

CONSTITUTION AND RULES (1995)

- 1. Name**

The name of the Society shall be “*Te Akatea Incorporated*” herein after called Te Akatea
- 2. Interpretation**

“AGM” means the Annual General Meeting
“Act” means the Incorporated Societies Act 1908
- 3. Te Putake**

Ka tū ai Te Akatea ki te whakawhanaunga, manaaki, whakapakari hoki i ngā tumuaki Māori me ngā kaiwhakahaere matua o ngā kura tuatahi, tuarua hoki
- 4. Objectives**
 - (i) The objectives of Te Akatea are to:
 - (a) to actively promote and advance te reo me ōna tikanga;
 - (b) adhere to the fundamental intent of the Treaty of Waitangi i.e. tino rangatiratanga;
 - (c) proactively advance the cause of Māori education;
 - (d) respect and uphold the professional status and the rights of its members;
 - (e) examine the developing needs of its members collectively in Māori education and respond appropriately;
 - (f) promote the development of members’ professional leadership and management in tikanga Māori;
 - (g) ensure recognition as a professional organisation actively representing the unique interest of its members in Māori education;
 - (h) maintain a liaison with kindred organisations and facilitators of Māori education;
 - (ii) Subject to these rules and to the Act, Te Akatea shall have the rights, powers and privileges of a natural person.
- 5. Registered Office**

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

6. Common Seal

- (a) The Common Seal of Te Akatea shall be adopted by the Executive who shall be responsible for its safe custody and control.
- (b) Whenever the Common Seal of Te Akatea 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 Te Akatea, by any two members of the Executive.

7. Winding Up

In the event of Te Akatea being wound up, the surplus assets of Te Akatea's liabilities and the expenses of being wound up shall be given or transferred to an appropriate allied body whose objectives are for the benefit and advancement of its members (see clause 8(c)).

8. Alteration of Constitution

- (a) This constitution may be altered, added to, rescinded or otherwise at an AGM provided that 14 days notice in writing has been given of the proposed changes to all members.
- (b) Alterations, additions or rescissions shall require a resolution passed by two thirds of a majority of those present and voting at an AGM of Te Akatea.
- (c) No addition to or alteration of the winding up clause shall be approved without the Inland Revenue Department's approval.
- (d) Copies of every such alteration, addition, amendment or rescission shall be delivered to the Registrar of Incorporated Societies in accordance with the provisions of the Act.

9. Notice

Every notice required to be given to members (including members of the Executive) shall be deemed to have been duly delivered if posted to such member in a pre-paid letter to his/her last address known to Te Akatea or if sent by facsimile transmission or other technological means to the member's school or home.

10. Membership

- (a) All Māori senior management in schools who support Māori education shall be eligible for membership.
- (b) Every application for membership shall be made in writing to the Executive on a form prescribed by the Executive.

- (c) Any member wishing to resign from Te Akatea shall give notice in writing to the Executive to that effect and shall pay all subscriptions and levies due up to the date of resignation.
- (d) The Executive shall have power by resolution to remove from the Register of Members, any member whose subscription is six (6) months in arrears or any member who has acted in a way as to bring the organisation into disrepute.
- (e) Honorary membership shall be given to retirees.
- (f) Annual membership shall run from 1 January to 31 December in any given year.
- (g) The following membership fee structure will take effect from 1st January 2010:
 - \$100 U1 – U3 schools
 - \$150 U4 and above schools
 - \$200 Associate membership
- (h) Associate membership will be encouraged (refer objective 4 (i) (h)).

11. Funds and Properties

- (a) The funds, properties and assets of Te Akatea shall be under the control of the Executive.
- (b) All monies received by or on behalf of Te Akatea shall be banked (and/or invested) to the credit of Te Akatea in an account with such bank or banks as the Executive may from time to time determine.
- (c) The Executive shall appoint signatories to sign and endorse cheques at the AGM.

12. Executive

A. Election of Officers

- (i) Te Akatea shall at an AGM elect no more than nine (9) members to the Executive for a period of two years.
- (ii) Only current principals can be elected onto the Executive
- (iii) Office holders will be appointed by those elected to the Executive
- (iii) The Executive may consider a co-presidents option
- (iv) Any financial member of Te Akatea shall be eligible for office (or vacancy in office).
- (v) The Executive shall determine the election process.

(vi) Te Akatea shall appoint an auditor for the ensuing year of each AGM.

B. Duties of Elected Officers

(i) President or Co-Presidents

The president/s shall be the chief spokesperson and administrative leader of Te Akatea. The president/s shall be ex-officio members of any committee or sub-committee set up by Te Akatea or the Executive. The president/s or the Executive's nominee shall be entitled to represent Te Akatea at any meetings of kindred organisations as referred in Objective (4)e.

(ii) Secretary/Kaituhi

The secretary shall keep all records (other than financial), receive membership subscriptions, distribute membership cards, and keep an accurate register of members of Te Akatea. The minutes of all Te Akatea conferences, Executive and general meetings will be recorded by the secretary.

(ii) Treasurer/Kaitiaki Pūtea

The treasurer shall be responsible for ensuring the systems are in place for the receiving, recording and banking of all monies received by Te Akatea and for paying all amounts as approved by the Executive. The treasurer shall keep accurate records of the financial transactions of Te Akatea, shall prepare final accounts and a balance sheet for presentation to the AGM.

(iii) Members of the Executive shall.

- (a) At the first Executive meeting of the new term, establish the Executive's action plan for the ensuing year.
- (b) The promotion of the objectives of Te Akatea.
- (c) The establishment of effective communication with members.
- (d) The organisation of Te Akatea's annual conference and the AGM

(iv) The Executive may determine and/or vary the duties of each member of the Executive from time to time.

C. Meetings/Huihuinga

(i) At all meetings of the Executive, the president/s, or in her/his absence, a Executive nominee shall take the chair and in the absence of both a chairperson shall be appointed from members of the Executive present. The chairperson for the time being of any meeting shall have one deliberative and also 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.

(ii) Five elected members shall be a quorum at all meetings of the Executive. Meetings of the Executive shall be held at least once each school term. At least three weeks notice shall be given to all, members of the Executive of any meeting.

(iii) Any casual vacancy on the Executive may be filled by the Executive by a two-thirds majority vote and the person so appointed shall hold office until the next AGM of Te Akatea.

(iv) A meeting of the Executive shall be held within one month of the receipt by the president/s of a notice, signed by at least four members of the Executive calling for such a meeting.

D. Powers of the Executive

(i) The Executive shall take such steps as are necessary to further the objectives of Te Akatea and to advance the interests of all members and in doing so shall have the power to exercise all the powers of Te Akatea except such powers as are herein provided to be exercised only by Te Akatea in general meetings and the power to wind up Te Akatea.

(ii) Except as provided by these rules the Executive may regulate its own procedures.

13. AGM:

(i) The AGM of Te Akatea shall be held at a time and place to be fixed by the Executive for the following purposes to:

- (a) Receive from the Executive a report and audited balance sheet and statement of accounts for the preceding year;
- (b) Elect the Executive for the coming year that shall commence duties immediately after AGM;
- (c) Consider and conduct such other business as may properly be brought forward there at;
- (d) Consider resolutions from the annual conference on policy matters;
- (e) Each financial member shall have one vote and voting shall be by a show of hands unless otherwise called for and agreed to by a majority at a meeting;
- (f) Set the annual subscription for members.

(ii) All business other than that set out in (a) and (b) immediately aforesaid shall be deemed to be special business of which notice must be given to members in the notice calling the meeting.

14. Notice of Meeting:

Te Akatea shall give at least 21 days notice in writing to be given to members of the holding of any AGM, and the Executive may, in its discretion, advertise the holding of such meeting in any newspaper

15. General Meeting.

- (i) At all meetings, each financial member present shall have one vote and voting shall be by show of hands unless otherwise called for and agreed to by a majority at the meeting.
- (ii) The secretary shall give at least fourteen (14) days notice to all members of the holding of a general meeting and such notice shall specify the nature of the business to be transacted or poll to be taken.
- (iii) At all general meetings the president/s, or in the president/s absence the Executive's nominee shall take the chair. The chairperson for the time being of the meeting shall have a deliberate and also a casting vote.
- (iv) Any fifteen (15) members of Te Akatea shall constitute a quorum at the AGM and any other general meeting.

16. The Annual Conference of Te Akatea:

- (i) The Annual Conference shall be held with the AGM as the professional focal point of Te Akatea's year.
- (ii) The annual conference format and content shall be the responsibility of the Executive. The conference shall provide for;
 - (a) Dominance of the professional dimension;
 - (b) A supportive social dimension;
 - (c) A suitable educational theme or topic;
 - (d) Resource personnel of the highest possible calibre;
 - (e) The major importance to members of the time and opportunity to discuss matters of concern to principals and senior management.
- (iii) The Executive shall elect a convener for the next annual conference. Such convener shall:
 - (a) act in accordance with the directions of the Executive in organising the conference;
 - (b) attend and report to the Executive as required

- (iv) There is an expectation from the Executive that any surplus as a result of hosting the national conference be re-invested in the development of the host's regional *aka*.