

NEW ZEALAND AREA SCHOOLS ASSOCIATION

CONSTITUTION



New Zealand Area Schools Associaton

NZASA

NEW ZEALAND AREA SCHOOLS ASSOCIATION CONSTITUTION

1. NAME

The Association shall be called the “New Zealand Area Schools Association”.

2. INTERPRETATIONS

- The “Association” means the “New Zealand Area Schools Association”.
- The “Executive” means the Executive Committee of the Association as constituted in Clause 6.1.
- The “President” means the President of the Association.
- An “Area School” means a New Zealand state or integrated composite school which has students from new entrants to Year 11, 12 or 13 level.
- The “Secretary” means the Secretary/Treasurer of the Association.
- The “Past President” means the immediate past President of the Association.
- “Member” means any Area School that has paid the current year’s subscription.

3. AIMS AND OBJECTIVES

The aims and objectives of the Association shall be:

- 3.1 To advance the cause of Area schools in particular and rural education in general.
- 3.2 To promote the continuous improvement and development of education for students of all ages.
- 3.3 To promote the development of skills, and opportunities for learning and training for both Board of Trustees members and any member of school staff in particular Principals and Senior Managers.
- 3.4 To provide a forum for the exchange of ideas, support and advice for member schools and liaison with other educational bodies.
- 3.5 To ensure that the collective views and opinions of Area School personnel are canvassed and heard nationally on matters of educational significance.
- 3.6 To be represented on all appropriate bodies such as Ministry consultative groups.

4. MEMBERSHIP

- 4.1 Membership shall be open to all Area Schools which may be represented by staff and/or Board of Trustees members.
- 4.2 Associate membership may, at the discretion of the Annual General Meeting, be granted to those persons and/or organisations who, whilst not actually in an Area school, have a commitment to the aims and objectives of the Association.

- 4.3 Life membership may be awarded by the membership at an Annual General Meeting after nominations have been submitted to the Executive for scrutiny and approval. See Appendix 2.
- 4.4 Rights, privileges and subscriptions of associate and life members shall be determined by the membership at an Annual General Meeting.

5. GENERAL MEETINGS

- 5.1 The Annual General Meeting shall be held before the end of Term 2, in conjunction with an annual conference which will be at a venue decided by the Executive.
- 5.2 The business of the Annual General Meeting shall be:
- a) Confirmation of Minutes
 - b) Presentation of Annual Reports and Audited Accounts.
 - c) Consideration of any motions, notice of which has been given in accordance with this constitution.
 - d) Other reports – if any.
 - e) Remits from schools, regional meetings, and/or executive which must be in the hands of the Secretary/Treasurer two weeks prior to National Conference.
 - f) Setting of subscriptions and levies as required.
 - g) General Business.
- 5.3 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 fewer than five financial full member schools, setting out the purpose of such meeting.
- 5.4 Special Business which may be considered at either the Annual General Meeting or a Special General Meeting shall include:
- a) the alteration or suspension of any part of this constitution;
 - 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 part of this constitution.
- 5.5 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, time and place of the meeting. Full details of the business to be transacted shall be forwarded to all Member Schools at least fourteen (14) days before the date of the Meeting.
- 5.6 The quorum at any General Meeting shall be 25% of the financial membership.
- 5.7 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.
- 5.8 Those schools which cannot attend Annual Conference and General Meetings may grant the right of proxy voting on their behalf to the Association's Chairperson. The right must be in writing and in the Secretary's hands at least forty-eight hours before the beginning of the Meeting.
- 5.9 Each school shall be entitled to two votes.
- 5.10 All financial members shall have the right to speak at General Meetings.

5.11 The Executive shall have the right to conduct a postal vote on matters of import and where it is impracticable to convene a General Meeting.

6. EXECUTIVE OF THE ASSOCIATION

Executive of the Association

- 6.1 The Officers of the Association shall be the President, Secretary and/or Treasurer. These officers do not necessarily have to come from the same region. Officers will be elected by the Executive Committee at the beginning of each year and reported to members via newsletter and at Conference.
- 6.2 The Executive Committee shall consist of the Officers of the Association, a Maori representative, two elected representatives from each region (one Board member and one Principal) and up to two co-opted members. (The co-opted members could include the Sport Representative/Treasurer or someone with a specific task to complete) If a region is not able to have two elected members one elected member will suffice.
- 6.3 The election of the Executive Committee will rotate from region to region on an annual basis. This is to avoid a total change of Executive Committee. The election process will commence with Otago/Southland and Central North Island in 2002 followed by Canterbury and Northland in 2003 and Nelson/West Coast in 2004. The process will then continue for years following. The election process to take place immediately prior to conference. If the existing member is to carry on for another term to represent a region this to be re-affirmed at conference.
- 6.4 The Executive are responsible for ensuring a national conference is organised each year in or about May/June whether it be organised by the Executive Committee or by Region.
- 6.5 The Conference is organised on a rotational basis as follows:
- 2008 – Northland – regional town
 - 2009 – Executive – Wellington
 - 2010 – Region (South Island) (SOSI or TOSI)
 - 2011 – Executive - Wellington
 - 2012 – Region (Central North Island)
- The process will then continue for the years following.
- 6.6 The Executive may appoint such sub-committees as it may deem necessary from time to time to assist in carrying out its duties.
- a) **Sports sub committee** - to be composed of *up to* five regional representatives elected by the regions. *Elections to the Sports Sub-Committee to take place within regions and reported to the Executive as they happen.* The Chairperson of the Sub-Committee to come from the region hosting the tournament.
 - b) The appointed sports committee to endeavour *to meet face to face* a year to plan the National Sports Tournament. Wherever possible the meeting to be held in the region running the tournament.
 - c) Reasonable expenses of such meeting will be reimbursed through the Treasurer of the NZASA National Executive.
 - d) The chairman of the sports committee to report to the Executive following each meeting.
 - e) The Executive are kept fully informed regarding the tournament organization.
 - f) **Leadership sub committee** - to be set up by the host school (involving other surrounding Area Schools if appropriate). This committee must liaise with the National

Executive Member from that region and report back to the Annual General Meeting and the Treasurer.

- 6.7 The Executive or the president and secretary may delegate other members to represent it on various other bodies as it sees fit.
- 6.8 The Executive may employ such staff as it shall deem necessary.
- 6.9 The Executive shall have the right to fill any vacancies which may occur between Annual General Meetings, after consultation with the membership.

7. FINANCE

- 7.1 The financial year of the Association shall close on 31st December in each year.
- 7.2 All moneys received by the Association shall be paid to its credit into a bank account approved by the Executive or its sub committees. All accounts shall be paid by cheque or direct credit signed off by any two of the Officers or by an Officer and an employee approved by the Executive or by approved sub committee officers.
- 7.3 The Executive may invest and use the funds of the Association in such a manner as it shall see fit.
- 7.4 All accounts of the Association and its sub committees shall, at the end of the financial year, be consolidated and submitted for audit, and presented at the Annual General Meeting.
- 7.5 The Executive shall have the power to pay general expenses for personnel on official business on behalf of the Association.
- 7.6 The sub committees be authorised to seek sponsorship but any sponsorship contracts must be approved by the Executive.

8. SUBSCRIPTIONS AND LEVIES

- 8.1 The annual subscription for member schools shall be determined annually at the Annual General Meeting for the financial year that follows. The scale of subscriptions shall be in accordance with the grade of the school as determined by 1 March roll.
- 8.2 The subscription for associate members shall be set at 100% of the subscription for a Grade A school.
- 8.3 The Annual General Meeting may decide on any other levies which are to be paid by member schools and such decision shall be binding on all members.
- 8.4 All subscriptions are payable by 30 May each year, and levies by the same date unless an alternative date is agreed.

9. REGIONAL STRUCTURE

- 9.1 The following Regional Associations shall be formed:
 - Northland (*NASA*)
 - Central North Island (*CNI*)
 - Nelson/Marlborough/*West Coast (TOSI)*
 - Canterbury (*CASA*)

Otago/Southland (SOSI)

- 9.2 Each regional organisation shall be autonomous in terms of its structure, function and finances.
- 9.3 The schools from within each region, on a rotational basis, will put forward nominees to sit on the executive in terms of Clause 6.3. Those duly elected members to sit on the Executive until the next rotation or they resign whichever is the sooner.
- 9.4 The Executive Committee as it stands at conference will be presented to the delegates.

10. DISSOLUTION

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 a General Meeting convened for the purpose. Upon the dissolution, any surplus moneys remaining after the payment of all liabilities, shall be paid over to such organisation/s or institution/s as the Meeting shall decide.

11. ALTERATION OF THE CONSTITUTION

- 11.1 No alteration of this constitution 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, unless the Meeting shall approve a later date.
- 11.2 Remits concerning changes to the constitution must reach the Executive at least 6 weeks before the Annual General Meeting and be forwarded to members at least 4 weeks before the Annual General Meeting.

Appendix 1

NEW ZEALAND AREA SCHOOLS' SPORTS TOURNAMENT POLICY

RATIONALE:

The New Zealand Area Schools' Sports Tournament has been established to ensure that senior secondary students in area schools, who are top achievers in sports, have access to opportunities for sports coaching, competition and selection.

GUIDELINES:

1. To take part in the Sports Tournaments schools must be current financial members of the New Zealand Area Schools Association.
2. The Sports Tournament programme will consist of two elements:
 - a core programme – sports which are offered at each tournament (subject to entry requirement).
 - a discretionary programme – being sports which the host zone is able to offer, utilising local resources and interests e.g. futsal, soccer (girls and boys), golf, girls Rugby 7s, bowls etc.
3. The core programme will consist of the following sports:
 - Basketball – boys and girls
 - Netball – girls (up to two teams per zone)
 - Rugby – boys 15 a-side
 - Volleyball – boys and girls
4. The national tournament will be quadrangular competition, based on 4 zones:
 - Northland Area Schools
 - Central North Area Schools
 - Top of the South Area Schools (combined Nelson/Marlborough/West Coast and Canterbury Area School clusters)
 - South of the South Area Schools
5. Where a zone is unable to enter a team in a particular code, a suitable substitute team may be arranged by the host zone. Consideration may also be given to the possibility of a composite team being formed.
6. The region organising the tournament needs to confirm the tournament programme with schools by the end of February including discretionary sports. All zones should confirm their entries by 1st May with the organisers.
7. North and South Island teams may be selected during the round robin competition in events where 4 zone teams are competing. If there are less than 4 zone teams in a code, trial teams rather than island teams may be selected. A New Zealand Area School tournament team will be selected. This team could compete against a suitably arranged local representative team at the tournament and may possibly be involved in further fixtures at a later date.
8. Rugby –

- a. If a zone is unable to form a team of 24, players may be seconded from other regions. The regional co-ordinator to be notified of the borrowed players and their schools.
 - b. If a player is injured or unavailable more than two weeks prior to tournament then a seconded player from that region may be recalled to play for that region. The regional co-ordinators of both regions need to be notified.
 - c. Regions to make up list of possible national reserves (i.e. those that just miss selection) and provide this list to the current representative of the NZ Rugby Foundation (Rocky Patterson).
9. Selection of North/South or trial teams will be the responsibility of all of the zone coaches working together, unless this responsibility is delegated to some other nominated selector(s). Selectors for Island and/or NZ teams will be decided before the tournament starts by the tournament organisers. NZ selectors will be people with high profile in the sporting code. If the nominated selectors in a code do not see all the round robin matches, they must consult with all zone coaches before the NZ team is selected.
 10. Organisation of any future fixtures for the NZ teams selected at the tournament will be the responsibility of those associated with each sporting code.
 11. It is recommended that applications for funding from community trusts and other sources be made in the year prior to hosting the tournament by the organising zone and/or executive. Entry fees for students will be kept to a minimum.
 12. Sports Tournament Financial Statements should be presented to an executive meeting before conference the following year.
 13. Overall responsibility for the running of the tournament lies with the schools of the host zone through their organising committee. RSO's or other suitable sporting organisations may be contracted to assist in the running of the Tournament.
 14. The tournament will be held in Week 1 of the July school holidays. The sports co-ordinator for the organising zones will ensure the dates are entered on the NZ Secondary Schools Sports' Calendar the previous year, and that the national and local associations of the sporting codes involved are notified of the tournament. An application for sanction to the NSSSC be applied for by the Executive Secretary of the Executive Committee.
 15. There will be a Sports Committee consisting of one zone elected representative from each of the five regional zones. That committee shall meet annually by the end of October under the chairmanship of an executive member.

Zone Sports Co-ordinators will in turn communicate with all schools in their zone.

16. Risk management and discipline are the responsibility of each home school as it relates to travel and pastoral care. The competition risk management is the responsibility of the host region and schools provided with a copy.
17. The SPARC investment fund will be used to ensure that senior secondary students in area schools, who are top achievers in sports, have access to opportunities for sports coaching, competition and selection. SPARC funds must meet the criteria stipulated in **Attachment 1** to this policy.

The Sports Committee via the NZASA Treasurer will distribute the SPARC funds to schools based on student participation in area schools sport at the national tournament.

Funds distributed to schools must be followed up with an official receipt.

Zone Sports Co-ordinators:

Northland – Juanita Parata – Mangakahia Area School

Central North – Mike Smith – Mercury Bay Area School

Top of the South - Colin Lindsay– Karamea Area School (to be confirmed)

Canterbury – Gavin Cate, Amuri Area School (to be confirmed)

South of the South – Penny Batchelor – The Catlins Area School (to be confirmed)

Other Positions:

Robyn Bristow – National Executive

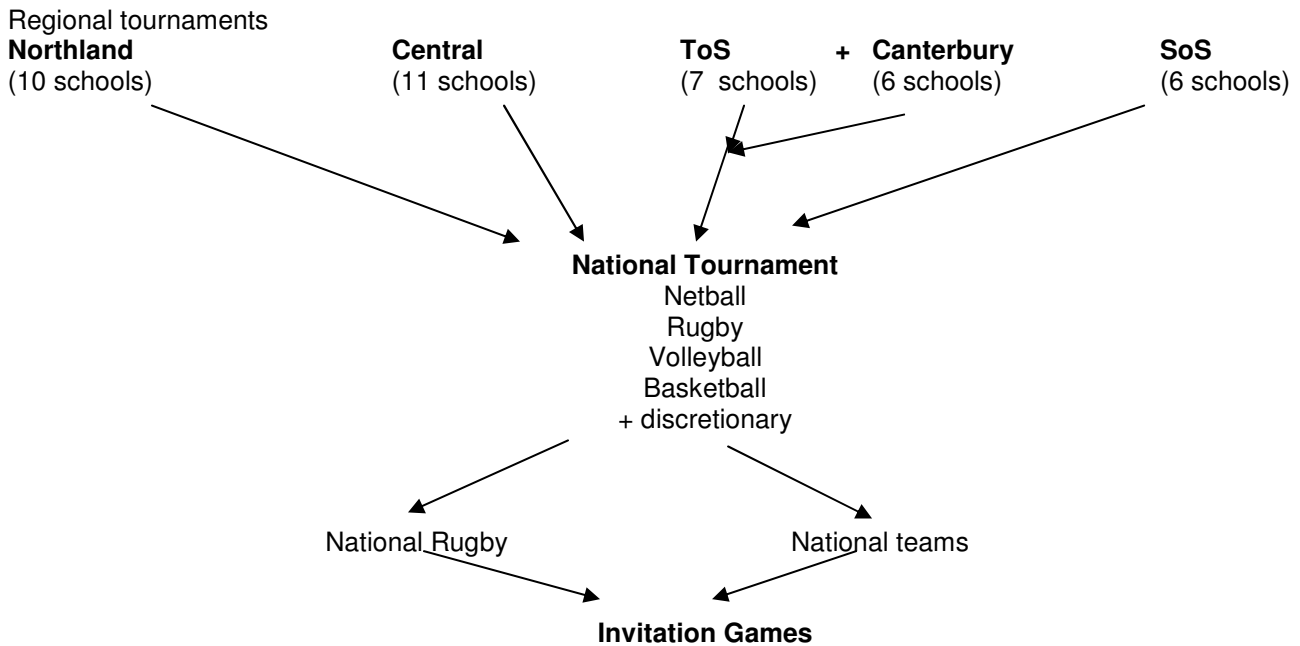
Lesley McCardle – NZASA Committee Liaison

Rocky Patterson – Rugby Union Foundation of NZ Inc.

SPARC INVESTMENT

PATHWAYS FOR PARTICIPATION

Participation in sport at school leading to representing school at **Regional Tournament**. Flow diagram show pathways.



ORGANISATION LINKS WITH OTHER BODIES:

NZ Rugby Foundation, Netball New Zealand, Volleyball New Zealand and Basketball New Zealand
NZSSSC
RSOs
Local Clubs
SPARC
Funding organizations
Local businesses
Service Clubs

SPARC INVESTMENT

SPARC provide an investment of \$12,500 that is to be fully distributed to subsidise travel for students to attend the National and/or Island Area Schools tournaments

That is:

When the national tournament is in the South Island, North Island students can benefit from this investment

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IN RETURN FOR THIS INVESTMENT NZASA WILL:

- Recognise SPARC investment through the use of the SPARC logo on tournament t-shirts, banners, programmes, NZASA website, school newsletters, certificates and in the annual report
- Submit a report to SPARC demonstrating:
 - How this financial support was distributed
 - How students perceived the quality of the experience, and
 - How the four national sporting organizations (rugby, netball, volleyball, basketball) acknowledged

Quality of experience for students:

- Special needs opportunities
- Variety of cultural and sporting activities
- National sporting tournament
- Invitation teams for core codes
- Broaden horizons
- Meeting other people
- Providing top quality sporting opportunity for isolated rural students
- Quality team experience

- Top level coaching experience
- Sportfit
- Results published on the NZASA website

REVIEW AND EVALUATE:

- Annual survey for students, staff and family and formalised in written report by sports committee
- Annual Committee meeting
- Regional reviews following national tournament
- School Performance Management Systems
- Regional reports combined to one national report
- National report forwarded to SPARC and NZSSSC (others as required)
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Appendix 2

NEW ZEALAND AREA SCHOOL ASSOCIATION AWARDING OF LIFE MEMBERSHIP

Any Board of Trustees, or Staff member of an Area School may be awarded Life membership of the New Zealand Area Schools Association at an annual general meeting. The prospective recipient can be nominated through a formal motion from a member school or from the national executive; however the awarding of Life Membership is at the discretion of the national executive. Any nominations must be received by the Executive Committee at least one month prior to the Annual General Meeting.

Life membership can only be awarded for outstanding service to the Area Schools Association at either national or regional level.

A summary of that service will be provided to the Annual General Meeting by the National Executive or by the member when forwarding the motion.

Recipients of life awards (and their partner) are invited to the conference dinner and to one night's accommodation at the conference venue. Costs payable by NZASA. Life membership awards made at conference dinner if the recipient is not a conference delegate.

NATIONAL AWARDS:

- The Executive may make awards for outstanding service to the Area Schools Association at Annual Conferences.
- These awards will recognise outstanding service at a National or Regional Level.
- Nominations for these awards must be made through the Regional Executive members to the National Executive for consideration at least 1 month prior to National Conference each year.
- Nominations must outline the nature of the outstanding service to area schools.
- The Awards will be presented at the opening session of Conference each year and made by the National President.
- Any Board of Trustees or staff member of an Area School may be nominated for these awards.
- An Award may only be made to an individual once i.e. one lifetime and/or one recognition

Lifetime Awards:

Jack Jones – Mercury Bay Area School
Jill Paaka
Barry Johnson – Cheviot Area School
Juliet Ralfe – Whangamata Area School
Bernard Klitcher
Murray Douglas – Mangakahia Area School
Andrew McNicol – Onewhero Area School
Peter Hartnall – Amuri Area School
Kit Williams – Whangamata Area School

Carol Moffatt, Oxford

Recognition Awards:

Les Robertson – Taipa Area School
Gerald Koberstein – Mangakahia Area School
Hank Zwanikken – Collingwood Area
John McKenzie – Panguru Area School
Colin Lindsay – Maniototo Area School
Lesley McCardle- Mangakahia Area School
Allan Easte – Hurunui College
Jane Fraser – Hurunui College
Anne Stead - Mangakahia

Murray Patterson, The Catlins
Teresa Bennetts, Roxburgh
Maureen Compton, Roxburgh