

NEW ZEALAND
RESOURCE TEACHER: LITERACY
CONSTITUTION
2001

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**NEW ZEALAND
RESOURCE TEACHER: LITERACY ASSOCIATION
CONSTITUTION**

1.0 NAME

The name of the society is the New Zealand Resource Teachers: Literacy Association and thereafter in this document will appear as the NZ Resource Teachers: Literacy Association.

2.0 AIM

- 2.1 To provide support and assistance to all Resource Teachers: Literacy.
- 2.2 To facilitate communication and co-ordination with other sectors in the education system.

3.0 OBJECTIVES

- 3.1 To negotiate for the maintenance, development and extension of the Resource Teachers: Literacy Services.
- 3.2 To liaise with NZEI (or other appropriate body) on conditions of employment and salary.
- 3.3 To ensure the continuation of National Executive Committee.

4.0 MEMBERSHIP

- 4.1 Teachers who hold New Zealand registration and are employed in the Resource Teacher: Literacy Service, as defined by the Ministry of Education, are eligible to become members of the Resource Teachers: Literacy Association. Membership ceases on resignation from the service.
- 4.2 Members who take leave of absence, in excess of one term, from a Resource Teacher: Literacy position, forfeit their membership until they return to their original employment in the Resource Teacher: Literacy Service.
- 4.3 Definition: Member, Association Member, NZ Resource Teachers: Literacy as used in the Constitution is limited to those persons eligible to join the NZ Resource Teachers: Literacy Association and who have paid their annual subscription.

5.0 MANAGEMENT

The National Committee will comprise –

- President
- Secretary
- Treasurer
- Professional Development Representative
- Industrial Representative
- Communications Coordinator

6.0 ELECTION OF NATIONAL EXECUTIVE COMMITTEE AND REGIONAL REPRESENTATIVES

- 6.1 The President, Secretary and Treasurer will be elected by the members of the region that will be responsible for providing the National Committee for the following two years.
- 6.2 The National Committee location will be changed every two years, based on a roster related to Regional division and formalised at the Annual General Meeting.
- 6.3 That the Industrial and Professional Development representatives on the National Executive will be those members elected to these roles from within the current National Executive region.
- 6.4 Each region will appoint a representative annually to liaise between the committees and their region. This representative will participate in all communication between (and with) the Executive and their Regional members.

7.0 REGIONAL REPRESENTATION

Otago, Southland, Canterbury, Timaru	}	27	2 Representatives
West Coast, Nelson, Marlborough, Kaikoura			
Wellington, Hutt, Masterton	→	10	1 Representative
Central West, New Plymouth, Otaki	}	21	1 Representative
Central East, Hawkes Bay			
Waikato, Bay of Plenty	→	19	1 Representative
Auckland, Tai Tokerau	→	32	2 Representatives

Professional Development and Industrial Representatives are based on proportional representations, (7 members), and will be selected by their regional members every two years and formalised at the Annual General Meeting.

8.0 RESPONSIBILITIES OF THE NATIONAL COMMITTEE

- 8.1 To convene a minimum of three times a year.
- 8.2 To record, publish and distribute minutes of the Annual General Meeting and all other Committee Meetings to Regional Representatives.
- 8.3 To disseminate information relevant to the Resource Teacher: Literacy Service to all Resource Teachers: Literacy.
- 8.4 To publish a National Directory annually, (in the first term), for all financial members of the Resource Teachers: Literacy Association. This will include –
 - 8.4.1 Names of all members of the National Executive Committee and Regional Representatives.
 - 8.4.2 A list of all Resource Teachers: Literacy with relevant information e.g. centre, school, address, phone number, fax number, e-mail address etc.
- 8.5 To provide a support service and appropriate action if difficulties arise for a Resource Teacher: Literacy.
- 8.6 To organise and direct the Annual General Meeting and Conference of the New Zealand Resource Teachers: Literacy Association.
- 8.7 The elected President speaks on behalf of the NZ Resource Teachers: Literacy Association after consultation with the National Executive Committee and/or members through their Regional Representatives.

9.0 RESPONSIBILITIES OF THE PROFESSIONAL DEVELOPMENT REPRESENTATIVE

- 9.1 To advise on professional development for all Resource Teachers: Literacy.
- 9.2 To speak on behalf of the Association on matters related to professional development.

10.0 RESPONSIBILITIES OF THE INDUSTRIAL REPRESENTATIVE

- 10.1 To negotiate with NZEI (or other appropriate body) on conditions of employment and salary, and to provide a representative for this purpose.
- 10.2 To speak on behalf of the NZ Resource Teachers: Literacy Association.

11.0 DUTIES OF OFFICERS

11.1 President

- 11.1.1 To be completely familiar with the affairs of the New Zealand Resource Teachers: Literacy Association.
- 11.1.2 To be aware of the correct meeting procedure for both committee meetings and the Annual General Meetings.
- 11.1.3 To preside at Annual General Meetings and all National Committee Meetings.
- 11.1.4 To speak on behalf of the Resource Teachers: Literacy Association after consultation with the National Executive Committee members and/or members through their Regional Representatives.
- 11.1.5 To represent the New Zealand Resource Teachers: Literacy Association in matters as determined at all Meetings.
- 11.1.6 To ascertain that a quorum of 60% of financial members is present before the Annual General Meeting can commence.

11.2 Secretary

- 11.2.1 To keep a register of all Resource Teachers: Literacy.
- 11.2.2 To give advance notice of all meetings in accordance with the Constitution.
- 11.2.3 To conduct all general correspondence and keep copies of such correspondence.
- 11.2.4 To keep minutes of the Annual General Meeting and all committee meetings.
- 11.2.5 To supply to the Regional Representatives, minutes of such meetings.
- 11.2.6 To forward to all Association members, no less than four weeks before the date of the Annual General Meeting, remits, annual reports and balance sheet.
- 11.2.7 To forward to all Association members, minutes of the Annual General Meeting, no more than six weeks following the meeting.
- 11.2.8 To forward a list of the National Executive Committee members and Regional Representatives to all NZ Resource Teachers: Literacy Association members.
- 11.2.9 To forward to all members a list of all Resource Teachers: Literacy with relevant information, e.g. centre, school, phone numbers etc.

11.2.10 To carry out any other secretarial duties as are determined by the National Executive Committee.

11.3 Treasurer

11.3.1 To collect and deposit, in the nominated Bank, all monies received on behalf of the New Zealand Resource Teachers: Literacy Association.

11.3.2 To record and maintain a register of all financial members of the Resource Teachers: Literacy Association.

11.3.3 Emailed NZ Resource Teachers: Literacy Association subscriptions and/or conference fee forms will become invoices once returned and paid. All subscription and conference payments will be acknowledged by email to the RT:Lit once payment and documentation have been received. Written receipts will be supplied on request.

11.3.4 To pay all outstanding accounts on behalf of the New Zealand Resource Teachers: Literacy Association.

11.3.5 To maintain the New Zealand Resource Teachers: Literacy Association accounts, by the coding and inputting of all income and receipts in a timely manner, to enable monthly management reporting for executive meetings as well as the Annual accounts.

11.3.6 To present a statement of accounts to the Annual General Meeting.

12.0 MEETINGS OF THE ASSOCIATION.

The Association will meet annually, with a representative from each area present, where possible.

13.0 PASSING RESOLUTIONS

13.1 Resolutions on any matter of importance to the Resource Teachers: Literacy will be debated and resolved at the Annual General Meeting.

13.2 Resolutions can be proposed by any member of the Association and forwarded in writing to the current National Committee no less than six weeks prior to the Annual General Meeting.

13.3 This committee will then inform all members, in writing, of such proposed resolutions, no less than four weeks prior to the Annual General Meeting.

13.4 Resolutions will be voted on at the Annual General Meeting.

13.5 Proxy votes will be accepted in writing up to one week prior to the Annual General Meeting and will be allocated to the Chair who will exercise the vote on motions/remits circulated in advance as indicated by the member.

- 13.6 Where a motion/remit has been amended (other than through a minor drafting change) proxy votes allocated to the Chair will not be used for that motion/remit; the Chair will determine whether more than a minor change has been made.
- 13.7 That a quorum at the Annual General Meeting shall consist of at least 60% of membership entitled to vote, either by postal vote or by attending the AGM in person.
- 13.8 To pass a resolution a majority of all votes received will be needed.

14.0 FINANCIAL

- 14.1 The subscription shall be determined annually at the Annual General Meeting.
- 14.2 Subscriptions are levied annually.
- 14.3 All monies will be deposited with a nominated bank approved by the members at the Annual General Meeting.
- 14.4 The Treasurer and one other nominated person will sign cheques.
- 14.5 An audit is not required if the annual accounts are prepared by a Chartered Accountant.
- 14.6 Each area taking over the National Committee responsibilities is to appoint its own auditor.

15.0 NZ RESOURCE TEACHERS: LITERACY ASSOCIATION ANNUAL GENERAL MEETING

- 15.1 The Association will hold an annual conference in conjunction with the Annual General Meeting of the Association.
- 15.2 The NZ Resource Teachers: Literacy Association will reimburse costs for travelling (1 way only) and accommodation (1 night only) for the President, Secretary, Treasurer, Industrial and Professional Development Representatives (as members of the National Executive Committee) to attend the Annual General Meeting.
- 15.3 The combined conference and Annual General Meeting will cover professional, administrative and industrial matters relating to the Resource Teachers: Literacy Service.
- 15.4 The local Resource Teachers: Literacy region and the executive have joint responsibility for organising the Resource Teacher: Literacy Conference.
- 15.5 To be eligible to vote at the Annual General Meeting a member's annual subscription must be received by the Treasurer no later than the 31st March of that year except under exceptional circumstances approved by the National Executive Committee.

- 15.6 Notification of the intention to hold the Annual General Meeting will be made in writing (e.g. through the newsletter) no less than four weeks prior to the meeting.
- 15.7 That in the event of a quorum not being reached, the meeting will be convened though it would have to adjourn immediately, because of the inability to transact business.

16.0 PERSONAL BENEFIT CLAUSE

- 16.1 The New Zealand Resource Teachers: Literacy Association does not have the purpose of making a profit for a proprietor, member, or shareholder; and has a constitution that prohibits distribution of property in any form to a member, proprietor, or shareholder.
- 16.2 Any income, benefit or advantage shall be applied to the objectives of the organisation. No member, or the organisation, or any person associated with a member, shall participate in or materially influence any decision made by the organisation, in respect of the payment to, or on behalf of that member, or associated person of any income benefit or advantage whatsoever. Any such income shall be reasonable and relative to that which would be paid in an arms-length transaction (being open market value). The provisions and effects of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

17.0 WINDING UP CLAUSE

- 17.1 If upon winding up or dissolution of the organisation there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid or distributed among the members of the organisation but shall be given or transferred to some other charitable organisation or body having objects similar to the objects of the first organisation, or for some other charitable purpose, within New Zealand.
- 17.2 No addition to or alteration of the aims, personal benefit clause or the winding up clause shall be made which affect the tax-exempt status/non profit deduction. The provision and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

