

# NEW ZEALAND AREA SCHOOLS ASSOCIATION INCORPORATED

## CONSTITUTION



# NZASA

## NEW ZEALAND AREA SCHOOLS ASSOCIATION INCORPORATED CONSTITUTION

### 1. NAME

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

### 2. INTERPRETATIONS

- The “Association” means the “New Zealand Area Schools Association Incorporated”.
- 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” is a state school in a rural and often isolated setting which provides learning programmes based on the New Zealand Curriculum to students from years 1 to 15.
- 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. Associate Membership extends to composite schools in urban situations provided they meet the definition above.

### 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 provided they meet the definition as described above.

- 4.2 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.
- 4.3 Rights, privileges and subscriptions of associate and life members shall be determined by the membership at an Annual General Meeting.
- 4.4 Membership will be revoked upon advice from the member school they no longer wish to be a member if the Association or upon non-payment of annual levies. Non payment of annual levies determines whether a school remains a member of the Association or not.

## **5. GENERAL MEETINGS**

- 5.1 The Annual General Meeting shall be held at the time of the National Conference 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 the 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 President. 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.
- 5.12 The Common Seal of the Association shall be used on all legal and contractual documents.

## **6. EXECUTIVE OF THE ASSOCIATION**

### **Executive of the Association**

The Officers of the Association shall be the President, Vice-President and Administrator. 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.

The Executive Committee shall consist of the Officers of the Association, a Maori representative, two elected representatives from Northland, ToS, CASA and SoS (one Board member and one Principal) and three elected representatives from Central North region one Board members and two Principals) and up to two co-opted members. The representatives from the Central North region must be regionally spread. (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.

A region may appoint a member school's DP or AP if a serving principal is not available for appointment to the NZASA Executive from that region.

A principal must be actively employed as a principal of an NZASA member school to remain on the Executive and represent the NZASA. This means that a principal on disciplinary, sickness or long term leave or secondment may not hold an Executive position. (A principal on sabbatical leave may remain on the Executive at the Executive's discretion.)

Board representatives must hold a position on a current Area School Board of Trustees to remain eligible for NZASA executive positions.

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 2017 followed by Canterbury and Northland in 2018 and Nelson/West Coast in 2019. 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.

The Executive are responsible for ensuring a national conference is organised each year.

The Conference is organised on a rotational basis alternating between North and South Islands.

**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 31<sup>st</sup> December in each year.
- 7.2 All money received by the Association shall be paid to its credit into a bank account approved by the Executive or its sub committees. All accounts over \$300 shall be paid by direct credit signed off 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 by a Chartered Accountant, and the end of year balance sheet 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.

- 7.7 The Administrator will process GST returns on a two monthly basis.
- 7.8 The Association has no powers to borrow money.
- 7.9 Annual accounts uploaded as per Incorporated Society regulations.
- 7.10 The Honorarium paid to the President is equivalent to the current Koru Club annual membership.
- 7.11 An allowance equivalent to a 0.5 management unit is paid to the organiser of each of the Leadership and Music Camps. This is paid out on receipt of an invoice from the employing school.

## **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 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.
- 8.3 All subscriptions are payable by 30 May each year, and levies by the same date unless an alternative date is agreed. Schools will cease to be a member of the Association if subs are not paid.

## **9. REGIONAL STRUCTURE**

- 9.1 The following Regional Associations are in place:  
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 distributed evenly among member schools.

## **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 Area School students have access to pathways and opportunities to participate at higher levels of 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, golf, girls Rugby 7s, bowls etc.
3. The core programme will consist of the following sports:
  - Basketball – boys and girls
  - Netball – girls (one team per zone)
  - Rugby – boys 15 a-side
  - Rugby - girls
  - Volleyball – boys and girls
  - Football – 7 a-side
  - Ki o rahi
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 Week 5 of Term 2 with the organisers. Common draw template to be utilised with local amendments as necessary. Template to be publicised on website
7. North and South Island teams are 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. To take part in tournament students must be attending school full-time and under 19 as at 1<sup>st</sup> January or if they are Y7/8 must have proven exceptional performance and potential with full parental consent.
9. Rugby –
  - a. If a zone is unable to form a team of 25, players may be seconded from another Area School. 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 NZAS Barbarians Rugby Team.
10. 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 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.
11. Organisation of any future fixtures for the NZ teams selected at the tournament will be the responsibility of those associated with each sporting code. A proposal of intent will need to be submitted to NZ Executive for approval followed by an actual submission as soon as possible after that. The submission to include a proposed budget.
12. 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.
13. Sports Tournament Financial Statements should be presented to an executive meeting before conference the following year. Financial statements will be sent to zone co-ordinators on a regular basis. Applications for use of any surplus sport funding must be submitted to National Executive.
14. 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.
15. 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.
16. There will be a Sports Committee consisting of one zone elected representative from each of the five regional zones. That committee shall wherever possible meet annually under the chairmanship of an executive member.
  - a. Zone Sports Coordinators will in turn communicate with all schools in their zone.
17. 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.

### **Zone Sports Coordinators:**

Northland – Steph Craike, Opononi Area School  
Central North – Jason Fellingham, Taihape Area School  
Top of the South – Nick Glancy, South Westland Area School  
Canterbury – Brendon Ferguson, Hurunui College  
South of the South – Kate Anderson, Lawrence Area School

**Other Positions:**

Stephen Beck – NZ Area Schools Executive  
Lesley McCardle – NZASA Committee Liaison/Treasurer

## Appendix 2

### NEW ZEALAND AREA SCHOOL ASSOCIATION INCORPORATED AWARDING OF RECOGNITION AWARDS

Any Board of Trustees, or Staff member of an Area School may be awarded Life membership of the New Zealand Area Schools Association Incorporated 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 Incorporated 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 Incorporated 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    | Carol Moffatt – Oxford Area School         |
| □ Jill Paaka                              | George Payne – Tauraroa Area School        |
| □ Barry Johnson – Cheviot Area School     | Robyn Bristow - Oxford Area School         |
| □ Juliet Ralfe – Whangamata Area School   | Chris McIntosh - Waiiau College            |
| □ Bernard Klitscher – Catlins Area School | John Garner – Collingwood Area School      |
| □ Murray Douglas – Mangakahia Area School | Alex MacCreadie – The Catlins Area School  |
| □ Andrew McNicol – Onewhero Area School   | Colin Lindsay – South Westland Area School |
| □ Peter Hartnall – Amuri Area School      | Grant Burns - Tauraroa Area School         |
| □ Kit Williams – Whangamata Area School   | John Wright - Mercury Bay (2022)           |
| □ Mike Smith - Raglan Area School (2023)  |  |

#### **Recognition Awards:**

- |  |   |
|--|---|
| □ Les Robertson – Taipa Area School          | Murray Patterson, The Catlins Area School |
| □ Gerald Koberstein – Mangakahia Area School | Teresa Bennetts, Roxburgh Area School     |
| □ Hank Zwanikken – Collingwood Area School   | Maureen Compton, Roxburgh Area School     |
| □ John McKenzie – Panguru Area School        | Bob Norrish – Oxford Area School          |
| □ Colin Lindsay – Maniototo Area School      | Bill Feasey – Twizel Area School          |
| □ Lesley McCardle - Mangakahia Area School   | John Haerewa - Rerekohu Kura              |
| □ Allan Easte – Hurunui College              | Mike Smith - Mercury Bay Area School      |
| □ Jane Fraser – Hurunui College              | John Auld - Lawrence Area School          |
| □ Anne Stead – Mangakahia Area School        | Sharon Watson - Collingwood Area School   |

- Jen Rodgers – Cheviot Area School (2016)
- Kate Anderson - Lawrence Area School (2022)

Angela Sloane - South Westland

## Appendix 3

### **New Zealand Area Schools Student Excellence Awards POLICY**

#### **Background:**

We know we have much to celebrate broadly about our schools, not only in the academic achievements of our students, but also in the realms of sporting and cultural achievement.

Our top students, who have been members of our Area School, have the right to be acknowledged for their high achievements in a **National/International Arena**.

Establishing the protocol that will allow for our student to be nominated, acknowledged and honoured is important for equity and inclusivity for/of all our students.

#### **Protocol:**

##### **Honour Awards – Students**

- Schools must be full members of the NZ Area Schools Association
- Students must have been enrolled in and attended a New Zealand Area School within the last 12 months and have attained the achievement whilst enrolled in an Area School
- Students who are nominated must be enrolled in a full member Area School in the year of nomination and either have left school or remain enrolled in an Area School
- Schools are able to nominate students based on the criteria
- Achievements can be recognised over any field of endeavour at the highest level and could include for example:
  - NZQA Scholarship success
  - National Sporting Representation
  - National Cultural Achievements
- It is expected that all nominees have shown good citizenship at school and their community
- Honours recognitions would be celebrated at the Annual New Zealand Area Schools Conference and awardees would be requested to provide a brief bio, a statement of the achievement and a photo/video caption related to their achievement.
- Honours would be awarded from nominations, submitted to the NZASA Executive 4 weeks prior to conference for achievements in the previous calendar year.
- From the list of nominations the Executive will award a number of awards which fit the criteria.
- Honours awards will be recognised at conference, published on the website and in the handbook.

- This document to be an appendix to the NZASA Constitution.

## **Awards**

2014 – Chris Brake, Tapawera Area School – Athletics  
2015 – Taimana Ngakura-Smith, Tauraroa Area School  
2015 – Lance Cook, Te Waha o Rerekohu Area School  
2015 – Joshua Richards, Collingwood Area School  
2015 – Josh Allen – Hurunui College  
2015 – Simon Neilson – Maniototo Area School  
2016 – Molly Alford – Tauraroa Area School  
2016 – Ashleigh Smith – Maniototo Area School  
2016 – Rhiannon Moore – Oxford Area School  
2016 – Yvonne Mitchell – Cheviot Area School  
2017 - Miriam Clark, Hurunui  
2017 – Zak Hetherington – Coastal Taranaki  
2017 – Nathan Hawley – Murchison Area School  
2018 - Rebecca Jones, Oxford Area School  
2018 – Jemma Gibson, Murchison Area School  
2018 - Megan Burns, Tauraroa Area School  
2019 – Alec Swan, Rai Valley Area School  
2019 – Harono Hokianga, TKK Kura o Takitimu  
2019 – Alex Darling – Roxburgh Area School  
2019 – Callum Fulton – Whangamata Area School  
2019 – Ellie Tizzard – Oxford Area School  
2020 - Ella Henry - Onewhero Area School  
2020 - Bradley White - Hurunui College  
2021 - Zoe Harman - Maniototo Area School  
2021 - Sasha Kirkwood - Raglan Area School  
2021 - Tom Robinson - Raglan Area School  
2021 - Tiana Tiro - Mercury Bay Area School  
2022 - Dominic Brett - Amuri Area School  
2022 - Lily Brophy - Twizel Area School  
2022 - Louie Skinner - Twizel Area School  
2022 - Liv Hayson - Raglan Area School  
2022 - Kaitawhiti Kereopa - Raglan Area School  
2022 - Brooke Mason - Murchison Area School  
2023 - Bella Muir - Whangamata Area School  
2023 - Charlotte Atkinson - Tauraroa Area School  
2023 - Hillary Cooper - Oxford Area School  
2023 - Amy Riach - Oxford Area School  
2023 - Aliya Tukiri - Raglan Area School