

NZAIMS – Operational Procedures: 2009

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INTRODUCTION

The name of the Association is registered with the Incorporated Society and is bound by the Incorporated Society's rules and regulations. Any constitutional changes need to be notified to the Registrar of Incorporated Societies.

NZAIMS- New Zealand Association Intermediate and Middle Schooling Wn/
628961

The Mission statement of the Association is **Guardians of Years 7-10**

The logo of the Association is a multi-coloured arrow starting as a curve and pointing directly up.

The colours of the Association are royal blue and green.

The logo and colours of the Association can only be used for official Association business.

An Association letterhead is available to the President, Secretary and Treasurer.

This Operational Procedure Document is to be reviewed at least once during the two year presidency of each President of the Association. Next review 2011.

[See Appendix A: Constitution]

1. MEMBERSHIP

The Principal, Head Teacher or Director, or their nominee, of any state, integrated or private school in New Zealand with student enrolment in any combination of years 7,8,9, or 10 are eligible for full membership.

Full Membership is for one person at a school, i.e the Principal or Head teacher or Director. Membership will be in the name of the school with the full member also named.

Interested parties may become Associate Members with all member privileges except the ability to hold National Office and being able to vote at Annual or Special General Meetings.

Life Members of the Association may attend Association activities but must be granted speaking rights by the President/ Chairperson of the meeting. They may be invited to speak to members with the Chairperson's permission.

1.1 Life Membership

On the recommendation of the National Executive, NZAIMS may, at any Annual General Meeting, declare a Full Member a 'Life Member' for the 'outstanding contribution' he/she has made to education as a NZAIMS member.

Nominations

To consider a **Life Membership** the NZAIMS Executive requires a nomination in writing, together with a detailed resume, to the NZAIMS Executive three months prior to the Annual General Meeting.

Note

Criteria for Nomination Life Membership

- minimum of 10 years financial membership of NZAIMS
- significant service to the Association
- significant contribution to pre-adolescent education in New Zealand
- for the applicant to be of reputable character

Life membership is gratis and provides associate membership privileges.

A Life Member will be presented with a NZAIMS Life Membership badge and a NZAIMS certificate.

1.2 Resignation from NZAIMS Membership

Any member wishing to resign from the association must do so in writing and by the 30 June of each year. Failure to do so will result in that member being liable for that year's fees. Each year all schools that cater for any combination of years 7, 8, 9, or 10 students will be given the option to join the Association.

If a Member has advised the Association of their resignation that will remain in force until a membership is paid.

If notification has not been received by the 30 June, the member will be liable for the fees for that year and cannot rejoin until such is paid.

The Executive will advise in writing to members that a members' removal from the register is pending unless subscriptions are received.

A period of three weeks will be allowed between official notification and removal of name from register.

1.3 Membership of National Executive

The National Executive will be of elected representatives.

The representatives must be:

- financial members of the Association
- represent the views of middle schooling
- provide feedback to the executive on any portfolio or brief they may hold

Election of National Executive members occurs nationally on a two-yearly cycle. In each odd year six (6) ordinary executive members are elected, in even years the positions of president and vice-president are open for election.

Nominations for election are called by the President in term two each year. Where more candidates are nominated than positions exist then a national postal ballot will be held. The postal ballot is carried out by the Secretary of the National Executive unless he/ she is standing. If he/ she is standing then the ballot will be carried out by the Executive Officer of the President's school.

If an elected member of National Executive does not attend two consecutive meetings, without adequate explanation, the Executive member will resign from the Executive.

The National Executive shall consist of:

1. President, and Vice president (elected each even year)
2. Six (6) ordinary members (elected each odd year)
3. Immediate past president for one calendar year immediately after leaving the office of president
4. Co-opted members as required from time to time.

Each ordinary member is required to represent a constituency to whom they report on a regular basis. A constituency may be (but not exclusively)

- a regional area
- a school structure (intermediate, middle school, full primary)
- a particular interest group within middle schooling

[See Appendix B: Election of Executive members]

The National Executive and President of the Association will communicate with members through e-mail. It is the responsibility of members to ensure that the President and Secretary have the correct email addresses.

2. ELECTED OFFICERS

The officers of the National Executive of the Association shall be **confirmed at the Annual General Meeting and** shall consist of a...

- President
- Vice President
- Secretary, and/ or
- Treasurer

In addition all elected ordinary members shall have their appointment confirmed at Annual General Meeting. All office holders must be financial members of the Association

All office holders hold office for two calendar years

The new office holders will not take up the positions until 1 January of the year following election.

The treasurer must be available in the following year to the President until such time as the auditing of all financial statements have been finalised.

The Past President will be a full member of the National Executive for a period of one year immediately following their term as President.

The immediate past- president will act in an advisory role to the President and will undertake full Executive duties.

In the event of the President being unable to continue duties the Immediate Past- President will assume that role until the next Annual General Meeting. This will be approved and minuted by the Executive. All members will be advised of the change.

2.1 ELECTIONS

At the first National Executive meeting each year the executive will decide the date of the election for that year. The secretary will be tasked with:

- Approaching an independent body to run the election
- Providing an up to date list of all financial members and their addresses as at July 1 of that year.

The independent body will:

- Call for nominations from all full financial members. Members may be nominated and seconded, or may be self nominated and

seconded. Nominations will close after three weeks (15 working days).

- All nominees, nominators and seconders must be full financial members.
- On receipt of nominations the independent body will check to ensure it is a valid nomination. If it is not, the nominated person will be given 5 working days to supply a valid nomination.
- The independent body will post out voting papers and a biography, no longer than 200 words, to all financial members
- Voters will have 10 working days to respond, at which time voting will cease.
- The appointed body will count the votes and publish the results to all financial members within 5 working days.
- The appointed body will invoice the National Executive at the conclusion of this process.
- In the event of only one candidate for president or vice president, they shall be declared elected without a vote. If the numbers of candidates is equal to, or less than the number of vacancies on the National Executive, they shall be declared elected without a formal voting process.
- Any irregularities or appeals must be reported in writing to the National President within 5 working days. The national president will consult with the National Executive within a further five working days. If the process is deemed flawed, the National Executive will have the authority to declare the process null and void and begin the process again.

3. NATIONAL EXECUTIVE

The National Executive is delegated the authority to conduct the affairs of the Association between Annual General Meetings. Executive members will maintain contact with the President to ensure all business is carried out.

The National Executive shall make every endeavour to carry out policy of the Association as directed by the members of the Annual General Meeting.

[See Appendix 3: Executive Strategic Plan]

The National Executive will update annually and maintain a Register of Membership. This register of membership will be available to all members and will form part of the AGM package.

The National Executive will promote Intermediate and Middle School education through support of its members.

The President has the right to co-opt members on the advice of the National Executive with expertise to assist in portfolio responsibilities.

The type of meeting will be determined by the National Executive and the National Executive meets four times per year as called by National President

3.1 MEETINGS PROCEDURES FOR NATIONAL EXECUTIVE MEETINGS

A Meeting Agenda will be issued to members seven days prior to the National Executive Meeting.

Matters on the Agenda need to be in the hands of the President at least ten days prior to the National Executive Meeting

Six elected members shall be a quorum at all meetings of the Executive. In the year without a immediate past-president the quorum shall be six members, elected and co-opted.

The President will act as chairperson of the Executive in session, but will also have speaking rights. When the National Executive is not in session the President has the authority to act on behalf of the Executive.

The executive meeting is a formal meeting and will follow formal meeting guidelines

Meetings will commence at the stated time.

The Executive meeting will include:

1. General Executive Business
 - President's report
 - Representative reports
 - Correspondence
 - Financial Reports
2. Invited speakers
3. Discussion on building the Association

Elected National Executive members shall liaise, inform and report in writing on issues affecting Intermediate and Middle Schools from representative meetings they have attended. All reports will be tabled and discussed at the Executive meeting. Action to be taken will be recorded.

Non Agenda items raised will lay on the table as notices of motion until the next National Executive Meeting or teleconference. There will be no expectation that discussion of these items will occur at the current meeting.

Speakers at National Executive Meeting will be used only when their contribution will significantly advance the immediate objectives of NZAIMS

Voting shall be by general consensus. If consensus cannot be reached then by a show of hands unless otherwise called for and agreed to by a majority of the meeting. Other forms of voting can be used if deemed necessary by the President. These may include; ballot, postal or rolling. All executive members will be advised prior to the meeting.

The Chairperson for each meeting will have one deliberative and also one casting vote. The casting vote will be used if required for a decision to be made.

The minutes of Executive Meetings shall be given to all financial members of the Association. The Executive meeting minutes will be emailed to all members within three weeks of the Executive meeting. It needs to be noted that these are unconfirmed minutes.

At least 14 days notice shall be given to all members of the Executive of any Meeting unless the Office Holders deem business to be of significant importance to warrant a Special Meeting. This meeting can be in the form of a conference line whereas travel may be impractical.

3.2 Special Meeting:

A special meeting of the Executive can be called by any Executive member. The agenda for the meeting must be signed by at least six members of the Executive. The President shall call the meeting within one month of the receipt of the request.

Written notification will be made to all Executive members, outlining the agenda and associated information.

4. NATIONAL EXECUTIVE MEETING CLAIMS/ ALLOWANCES

All accommodation and travel arrangements for National Executive meetings will be administered by the Secretary and/ or Treasurer. During Executive

meetings accommodation will be reimbursed at the rate of the Abel Tasman Hotel, if a member chooses not to stay there.

To cater for the changing meeting times members book the cheapest flight to Wellington, and the fully changeable ticket for the return flight.

A daily maximum allowance for meals and actual costs up to a maximum of \$100 will be paid when undertaking Executive business. Reimbursement will be paid on receipts.

Claims for other expenses must be made on the NZAIMS Refund of expenses claim form. All receipts to be attached (a requirement for auditing and GST purposes). **NO RECEIPT(S) NO PAYMENT.**

For auditing and GST purposes all claims require to be specific and detailed.

5. CONFERENCE COMMITTEE.

The National Executive is responsible for the management of the Association's affairs and finances; including the convening of the Annual General Meeting and Conference.

The constituency that is to hold the conference will be elected or confirmed at the previous year's AGM

In the event of there being no nomination, the executive will approach a constituency to consider options. The National Executive will consider all options.

The National Executive has the power to establish a Conference Committee, which is responsible for the organisation of the Annual Conference, if no constituency is prepared to organise such. Financial responsibility will remain the onus of the National Executive.

The National Executive member/ members for the constituency organising the conference will be ex-officio member of the Conference Committee. The responsibility of the ex-officio member will be for:

- Reporting to the NZAIMS Executive
- Representing the view of the Association
- Be aware of financial implications

The Conference Committee is responsible to the National Executive. The committee will ensure that the reputation and the integrity of the NZAIMS is maintained and represented in the best light.

6. ANNUAL GENERAL MEETING

The Annual General Meeting shall be held in each year at National Conference for the purposes of receiving:

- Minutes of previous Annual General meeting and/ or Special General Meetings
- Financial Report and Audited Accounts (audited balance sheet and statement of accounts) for the preceding year prepared by the Treasurer and President and sighted by National Executive prior to AGM.

- President's Report on NZAIMS Executive activities for the year,
- use of President release days and a report on the use of professional development budget.

- Constructional Amendments as distributed prior to the meeting

- Travel Scholarship report from previous year and recognition of recipient for the coming year
- Affirmation of Office Holders of the Executive for the ensuing year elected prior to AGM
- Receive the register of financial members as of 31st July.
- Announce and affirm Life members of the Association

- Set the subscriptions for the following year
- Announce the conference venue for the following year

- Call for retirements and new appointees

- Consider and conduct such other business as may properly be brought forward. Properly brought forward business requires a remit or topic for General Business to be with the Secretary at least ten days prior to a meeting of the association. (exception constitutional amendments)

Every financial member, full and associate, shall be entitled to attend and every full member to vote.

[See Also: General Meetings and Special General Meetings as per constitution page 4, Section F.]

(1) Referendum of the Association may be carried out by one of or any of the following:

- letter -email -fax -teleconference

Combinations or any recognised forms of current communication technology.

6.1 Remits/ Amendments

All remits must be to the President 28 days prior to the meeting.

All amendments to the Constitution of the Association must be presented to the President 28 days prior to the Annual General Meeting. Furthermore, the President must make such amendments to the Constitution known to the members at least 14 days prior to the Annual General Meeting.

6.2 Annual General Meeting Procedure:

The meeting will be held at a time that is agreed between the organising committee of the Annual Conference and the President.

The President shall chair the meeting

The Chairperson will:

Open the meeting and advise the agenda

Indicate the length of the meeting

Provide speaking procedures/ length of debate

Movers speaking time 5 minutes

Members speaking time 3 minutes

Right of reply 3 minutes

Call for two members to scrutinise the count if such a vote is required

Call for General Business to be placed on the Agenda

Indicate voting processes to be used e.g. Show of hands

Introduce remits and indicate withdrawal of remits

Introduce constitutional amendments

Motions will be placed in writing if deemed necessary by the minute secretary

A majority vote will be considered binding with the President having the casting vote in the event of a tie.

Members of the public/ non financial members/ associate members can act as observers unless the meeting is closed.

All financial members will receive a copy of the annual audited accounts.

The Treasurer will supply the Secretary/ Executive a list of all financial members as at 31st July each year. This is to include name and school.

7. CONSTITUTION AND AMMENDMENTS TO CONSTITUTION

Amendments to the Constitution may only be considered at an Annual General Meeting.

Proposed amendments must be made in writing to the Secretary 28 days before the Annual General Meeting and all members notified 14 days beforehand

If an AGM cannot be held within twelve months of the previous one, the National Executive will recommend constitutional requirements and amendments to members giving 28 days notice by one or combination of current communication technologies.

Copies of alterations, additions, rescissions or amendments will be delivered to the Registrar of Incorporated Societies by the Secretary in accordance with provisions of the Act and meet the requirements of the legislations.

The operations of the constitution and these procedures will confirm to the legislative requirement of Incorporated Societies.

8. SUBSCRIPTIONS

The subscription shall be determined by Annual General Meeting. The subscriptions come into effect the following financial year

Any member whose subscription is six month (31st July) in arrears shall be removed from the Register of Membership.

9. FINANCE

All monies received shall be deposited in the NZAIMS Bank account which will be established with National Executive approval at a Westpac Bank Branch convenient to the needs of the Treasurer.

Cheque signatories and/ or internet authorisation shall be any two of the President, Treasurer, and Executive Officer of the Treasurer's school.

The change of signatories shall be at the start of the financial year.

The Accounts of the Association will be audited by Peter Granville, Hamilton for the meantime

An audited financial statement covering the previous year's transactions shall be presented at each Annual General Meeting. It should be prepared by the

Treasurer in consultation with the President and Auditor and sighted by National Executive at least 28 days prior to Annual General Meeting

The financial year shall conform to the constitution (1st January to 31st December.)

The association is liable GST

10 SECRETARIAL/ TREASURERS EXPENSES

Secretary and/ or Treasurer Expenses are paid monthly at the same rate as the current Principal's Contract and Support Staff rates- Associate "B" Grade to a maximum of \$20 per hour and a maximum of \$5 500 (collectively) per year.

Secretary and Treasurer will keep monthly records of actual expenses.

Where two people do the tasks the expenses/ remuneration for each will be settled by mutual agreement, or by the National Executive through its budgets, at the first meeting of the year.

Alternatively, an honorarium may be agreed to by the Executive.

11. PRESIDENTIAL FUNDING

Each year, each member school of the Association will be asked at Annual Conference to consider "gifting" to the President's school one FTTE day for one fortnight from their surplus staffing. The purpose of this staffing is to provide the President's school with release days in recognition of the role they carry out promoting the interests of NZAIMS.

[See appendix D: President Release days]

The President's report to Annual General Meeting will highlight the President Release Days gifted during the year ending July 31st.

NZAIMS Executive will set an annual budget of not less than \$10 000 for Professional and leadership development of the National President.

The President's report to Annual General Meeting will highlight Professional Development that has been undertaken by the President during the year ending July 31st.

Expenses can be carried over the two year period

There will be three expense accounts for the President

School Expense Account- set amount
Presidential Expense Account- based on invoices and receipts
Professional Development Account

12 SPONSORSHIP

The National Executive will determine the criteria for sponsorship.
[See Appendix E: Sponsorship details]

A National Executive member [Treasurer] shall be allocated the lead role in seeking a commitment from sponsors. In guiding the membership this executive member shall use the collective contacts of all members of the Association.

Criteria for Sponsorship

- The sponsor has a national profile
- The sponsor has relevance to Intermediate/ Middle schooling
- Sponsorship funds are paid to the Association at least one calendar month prior to conference.
- The firm is a reliable supplier of proven product(s)

The Treasurer, on receiving advice, is responsible for formalising sponsorship agreements; which will be ratified by the National Executive.

The Treasurer is responsible for the collection of sponsorship on behalf of the Association. The Treasurer will include a copy of the current sponsorship list with their audited account report.

The Treasurer will liaise with the conference committee to ensure sponsorship undertakings of the Association and sponsors where appropriate are met. The Executive, through its member on the Conference committee, can approve the seeking of further sponsors by the conference committee. These additional sponsors however cannot create a "conflict of interest" with the current NZAIMS sponsors.

13. COMMUNICATION

The National President shall be the spokesperson for NZAIMS

All communications involving NZAIMS, at a National Level, must be approved by the President

The NZAIMS Website is the property of NZAIMS and the content must be approved by the National Executive on an annual basis.

Intermediate /Middle Schools linked into NZAIMS Website must be financial members and their school's website must reflect the goals and objectives of NZAIMS

The NZAIMS National Executive will appoint annually a website manager who will affirm all changes to the Website by reference to the National Executive Minutes.

14. PORTFOLIO BRIEFS

Regional Representatives

- To report to regional members NZAIMS Executive activities.
- To report to each Executive meeting on regional activities
- To promote the profile of NZAIMS within the region

Sponsorship Representative [Treasurer]

- To actively seek sponsorship for NZAIMS
- To ensure that all sponsors meet the NZAIMS criteria for sponsorship
- To liaise with the Treasurer so that sponsorship deals are signed with clear guidelines for both parties
- To promote with members the responsibilities we have as an association to support sponsors and make available time for them at Regional and National Conferences

National Representative on various Reference Groups

1. To attend the group meetings as assigned
2. To represent the NZAIMS viewpoint at these meetings
3. To provide a written report to the President within two working weeks of the main meeting taking place.

15. TRAVELLING SCHOLARSHIP

The travelling scholarship is a grant of \$3 000 to assist a Principal/ Head Teacher/ Director with travel costs and/ or conference costs to attend an overseas conference related to schooling in the middle years. Current National Executive members are ineligible for applying for this scholarship.

The criteria for selection consist of

- the applicant being a current full or associate member of the association
- the award being for travel and/or conference costs

- the recipient agreeing to provide the Treasurer with invoices supporting the costs agreed to as soon as possible after the event has occurred
- the award must enhance the aims of the association
- the recipient presenting a report for the NZAIMS executive, who will distribute it appropriately.

Applications for the award must be made in writing including a written statement of up to 100 words in support of the application. The award will be decided one week prior to Annual General Meeting. All members will be informed through the email tree that is updated annually from the MOE data base.

There is no appeal process; the decision of the selection panel is final and binding. [See Appendix F: Travelling Scholarship]

16. NZAIMS GAMES

The NZAIMS Games is an affiliated sub-organisation to NZAIMS. The use of the term NZAIMS in the title of this organisation creates a series of mutually binding obligations.

For a school to take part in the NZAIMS Games they must:

- (1) Enrol any combination of students in years 7, 8, 9, and/or 10.
- (2) Be a Full member or Associate member of NZAIMS
- (3) Complete all enrolment processes and meet all relevant enrolment criteria as set out from time to time by the NZAIMS Games organizing committee.

There is no expectation that a National Executive Member will be part of the NZAIMS Games organising committee. However, there is the expectation that the President, or their delegate, will be invited to attend the opening ceremony of NZAIMS Games. Furthermore, that the NZAIMS Games organising committee furnish an annual report to National Executive in a timely manner at the completion of the Games annually.

The NZAIMS Games organising committee can in return expect from the National Executive

- support through all National Executive Communications
- support from National Executive treasurer to ascertain membership of NZAIMS
- that no clash will occur with this event and any other NZAIMS sponsored events.
- The attendance of at least one executive member at the NZAIMS Games.
- Speaking rights at the Annual Conference of the Association.

17. Job Descriptions

President

This Operational Procedure Document is to be reviewed at least once during the two year presidency of each President of the Association. Next review 2011.

Nominations for election of executive members are called by the President in term two each year

The President of the Association will communicate with members through regular monthly e-mail newsletters.

The President has the right to co-opt members on the advice of the National Executive with expertise to assist in portfolio responsibilities

The President will act as chairperson of the Executive in session, but will also have speaking rights. When the National Executive is not in session the President has the authority to act on behalf of the Executive.

During the Annual General Meeting the President is responsible for President's Report on NZAIMS Executive activities for the year,

- use of President release days and a report on the use of professional development budget.

All amendments to the Constitution of the Association must be presented to the President 28 days prior to the Annual General Meeting. Furthermore, the President must make such amendments to the Constitution known to the members at least 14 days prior to the Annual General Meeting

For Annual General Meeting the President will

- Open and chair the meeting and advise the agenda

- Indicate the length of the meeting

- Provide speaking procedures/ length of debate

- Movers speaking time 5 minutes

- Members speaking time 3 minutes

- Right of reply 3 minutes

- Call for two members to scrutinise the count if such a vote is required

- Call for General Business to be placed on the Agenda

- Indicate voting processes to be used e.g. Show of hands

- Introduce remits and indicate withdrawal of remits

- Introduce constitutional amendments

The attendance at the NZAIMS Games or delegation of another executive member.

Treasurer

The treasurer will act as treasurer for the Association and undertake all activities this may entail to meet the requirements of

- The National Executive
- The Auditor
- Members of the Association at Annual General Meeting.

The treasurer must be available in the following year after their term in office has ceased to the President until such time as the auditing of all financial statements have been finalised.

For Annual General Meeting the Treasurer prepares Financial Report and Audited Accounts (audited balance sheet and statement of accounts) for the preceding year prepared by the Treasurer and President and sighted by National Executive prior to AGM

Any member whose subscription is six month (31st July) in arrears shall be removed from the Register of Membership.

A National Executive member [Treasurer] shall be allocated the lead role in seeking a commitment from sponsors. The Treasurer is responsible for the collection of sponsorship on behalf of the Association. The Treasurer will include a copy of the current sponsorship list with their audited account report

The Treasurer will liaise with the conference committee to ensure sponsorship undertakings of the Association and sponsors where appropriate are met.

Secretary

Any constitutional changes need to be notified to the Registrar of Incorporated Societies

The National Executive will update annually and maintain a Register of Membership

All accommodation and travel arrangements for National Executive meetings will be administered by the Secretary and/ or Treasurer.

For Annual General Meeting the Secretary prepares Minutes of previous Annual General meeting and/ or Special General Meetings