

National Association of Secondary Deputy and Assistant Principals (NASDAP) Incorporated

The Rules of the National Association of Secondary Deputy and Assistant Principals (NASDAP) Incorporated

1. NAME

- 1.1 National Association of Secondary Deputy and Assistant Principals (NASDAP) Incorporated.

2. INTERPRETATIONS

The “Association” means the National Association of Secondary Deputy and Assistant Principals (NASDAP) Incorporated.

The “Executive” means the Executive Committee of the Association as appointed in Rule 16.1.

The “President” means the President of the Association.

The “Secretary” means the Secretary of the Association.

The “Treasurer” means the Treasurer of the Association.

A “Secondary School” means a state, integrated or registered private school which has some or all students in Years 9 - 13.

“Member” means a named senior manager in a school that has paid the appropriate subscription, as defined in rule 9.2.

3. AIM

- 3.1 To provide a forum for Deputy and Assistant Principals and their regional organisations.

4. OBJECTIVES: The objectives of the association are:

- 4.1 To provide a unified voice for Secondary School Deputy and Assistant Principals, having surveyed member opinion through regional associations where appropriate.
- 4.2 To foster the professional development of Secondary School Deputy and Assistant Principals.
- 4.3 To establish a representative vehicle for consultation with Secondary School Deputy and Assistant Principals on issues pertinent to them.
- 4.4 To establish and maintain links between regional Secondary School Deputy and Assistant Principals’ Associations.
- 4.5 To facilitate the sharing of ideas and information between regional Secondary School Deputy and Assistant Principals’ Associations.
- 4.6 To maintain autonomy but utilise the appropriate and available expertise for salary negotiations, conditions of service, professional development, etc.
- 4.7 To facilitate a biennial conference for Deputy and Assistant Principals.

5. TE TIRITI O WAITANGI

5.1 In doing the above we recognise and incorporate issues of the Te Tiriti O Waitangi in all work of the Association and its relations to other bodies.

6. ACTIVITIES LIMITED TO NEW ZEALAND

6.1 The activities of the Association will be limited to operations within New Zealand.

7. OFFICE

7.1 The registered office shall be at such place as the Executive may from time to time determine.

7.2 Notice of every change of place of the registered office shall forthwith be given to the Registrar of Incorporated Societies and members of the network.

8. POWERS:

The Association will have the following powers:

- 8.1 To use funds as the 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 and the Employment Contracts Act 1991 or any subsequent enactments.
- 8.2 To purchase, take lease or in exchange or hire or otherwise, acquire any real or personal assets and any rights or privileges which the Executive thinks necessary or proper for the purpose of attaining the objects of the association and to sell, exchange, let, bail or lease, with or without option of purchase or, in any other manner, dispose of such assets, rights or privileges, after consultation with members.
- 8.3 To invest surplus funds in any way permitted by law for the investment of trust funds and upon such terms as the Executive thinks fit.
- 8.4 To do all things as may from time to time appear necessary or desirable to the Executive to give effect to and attain the objectives of the Association, after consultation with members.

9. MEMBERSHIP

9.1 The signatories to these rules are the existing members of the Association.

- 9.2 Membership of the Association shall be granted upon payment of the appropriate subscription by the secondary school on behalf of:
- a) 2 named senior managers where the secondary school has a roll of between 0 – 500 students, or
 - b) up to 3 named senior managers where the secondary school has a roll of between 501 – 1000 students, or
 - c) up to 4 named senior managers where the secondary school has a roll of between 1001 – 1400 students, or
 - d) up to 5 named senior managers where the secondary school has a roll of between 1401 – 2000 students, or
 - e) up to 6 named senior managers where the secondary school has a roll of more than 2000 students.

- 9.3 Membership of the Association may be also granted upon payment of the appropriate subscription by a named senior manager in an educational institution such as a College of Education.
- 9.4 Members shall be eligible to attend the Annual Meeting held as part of the biennial national DP/AP Conference or at a designated regional conference in the alternate year.
- 9.5 At any time members may present information or views, through their Executive representative, to the Executive, or directly to the Secretary of NASDAP.
- 9.6 They shall also be eligible to hold office as an officer or member of the Executive.
- 9.7 A copy of all publications of the Association will be sent to secondary schools where named members have current financial membership.
- 9.8 A register of the named members in each school will be maintained by the Secretary in accordance with the provisions of the Incorporated Societies Act.
- 9.9 The named members in a school may resign membership by giving written notice to the Secretary. The Secretary will maintain a written record of any resignations.
- 9.10 The members in a secondary school shall cease to be members of the Association by failing to pay the annual subscription within 4 months of subscription requests being sent out.

10 MISCONDUCT

- 10.1 Any person may take a complaint to the Executive that the conduct of a member is or has been injurious to the character of the association. Every such complaint will be in writing and addressed to the Secretary.
- 10.2 The Executive shall have the power to enquire into the conduct of any member which may be injurious to the good name of the Association, and shall have the power to ask that person's school, to withdraw that person as member of the Association.
- 10.3 Any person aggrieved by any such penalty imposed shall have the right of appeal to the annual meeting, provided notices of such appeal shall be given in writing to the Secretary within twenty one (21) days after the notification of such decision. The meeting may, by a majority thereof, allow or disallow such appeal on such terms as in its discretion sees fit.
- 10.4 No member or person associated with a member of the association will derive any income, benefit or advantage from the association except where that income, benefit or advantage is derived from professional services to the organisation rendered in the course of business, charged at no greater a rate than current market rates.

11. DISPUTES

- 11.1 Every dispute between members of the association or any officer thereof and a member or person claiming through a member or claiming under the rule or any part of them, shall be taken to the Executive.
- 11.2 If the matter is unable to be resolved, the services of a mediator who is acceptable to both parties and who is paid by the association, will be called upon.

- 11.3 If the matter remains unresolved after this step, the dispute shall be handed to the appropriate agency (ie Human Rights, Employment Tribunal, Race Relations Conciliator, etc.) to resolve the matter.

12. ANNUAL MEETING

- 12.1 An Annual Meeting shall be held at such time and at such place as the Executive may decide. Where possible, this will be held as part of the biennial national DP/AP's conference. Otherwise it will be held as part of a designated regional DP/AP conference as determined by Executive.
- 12.2 The business of the Annual Meeting shall be
 - 12.2.1 To consider the minutes of the previous Annual Meeting and any Special Meetings held since the preceding Annual Meetings.
 - 12.2.2 To receive from the Executive annual reports, balance sheets and statement of accounts for the preceding year.
 - 12.2.3 To transact any other business which may be put forward at the meeting.

13. SPECIAL MEETINGS

- 13.1 The Executive may by resolution, at any time for any special purpose, call a Special Meeting.
- 13.2 Special Meetings of the Association, the quorum for which shall be representatives from 10% of members, shall be summoned by direction of a majority of members of Executive or by the Secretary on receipt of a petition from 20% of members. A notice of the time, place and business of such meetings must be circulated to all members at least 1 month prior to the date of such meeting. The Secretary shall hire the venue and organise the meeting. Members shall have the same voting power at Special Meetings as at the Annual Meeting.

14. NOTICE OF MEETING

- 14.1 Notice of business at the Annual Meeting shall, except as hereinafter stated, be given to the Secretary not less than 6 weeks before the meeting and to members not less than four weeks before the meeting.
- 14.2 Business of which notice has not been duly given and which does not involve alteration in the rules of the Association may be brought forward at the Annual Meeting provided that a majority of the members present at such meeting agree.

15. SERVICE OF NOTICE

- 15.1 Every notice required to be given to the members shall be deemed to have been duly delivered if posted to them in prepaid letter addressed to them at their last known place of correspondence.

16. DECISION MAKING

- 16.1 At all annual and special meetings the President, or his/her delegate, shall take the chair.
- 16.2 Every effort will be made at all meetings to arrive at decisions by consensus.
- 16.3 Where a consensus cannot be reached the President shall instruct that a vote be taken of members and a majority decision acted upon.

- 16.4 If the votes should be even the President shall have the casting vote. Voting shall be by show of hands unless a member requests a secret ballot.
- 16.5 Members are each entitled to one vote at all general and special meetings.
- 16.6 The quorum for all Annual and Special Meetings shall be 10% of members.
- 16.7 The quorum for any Executive Meeting shall be at least half the number of the executive committee members.

17. EXECUTIVE

- 17.1 The management of the association shall be vested in the Executive which shall consist of eleven (11) members elected by the members.
- 17.2 The President and Secretary shall appoint a Returning Officer who is not an office holder in NASDAP, to co-ordinate the election process for NASDAP Executive. A national postal voting format will be used.
- 17.3 Members of Executive will be elected every two years, elections being held in Term 4 for the following year. From 2009 half of the ten regional representatives that make up the NASDAP Executive will hold elections and the other half hold elections the following year. Oddly numbered regions will have elections in oddly numbered years and even numbers in even years.
- 17.4 The Executive may co-opt additional members to the maximum of 12.
- 17.5 At its first meeting following the election, the Executive shall appoint a President, Vice-President, Secretary, Treasurer and any other officers considered necessary, by consensus.
- 17.6 Executive members (including those co-opted) shall retire at the time of each election but shall be eligible for re-election, provided they have attended two thirds of the Executive meetings during the previous two years except in special circumstances accepted by the Executive.
- 17.7 The Executive will conduct the affairs of the association in accordance with the stated objectives.
Particular duties include:
 - 17.7.1 Maintaining financial records;
 - 17.7.2 Recording the activities of the association;
 - 17.7.3 To receive and distribute funds as provided for in the constitution, keeping a register of current members indicating name and address, date and type of membership;
 - 17.7.4 To authorise payments;
 - 17.7.5 To determine the level of reimbursement to Executive members for expenses incurred in carrying out the functions of the association;
 - 17.7.6 To conduct regular meetings (at least two per year) by conference call or in person;
 - 17.7.7 To communicate with members.
- 17.8 The Executive shall arrange for an annual audit within three months of the financial year. (31st March)
- 17.9 The Executive may delegate any of its powers to any sub-committee which it may appoint. Any such sub-committee so appointed shall conform to the powers vested in it by the Executive. The Executive will be able to revoke such delegation at will, and no such delegation will prevent the exercise of any power or the performance of any duty by the Executive. 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 Executive.

- 17.10 A member of the Executive may retire from office upon giving seven (7) days notice in writing to the Secretary of his/her intention so to do and such resignation shall take effect on the expiration of such notice.
- 17.11 The Executive shall have the power to appoint a member from the same region to fill any vacancy which may occur during its term of office.
- 17.12 Any member of the Executive who shall be absent from two (2) consecutive meetings of the Executive without supplying valid reason for so doing shall be deemed to have resigned his/her office. Except for this provision, no elected member of Executive shall be compelled to vacate his/her office, save for conduct detrimental to the association's welfare or inconsistent with these rules.
- 17.13 Not with standing the above the immediate past President of the Association may be invited to be an additional member of the Executive for one year after vacating office.
- 17.14 Office Bearers
 - 17.14.1 The President shall preside at all General and Executive Meetings, and shall have a casting vote as well as a personal vote at all such meetings.
 - 17.14.2 In the absence of the President, the meeting shall be chaired by the Vice- President. The Chairperson shall have a casting vote in addition to any personal vote held, while in the chair.
 - 17.14.3 The Secretary shall, as far as possible, attend all Meetings of the Association, and shall ensure that all necessary records are kept of business conducted (including minutes of meetings), notices of meetings are issued to members, and correspondence conducted.
 - 17.14.4 The Treasurer shall ensure that a register is kept of financial members, that payment of Accounts incurred by the Association is made, and all necessary financial records are kept, and shall forward the Accounts for audit after the end of the financial year.
- 17.15 The President shall be the spokesperson for the Association, and shall either make all media statements or approve of their release.

18. FINANCIAL ARRANGEMENTS

- 18.1 The financial year of the Association will be from 1 April to 31 March the following year.
- 18.2 At the first meeting of the Executive following the biennial elections the Executive will decide by resolution the following:
 - 18.2.1 how money will be received by the Association;
 - 18.2.2 who will be entitled to produce receipts;
 - 18.2.3 what bank accounts will operate for the ensuing 2 years including the Purposes of and access to accounts;
 - 18.2.4 who will be allowed to authorise the production of cheques and the names of cheque signatories; and
 - 18.2.5 policy concerning the investment of money by the Association, including the type of investment permitted.
- 18.3 The Executive will ensure that true and fair accounts are kept of all money received and expended.
- 18.4 The Executive will, within 3 months after the end of the financial year, arrange for the accounts of the Association for the financial year to be audited

by an appropriately qualified person appointed for that purpose. The audited accounts will be available to members.

19. COMMON SEAL

19.1 The Executive shall provide for the safe custody of the Seal which shall not be affixed except by the authority of a resolution of the Executive, and in the presence of two members of the Executive, and those two officers of the Executive shall sign every instrument of which the Seal is so affixed in their presence.

20. INDEMNITY

20.1 Every member of the Executive and every other officer of the Association for the time being shall be indemnified out of the funds of the Association against any liability incurred in the discharge of any duty undertaken on behalf of the Association and in defending any proceedings whether civil or criminal in which judgement is given in favour of the person or in which the person is acquitted.

21. ALTERATION OF THE CONSTITUTION

21.1 These rules may be altered, added to, rescinded or otherwise amended by resolution passed by a simple majority of those present and voting at the Annual General Meeting of the Association, or at a Special Meeting convened for the purpose or by a postal vote, the procedure for which shall be as follows:

- (a) the Secretary shall arrange for each member entitled to vote to receive a copy of the proposed amendments and
- (b) votes must be in the hands of the Secretary not more than twenty one (21) days after the date from which the proposed amendments were posted to members.

22. INTERPRETATION

22.1 If at any time any matter shall arise which is not provided for in these Rules, or any matter relating to the interpretation of these rules shall arise, the same shall be determined by resolution of the Executive whose decision shall be final.

23. WIND-UP OF THE ASSOCIATION

23.1 In the event of the winding- up of the Association, the assets of the Association shall be realised and all debt and liabilities of the Association shall be paid. The net balance of the ordinary funds shall then be disposed in equal proportions to the schools who have financial members.

24. DATE OF ADOPTION

These rules shall become effective immediately they have been registered as the Rules of the Association at the office of the Registrar of Incorporated Societies in Wellington.