of the Association to promote or further all or any of the objects of the Association

5 . MEMBERSHIP

- (a) The Principal of every Primary and Intermediate School in the Wellington Education Region (as defined by the Ministry of Education's 'Schools Directory') shall be eligible for membership of the Association
- (b) Any person whose work is similar to the objects of the Association may apply in writing to the Executive Committee to be admitted as a Member of the Association
- (b) All members shall pay an annual subscription as determined at the Biennial General Meeting. Any member whose levy is two years in arrears shall be removed from membership by resolution of the Executive Committee

6 . THE EXECUTIVE COMMITTEE

- (a) The Executive Committee shall be the governing body of the Association.
- (b) The Executive Committee of the Association shall consist of a President, a Vice President, a Secretary, a Treasurer, the Immediate Past President and between one and three committee members.

- (c) With the exception of the Immediate past President, all members of The Executive Committee shall be elected at the Biennial Meeting. The election shall be by majority vote of the members present at the meeting.
- (d) The President will hold the position for a maximum of two years
- (e) The elected Executive Committee has the power to co-opt committee members to a maximum of three if those positions are not filled at election
- (f) The Executive Committee may appoint a member to the committee to fill any casual vacancy that may occur during the term of that committee
- (g) In the event of any case arising which is not provided in the Constitution of Rules of the Association, the matter shall be dealt with by the Executive Committee at its discretion
- (h) The Secretary shall be responsible for the recording of the Minutes of Executive Committee Meetings and for the correspondence of the Association. The Executive Committee is empowered to contract secretarial services as required to assist with Association business.
- (i) The Treasurer shall be responsible for the financial affairs of the Association and shall submit to each Biennial General Meeting a Statement of Income and Expenditure of the Association during the Association's financial year. The Executive Committee is empowered to contract financial services as required to assist with Association business
- (j) The Members of the Committee shall be removable as a body or individually by a vote of at least two thirds of the Members present at a Special General Meeting called for that purpose. In the case of such removal the meeting shall elect other Members to carry on the business of the Association
- (k) The Executive Committee shall meet at least four times per year. The President shall convene meetings of the Executive Committee as he/she determines necessary

7 . FUNDS, PROPERTY AND SUBSCRIPTIONS

- (a) The funds, income and property of the Association shall be applied solely towards the promotion of the aims, objects and work of the Association
- (b) The Executive Committee shall control and regulate the management of the bank account(s) of the Association
- (c) The Executive Committee shall keep proper books of account recording receipts and expenditure by the Association and its assets and liabilities.

- (d) The financial year of the Association shall end on 31 December in each year and the Executive Committee shall place before the Biennial Meeting of the Association, audited financial statements together with a copy of the Auditor's Report
- (e) No member of the Association, nor any person associated with a member, shall participate in, or materially influence, any decision made by the Association in respect of the payment of any income, benefit or advantage whatsoever to, or on behalf of, that member or associated person
- (f) The President, Vice President, Secretary, Treasurer and Immediate Past President shall be entitled to be paid an honorarium at the end of each financial year. The amount of the honorarium to be paid for that year shall be set by majority vote at the Biennial Meeting.

8 . MEETINGS OF THE ASSOCIATION

- (a) 30 days' notice of all meetings shall be provided to all members specifying the date, time and place of the meeting and the nature of the business to be dealt with.
- (b) The Association will hold a Biennial Meeting not later than the last day of March in every odd numbered year, at such time and place as is determined by the Executive Committee
- (c) The following business shall be dealt with at the Biennial Meeting
 - Election of President, Vice President, Secretary, Treasurer, and Committee
 - Consideration and adoption of the Biennial Report and Financial Statements
 - Appointment of an auditor who shall be a member of the New Zealand Society of Accountants but not a member of the Executive Committee of the Association
 - Consideration of notices of motion
- (d) A Special General Meeting may be called for the purpose of changing the Constitution and Rules of the Association. Notice of any proposed alteration of any rule shall be given in writing to the Executive Committee not less than 30 days before the calling of such a meeting.

9 . MEETING AND VOTING PROCEDURE

- (a) Quorum – 20 voting members shall constitute a quorum at all meetings of the Association
- (b) Voting at General Meetings of the Association shall be by voice or by show of hands, except for the election of officers when the voting shall be by ballot.
- (c) Only financial members shall be entitled to vote at any meeting of the Association Meeting
- (d) The President or, in his/her absence, the Vice President, shall have a casting vote at Meetings of the Association and at Executive Committee Meetings
- (e) Any member of the Executive Committee having any interest in a contract or arrangement proposed to be entered into by the Committee must declare that interest.

10 . ALTERATION OF RULES

- (g) The Rules of the Association may be altered or rescinded at a Biennial General Meeting of the Association or at a Special General Meeting called for the purpose and by a resolution passed by a majority of not less than two thirds of the votes cast.
- (h) Notice of any proposed alteration, addition or rescission of any rule shall be given in writing to the Executive Committee not less than 30 days before the date of the Biennial General Meeting of the Association at which the proposed alteration is to be moved
- (i) The Executive Committee shall give notice of the proposed alteration to the Rules and Constitution of the Association to all members not less than 21 days before the Biennial General Meeting or Special General Meeting of the Association
- (j) Copies of every alteration to the Constitution and Rules of the Association shall be supplied to the Registrar in accordance with the requirements of the Incorporated Societies Act

11 . DISSOLUTION

- (a) The Association may be wound up or dissolved in any of the ways provided in the Incorporated Societies Act 1908. A proposal for a winding up or dissolution of the Association shall require a resolution of a General Meeting of the Association and confirmation at a subsequent General Meeting in accordance with Section 24 of the Incorporated Societies Act 1908. The Association shall then proceed to decide how the surplus assets shall be disposed of, and in so doing, shall ensure that the surplus assets shall be applied exclusively for charitable purposes within New Zealand which purposes shall as near as possible resemble the objects of the Association.
- (b) A resolution under this rule for winding up and as to the disposal of surplus assets must be passed by a majority of two thirds of voting members attending by their representatives. In the event of the General Meeting being unable to pass the resolution required by the provisions of this rule, the provisions of Section 27 of the Incorporated Societies Act shall apply.