

Proposal: Membership

Recommendation: That NZPF have three grades of membership

- Full membership
- Life membership
- Affiliate membership

The Affiliate Membership criteria including cost will be developed by the NZPF Executive team and implemented in January 2009.

Rationale:

1. The Federation from time to time receives requests from individuals and the heads of educational institutions for associate / affiliate membership.
2. As principals we have become aware of the responsibility we have toward aspiring principals. These people are often taking on a leadership role in a school, guided by the principal. Many principals bring their Deputy Principals and Senior Leadership Staff to our NZPF conferences and Speakersqtours. We believe we should follow the practice of many of our colleagues overseas and provide affiliate membership for these valued people.
3. Kindergarten Head Teachers: We are moving toward a seamless education in New Zealand, ECE has an approved curriculum and we are fostering a smoother transition to school. We believe these educational leaders should also have the opportunity to belong to NZPF as Affiliate Members.
4. This discussion, held at a General Meeting several years ago, needs to be revisited in today's more inclusive climate.
5. The Affiliate Members would receive partial benefits from their membership e.g. Magazine and Email tree. However they would not have voting rights at the annual meeting.
6. The Executive also wishes to make a minor change to the dates for financial membership (eligibility to be included in the electoral roll) as indicated in the amendment below.

PRIMARY MOTION: "That the constitution be amended to allow for the addition of AFFILIATE MEMBERSHIP as outlined in this paper."

Moved: Judy Hanna, Immediate Past President

The above motion is presented as a discussion motion to decide on the notion of Affiliate Membership. If passed, the following Constitutional Amendments will be put to the Annual Meeting:

SUBSEQUENT CONSTITUTIONAL AMENDMENTS (if the Primary Motion is passed):

- 1 That Section 10 of the Constitution, Part (a) Grades of Membership, be amended by deleting the word **two** and inserting the word **three**, and that a third **(a3) Affiliate Membership** be added.
- 2 That Section 10, Part (d) be reworded to read **When the subscription is paid on or before a stated day in June, the member will be included on the electoral roll, and if received between June and a stated day in July, may claim a special vote as in the policy and procedures for Postal Voting.**
- 3 That Section 10, Clause (e), (f), (g), (h) and (i) be renumbered (f), (g), (h), (i) and (j), and a new clause (e) be inserted: **Affiliate Members will be entitled to a subscription to the New Zealand Principal Magazine, and the Email Tree Newsletter, and other services as determined by the National Executive; However, they will not be entitled to vote, nominate or be nominated for election or awards.**
- 4 That the new clause (f) be amended by adding the word **full** before membership. This clause will now read: **Only Principals of schools and Educational Institutions shall be eligible for full membership.**
- 5 That a new clause (k) be added, to read **Senior Leaders in a school, early childhood Head Teachers, retired principals and those acting as advisers in school leadership shall be eligible for affiliate membership.**

Moved: Judy Hanna

Seconded: Geoff Lovegrove

If all amendments are passed, then Section 10 of the NZPF Constitution would read:

10 Membership:

- a) Grades of Membership

There shall be **three** Grades of membership

(a1) Full Membership

(a2) Life Membership

(a3) **Affiliate Membership**

- b) Full Members are entitled to all the privileges of the Federation. Full membership is obtained by the payment of the Annual Subscription of the Federation. The due date for Subscriptions is February in each year.
- c) Full members may stand for Election to the National Executive, or nominate and second a candidate for election to National Executive.
- d) Where the subscription is paid on or before a stated day in **June** the member will be included on the **electoral** roll and if received between **June and a stated day in July** may claim a special vote as in the Policy and Procedures for Postal Voting.
- e) ***Affiliate Members will be entitled to a subscription to the New Zealand Principal Magazine, and the Email Tree Newsletter, and other services as determined by the National Executive; However, they will not be entitled to vote, nominate or be nominated for election or awards.***
- f) Only Principals of schools and educational institutions shall be eligible for **full** membership.
- g) Any member wishing to resign from the Federation shall give notice in writing to the Executive to that effect.
- h) The Annual Subscription to the Federation shall be calculated on a differential basis.
- i) Members wishing to dispute the level of subscription charged, may appeal the matter to the National Executive. The decision of the National Executive in deciding the appeal shall be final.
- j) Awards to Members: Life Membership, Associate of NZPF and Service with Distinction will be conferred according to policy and procedures of NZPF.
- k) ***Senior Leaders in a school, early childhood Head Teachers, retired principals and those acting as advisers in school leadership shall be eligible for affiliate membership.***

NEW ZEALAND PRINCIPALS' FEDERATION (INCORPORATED)

Constitution and Rules

(These rules rescind all previous rules)

1 NAME:

The name of the Society shall be ~~the~~ *The New Zealand Principals' Federation Incorporated*

2 INTERPRETATION:

In these rules, except when a contrary intention appears;

~~Federation~~ means the New Zealand Principals' Federation Incorporated

~~AGM~~ means the Annual General Meeting

~~Act~~ means the Incorporated Societies Act 1908

3 OBJECTS:

The objects of the Federation are to:

- a) Uphold the status of the Principal as the School Leader
- b) Examine the developing needs of its members individually and collectively, and respond appropriately
- c) Promote the development of its members' professional leadership and management skills
- d) Ensure recognition as a Professional organisation actively representing the special interests of its members
- e) Maintain a liaison with kindred organisations
- f) Respect and recognise the Principles of the Treaty of Waitangi in the context of the objects of the Federation

Subject to these rules and to the Act the Federation shall have the rights powers and privileges of a natural person

4 Registered Office:

The Registered Office shall be at such a place in New Zealand as the Executive may from time to time decide.

5 Common Seal:

- a) The Common Seal of the Federation shall be that adopted by the Executive who shall be responsible for its safe custody and control.
- b) Whenever the Common Seal of the Federation is required to be affixed to any deed, document or other instrument, the seal shall be affixed pursuant to a resolution of the Executive or of a General Meeting of the Federation, by any two members of the Executive.

6 Winding Up:

- a) If New Zealand Principals Federation shall be dissolved or shall resolve to cease to exist then, notwithstanding any other provision contained within these Rules or Constitution, the residue of any funds, assets, investments or other property vested in the Trustees of the Federation as may remain after payment of all liabilities, costs and expenses shall be disposed of in such a manner and at such time as the National Executive, or such of them as shall remain, may determine after taking into consideration and having regard to any special directions of the Federation, provided however neither the Trustees of the Federation, any member of the Federation, nor any member of an Association directly or indirectly affiliated with the Federation shall benefit directly or indirectly by the disposal of the residue of the aforementioned property but those funds shall be applied to a purpose that is in law a public charitable purpose in New Zealand, and has as its object the improvement of the leadership of Schools in New Zealand.
- b) No benefit or advantage whether or not convertible into money or any income of any kind shall be afforded to, or received, gained, achieved or derived by any of the persons specified in paragraphs (i) to (iv) of the second proviso to section C B 4 (i) (e) of the Income Tax Act 1994, or any enactment in amendment therefore in substitution therefore, where that person is able, by virtue of that capacity as such a person specified therein, in any way (whether directly or indirectly) to determine or to materially influence in any way the determination of, the nature or the amount of that benefit or advantage or that income or the circumstances in which it is or is to be so received, gained, achieved, afforded or derived, except as specifically exempted by that section and save reasonable remuneration for services performed.
- c) Notwithstanding anything in these Rules, no proposed amendment shall be entertained, and no amendment that may be adopted shall have any force or effect, if and in so far as it purports to amend this Rule or to authorise the application to any purpose that is not in law a public charitable purpose in New Zealand of the New Zealand Principals Federation, or other property that may at any time be vested in the Federation in Trust for a public charitable purpose.

7 Alteration of Constitution:

- a) This constitution may be altered, added to, rescinded or otherwise at an Annual General Meeting provided that 14 days notice, in writing, has been given to all members, of the proposed changes.
- b) Alterations, additions or decisions shall require a resolution passed by a two thirds majority of those present and voting at the Annual General Meeting of the Federation.
- c) Copies of every such alteration, addition, amendment or decision shall be delivered to the Registrar of Incorporated Societies in accordance with the provisions of the Act.

8 Notices to Members:

Every notice required to be given to members (including members of the Executive) or any one of them shall be deemed to have been delivered if posted in a pre-paid letter addressed to the member at his/her last home address known to the Federation, or if sent

by facsimile transmission or email or other technological means to the members school or last home/email address known to the Federation.

9 Standing Rules:

- a) Standing Rules shall be published annually in any AGM documentation and shall be altered according to the directions stated therein.
- b) Policy and Procedures shall be held at National Office for examination by members and may be altered by resolution of National Executive.

10 Membership:

- a) Grades of Membership

There shall be two Grades of membership

(a1) Full Membership

(a2) Life Membership

- b) Full Members are entitled to all the privileges of the Federation. Full membership is obtained by the payment of the Annual Subscription of the Federation. The due date for Subscriptions is February in each year.
- c) Full members may stand for Election to the National Executive, or nominate and second a candidate for election to National Executive.
- d) Where the subscription is paid on or before a stated day in May the member will be included on the supplementary roll and if received between May and June may claim a special vote as in the Policy and Procedures for Postal Voting.
- e) Only Principals of schools and educational institutions shall be eligible for membership.
- f) Any member wishing to resign from the Federation shall give notice in writing to the Executive to that effect.
- g) The Annual Subscription to the Federation shall be calculated on a differential basis.
- h) Members wishing to dispute the level of subscription charged, may appeal the matter to the National Executive. The decision of the National Executive in deciding the appeal shall be final.
- i) Awards to Members: Life Membership, Associate of NZPF and Service with Distinction will be conferred according to policy and procedures of NZPF.

11 Funds and Properties

- a) The funds, properties and assets of the Federation shall be under the control of the Executive.
- b) All monies received by or on behalf of the Federation shall be banked (and/or invested) to the credit of the Federation in an account with such Bank or Banks as the Executive may from time to time determine.

- c) Any two persons as determined by the Executive may sign and endorse cheques and banking instruments at the direction of the Executive and on behalf of the Federation.
- d) The Executive shall have the power to borrow or raise or give security for money by the issue of or upon bonds, debenture stock, bills of exchange, promissory notes or other obligations or securities of the Executive by mortgage or charge upon all or any part of the property of the Executive or without security and upon terms as to priority or otherwise as the Executive may think fit.
- e) The Federation shall appoint an Auditor for the ensuing year at each Annual General Meeting. Such Auditor shall be a practising member of the New Zealand Society of Accountants.
- f) The record of the accounts and reports on NZPF finance shall be available at NZPF National Office.

12 Election of National Executive:

- a) The President of the Federation shall be elected annually by a postal ballot of members. Their release from school duties for that period of time shall be negotiated with their Board of Trustees.
- b) The office of Immediate Past President shall be held by the outgoing President of the Federation. If that person shall not be available for appointment, the National Executive shall allocate the position to an otherwise qualified member of the Federation.
- c) A Vice-President shall be elected annually by a postal ballot of members.
- d) The following shall be elected annually by a Postal Ballot of members
 - * Secretary
 - * Treasurer
 - * Ten further members to be known as National Executive members
- e) The newly elected National Executive shall appoint people to positions of responsibility to ensure that NZPF operations are carried out effectively and efficiently.
- f) Any member of the National Executive who:
 - i) Gives notice of resignation in writing; or
 - ii) Absents him/herself from three (3) consecutive meetings of the National Executive without leave or sufficient reason; or
 - iii) Dies, or ceases to be a member of the Federation as defined in this constitution
 - iv) Becomes Bankrupt or is convicted of any Indictable Offence as defined by the Crimes Act 1961 and its subsequent amendments; or
 - v) Becomes mentally disordered or a protected person in terms of the Personal and Property Rights Act 1988;

Shall ipso facto cease to be a member of the National Executive and his/her position for the balance of her/his term shall be filled by the National Executive in the manner hereinafter provided.

- g) Where a vacancy occurs in National Executive within a period of three calendar months from the date of calling for Nominations for the Executive Positions, the National Executive may decide whether to fill the position, or to await the next regular election.
- h) If the position to be filled is that of one of the ten Executive Members, the Executive shall appoint the next Highest Polling Candidate at the last Election or where there is no next highest polling candidate, the Executive may at its discretion co-opt a member for the unexpired term of office.
- i) Where the position vacant is that of President, the Executive shall appoint the Immediate Past President to fill the unexpired term.
- j) Where any of the positions of Immediate Past President, Vice-President, Secretary, or Treasurer becomes vacant, the Executive may appoint from their number and then proceed to appoint a new Executive member.
- k) All newly elected National Executive will commence duties on the first day of the calendar year.

13 Duties of Elected Officers

- a) **President**
The President shall be the Chief Spokesperson and administrative leader of the Federation. She/he shall be ex officio a member of any committee or sub-committee set up by the Federation or the Executive. The President or nominee shall be entitled to represent the Federation at such conferences or meetings as directed in policy and procedures.
- b) **Immediate Past-President**
She/he shall act as an assistant to the President
- c) **Vice-President**
She/he shall act as an assistant to the President
- d) **National Secretary**
The Secretary shall keep all minutes of all General Meetings and AGM Meetings and others as directed by policy and procedures and shall oversee the process for the election of the National Executive
- e) **Treasurer**
The Treasurer shall be responsible for ensuring that systems are in place for the receiving, recording and banking of all monies received by the Federation and for paying all amounts as approved by the Executive. The Treasurer shall ensure that in each and every Calendar year, a Budget for the Income and Expenditure of the funds of the Federation is introduced, discussed and accepted. The Treasurer shall ensure that accurate records of the financial transactions of the Federation are kept and shall arrange for final accounts to be prepared for presentation to the Annual General Meeting.

14 Powers of the Executive

Except as provided by these rules the Executive may regulate its own procedures

15 Meetings

- a) Meetings shall be conducted according to Standing Rules.
- b) Eight elected members shall be a quorum at all meetings of the Executive.
- c) At all Meetings of the Executive, the President, or in her/his absence, the Vice President shall take the Chair and in the absence of both, the Immediate Past President. The Chairperson shall have one deliberative and one casting vote. Each member of the Executive present shall have one vote. Voting shall be by show of hands unless otherwise called for and agreed to by a majority at the meeting.
- d) A special meeting of the Executive shall be held within one month of the receipt by the President of a notice, signed by at least six members of the Executive, calling for such a meeting.
- e) General Meetings or Referenda may be called at any time by the Executive and shall otherwise be called by the Secretary upon the requisition in writing of one hundred (100) members of the Federation stating the purpose for which the meeting or Referendum is required and any meeting or Referendum shall be held within two months of the date of such requisition.
- f) The Secretary shall give at least twenty one (21) days notice to all members of the holding of a General Meeting or Referendum and such notice shall specify the nature of the business to be transacted or poll to be taken.

16 AGM

- a) The AGM will be held in conjunction with the Annual Conference
- b) The AGM will be conducted according to policy and procedure following a mandatory 21 days notice to members
- c) The purpose of the AGM is to be as follows:
 - i) To receive reports and audited balance sheet and statement of accounts for the preceding year
 - ii) To consider and conduct such other business as may properly be brought forward
 - iii) To consider resolutions from members

17 The Annual Conference of the Federation

- a) The NZPF Annual Conference will be organised according to policy and procedure as directed by National Executive
- b) All proposals for hosting future conferences must be submitted to the NZPF National Executive three months prior to any AGM

- c) The venue for future conferences will be approved by AGM on the recommendation of National Executive

This '**Constitution and Rules**' was adopted at the Annual General Meeting of the New Zealand Principals Federation (Incorporated) held in Dunedin in July 2005, and has been approved and recorded by the Registrar of Incorporated Societies in Auckland.

Printed and Published by Order of the National Executive.

July 2005