

# **CONSTITUTION OF THE CANTERBURY PRIMARY PRINCIPALS' ASSOCIATION INCORPORATED**

## **1.0 NAME**

The name of the Association shall be the CANTERBURY PRIMARY PRINCIPALS' ASSOCIATION INCORPORATED, in this constitution called the CPPA.

## **2.0 ISSUES OF MAORITANGA**

The CPPA is committed, in obtaining its objectives, to respect the dual heritage of the partners of Te Tiriti o Waitangi (the Treaty of Waitangi).

## **3.0 OBJECTIVES**

The objectives of the Association shall be:

- 3.1 To maintain and enhance the profile and status of primary education and of the CPPA.
- 3.2 To promote the professional growth of members.
- 3.3 To strive for better amenities, conditions and services in schools.
- 3.4 To uphold and maintain the just claims of its members, individually and collectively.
- 3.5 To make available guidance and support to members.
- 3.6 To provide opportunities for the sharing of ideas, and social interaction.

## **4.0 ACTIVITIES LIMITED TO NEW ZEALAND**

The activities of the CPPA will be limited to Aotearoa/New Zealand

## **5.0 MEMBERSHIP**

- 5.1 Membership shall be open to Principals of all Canterbury schools which include primary age children (Year 8 and below).
- 5.2 Membership entitles the Principal or Acting Principal (paid) to vote, with one vote per school.
- 5.3 A register of members of the CPPA will be maintained by the Membership Secretary in accordance with the provisions of the Incorporated Societies Act 1908 and subsequent enactments.

## 5.4 Expulsion of Members

The procedure for expulsion of members will be as follows:

5.4.1 Any person or organisation may make a complaint to the Executive that a member of the Society is or has been injurious to the character of the CPPA. Every such complaint will be in writing and addressed to the Secretary.

5.4.2 If the Executive considers that there is sufficient substance in the complaint, it may invite the member to attend an Executive meeting of the CPPA and to offer a written and/or oral explanation of the member's conduct.

5.4.3 The Executive will give the member written notice of the meeting. The notice will:

5.4.3.1 sufficiently inform the member of the complaint so that the member can offer an explanation of the member's conduct and

5.4.3.2 inform the member that if the Executive is not satisfied with the member's explanation the Executive may expel the member from the CPPA.

5.4.4 If in the meeting the Executive decides to expel the member from the CPPA the member will cease to be a member of the CPPA.

5.4.5 A member expelled by the CPPA may within 14 (fourteen) days give written notice of appeal to the Secretary. The Secretary will then call a Special General Meeting to take place within 30 days of the receipt of the notice of appeal. If that meeting passes a resolution rescinding the expulsion, the member will be reinstated immediately.

## 5.5 Extraordinary Membership

5.5.1 A retiring member of CPPA who has given outstanding and exemplary service to the CPPA may be acknowledged by the conferring of Life Membership. This is an honorary status granted as an expression of recognition and gratitude.

5.5.2 Any member may nominate another for this honour. The granting of Life Membership is at the sole discretion of the Executive.

5.5.3 Life Membership entitles the holder to participate in the social functions of the CPPA.

5.5.4 Any non-member of CPPA who has made an outstanding contribution to educational leadership or primary education in general may be acknowledged by the granting of honorary membership of CPPA. This is an honorary membership granted as an expression of recognition and gratitude.

5.5.5 Any member may submit a nomination for this honour. The granting of Honorary membership is at the sole discretion of the Executive.

5.5.6 Honorary members of the CPPA are entitled to participate in the social functions of the CPPA.

5.5.7 Retired members of CPPA who are not Life Members, are automatically granted the status of Honorary member and such membership entitles them to participate in social functions of the Association.

## **6.0 SUBSCRIPTIONS**

6.1 The annual subscription to the Association for the ensuing year shall be decided at the Annual Meeting and become due on the 1st January

6.2 Any member will cease to enjoy the privileges of membership if the subscription for the current year is unpaid by 31 March. Reinstatement will be gained on payment of the current subscription.

## **7.0 EXECUTIVE**

7.1 Executive Function

The functions of the Executive shall be:

7.1.1 to act for and on behalf of the Association and its members.

7.1.2 bound by the decisions of the members at General Meetings.

7.1.3 to arrange a programme of regular meetings and seminars for the ensuing year.

7.1.4 to advocate for and on behalf of the Association and its members in matters of educational direction, conditions and support.

7.2 Members

7.2.1 The Executive shall consist of the officers of the Association, viz.: President, Immediate Past President, Vice President, Treasurer and ten other members.

7.2.2 Should the outgoing President of the CPPA be unavailable for appointment, the Executive shall allocate the position of Immediate Past President to another member of the Executive.

7.2.3 Eight members of the Executive shall form a quorum.

7.2.4 At Executive meetings the President, or in his/her absence the Immediate Past President, and in the absence of both, the Vice President, shall take the chair. In the absence of all three of these office holders the CPPA Executive will elect an Acting Chairperson from among its members.

7.2.5 The Chairperson of the meeting shall have one deliberative and one casting vote. Each member of the Executive present shall have one vote.

Voting shall be by a show of hands unless otherwise called for and agreed to by the majority of the meeting.

### 7.3 Election of Officers and Executive Members

The election of Officers and Executive Members shall be conducted annually according to standard procedures for election of officers using either postal or electronic ballot.

### 7.4 Casual Vacancy of Executive Member

Where a casual vacancy occurs the executive may decide to fill that vacancy by either election or by appointment.

## 8.0 FINANCES

8.1 All monies received by or on behalf of the Association shall be held in a registered bank account to be operated by the Treasurer on behalf of the Executive.

8.2 The Executive will ratify the payment of all accounts.

8.3 An auditor, who is a practising member of the New Zealand Society of Accountants, will be appointed annually by the executive. The auditor will conduct a review of the accounts.

8.4 The financial year shall be from 1 January to 31 December.

8.5 Where possible, the reviewed Annual Accounts shall be presented at the Annual General Meeting or made available to the membership at a later date.

## 9.0 MEETINGS

### 9.1 Annual General Meeting

9.1.1 The Annual Meeting of the Association will be held in March.

9.1.2 The Annual General Meeting will carry out the following business:

-Receive the minutes of the previous Annual General Meeting.

-Receive a report from the President which includes the activities of the CPPA over the last year.

-Receive the balance sheet and statement of income and expenditure for the past year.

-Confirm the election of Officers and Executive members

-Ratify an auditor of the Society's accounts.

-Conduct any other business which is on the agenda.

9.1.3 Responsibilities associated with executive positions commence immediately after the A.G.M.

## 9.2 Special General Meetings

9.2.1 Special General Meetings shall be called at the discretion of the Executive, or on the written application of seven financial members provided that members have at least three days prior notice.

9.2.2 A Special General Meeting will only consider business related to the reason for which it is called, as notified to the members.

## 9.3 General Meetings

9.3.1 A programme of meeting dates, venues and specific topics/guests is distributed early each year. Notice and details of meetings are sent out at least a week prior to each meeting.

9.3.2 The opportunity must exist at all meetings to raise issues of interest/concern during general business. Prior notification of such issues to the President/Secretary is likely to result in adequate time being allocated to such issues.

9.3.3 At all General Meetings a quorum shall consist of fifteen financial members.

## 9.4 Voting

9.4.1 At all meetings, each member shall have one vote and voting shall be by acclamation unless otherwise called for and agreed by the majority at the meeting.

9.4.2 Only financial members may vote.

## 9.5 Non Members

9.5.1 The following non members will be included on the mailing list and may attend activities of the CPPA, paying such costs as may be set by the Programmes subcommittee: Pro Vice Chancellor, College of Education, University of Canterbury and the Director of Primary Programmes; the Directors of the Graduate School of Education; Director of Advisory Services and Leadership and Management Advisers to Schools.

## **10.0 POWERS**

The CPPA will have the following powers:

10.1 To use its funds as the CPPA Executive thinks necessary or proper in payment of its costs and expenses, including the employment and dismissal of counsel, solicitors, agents, officers and staff, according to principles of good employment, current legislation and any subsequent enactments.

10.2 To purchase, take on, lease or in exchange or hire or otherwise, acquire any real or personal property and any rights or privileges which the CPPA thinks necessary or proper for the purpose of attaining the objectives of the CPPA and to sell, exchange, let, bail or lease with or without option of purchase or, in any other manner, dispose of such property, rights or privileges.

10.3 To invest surplus funds in any way permitted by law for the investment of charitable and incorporated society funds and upon such terms as the CPPA Executive thinks fit.

10.4 To do all things as may from time to time appear necessary or desirable to the CPPA Executive to give effect to and attain the objectives of the Society.

## **11.0 INCOME, BENEFIT OR ADVANTAGE TO BE APPLIED TO CHARITABLE PURPOSES**

11.1 Any income, benefit or advantage will be applied to the charitable purposes of the Society.

11.2 No member or person associated with a member of the CPPA will derive any income, benefit or advantage from the Society where they can materially influence the payment of the income, benefit or advantage except where that income, benefit or advantage is derived from professional services to the CPPA rendered in the course of business charged at no greater than current market rates.

## **12.0 POWER TO DELEGATE**

12.1 The CPPA Executive may from time to time appoint any committee and may delegate any of its powers and duties to any such committee or to any person. The committee or person may without confirmation by the CPPA Executive exercise or perform the delegated powers or duties in the same way and with the same effect as the CPPA Executive could itself have done.

12.2 Any committee or person to whom the CPPA Executive has delegated powers or duties will be bound by the charitable terms of the CPPA and any terms or conditions of the delegation set by the CPPA Executive.

12.3 The CPPA Executive will be able to revoke such delegation, and no such delegation will prevent the exercise of any power or the performance of any duty by the CPPA Executive.

12.4 It will not be necessary for any person who is appointed to be a member of any such committee, or to whom such delegation is made, to be a member of the CPPA Executive.

## **13.0 SUBCOMMITTEES**

The Executive shall organise those subcommittees as it sees fit in keeping with its strategic goals.

## **14.0 COMMON SEAL**

14.1 The common Seal of the CPPA will be kept in the custody and control of the President.

14.2 When required, the Common Seal will be affixed to any document following a resolution of the CPPA Executive and will be signed by the President or Vice President and one other person appointed by the Executive.

## **15.0 ALTERATION OF CONSTITUTION**

15.1 Any of the clauses of this constitution may be added to, rescinded or amended, or a new clause may be inserted by a majority of members of the Association present at the Annual or any General Meeting, provided that no addition to or alteration of the objectives clause (section 3), the area of operation clause (section 4), the pecuniary profit clause (section 12) or the winding up clause (section 11) will be approved without the prior consent of the Department of the Inland Revenue.

15.2 One month's written notice will be given to members, both of the meeting and the clauses under consideration.

## **16.0 WINDING UP**

16.1 The CPPA may be wound up or dissolved in any way provided for in the Incorporated Societies Act 1908, or subsequent enactments.

16.2 Any assets will be distributed among such community groups in New Zealand that have similar charitable objects to the CPPA and as the Society will decide in a General Meeting. If the Society is unable to resolve any disagreement over the distribution of surplus assets then the provisions of Section 27 of the Incorporated Societies Act 1908, or the relevant provisions of subsequent enactments, will apply.

## **17.0 ASSOCIATED ORGANISATIONS**

17.1 The CPPA actively supports the New Zealand Principals' Federation and encourages members to join and support the work of the Federation.

17.2 The Association will endeavour to send a strong representation to the N.Z.P.F. Annual General Meeting each year.

17.3 The CPPA actively supports the work of the N.Z.E.I. Principals' Council.

*This constitution was ratified at the Special General Meeting of the Canterbury Primary Principals' Association, held on Friday 30 April 2010 at 7.50am at The Russley Golf Course.*

Authorising signatures:

**Jeanette Shearer**  
**President**  
**3.12.15**

**Robert Callaghan**  
**Past-President**

**Margaret Trotter**  
**Vice President**