

THE NEW ZEALAND HISTORY TEACHERS' ASSOCIATION

CONSTITUTION

Amended 2022 AGM (September)

1 NAME

The name of the Association shall be **THE NEW ZEALAND HISTORY TEACHERS' ASSOCIATION** (hereinafter referred to as "the Association"). The Maori name shall be "Te Puna Matauranga O nga Kaiwhakaako Hitoria Aotearoa".

2 OBJECTIVES

The objectives of the Association will be to:

- (a) promote and encourage the teaching of History;
- (b) represent, advance and provide professional guidance and support for its members and their interests at the National level;
- (c) act as the consultative body with the New Zealand Qualifications Authority and the Ministry of Education in the development of the National History curriculum and assessment;
- (d) establish close working links with the other Social Science associations, other historical associations and the tertiary sector.

3 MEMBERSHIP

(a) A member of the Association shall be:

- i. any individual, school history department or member of an institution with an interest in History education.

(b) Membership is conditional upon:

- i. payment of the annual NZHTA subscription.
- (c) A member shall remain a member of the Association as long as the member is financial.
- (d) Membership of The New Zealand History Teachers' Association shall cease when an Association either:
 - i. tenders a written resignation; or
 - ii. ceases to pay the annual dues and is in arrears more than twelve months without an explanation acceptable to the Association.

4 THE NATIONAL EXECUTIVE COMMITTEE

(a) The Association shall be governed by the Executive Committee consisting at least twelve positions, with voting rights comprising:

- a. Chairperson
- b. Vice – Chairperson
- c. Treasurer
- d. Secretary

Regional representative delegate structure:

- e. Te Tai-Tokerau/Northland
- f. Auckland
- g. Waikato/Bay of Plenty
- h. Hawke's Bay
- i. Wellington – Southern North Island
- j. Nelson-Marlborough
- k. Canterbury – Upper South Island
- l. Otago - Lower South Island

(b) The Executive has the right to co-opt special interest individuals/groups for relevant matters.

(c) The Executive shall ensure that proper minutes and records are kept of the proceedings and affairs of the Association including a record of monies received and expended. The accounts thereof are to be audited annually.

5 ELECTION OF THE NATIONAL EXECUTIVE

(a) The members of the Executive shall be elected for a period of two years, with the option of being re-elected prior to the expiry of the term by a process of electronic voting to be overseen by the National Executive. No member standing for a contested national office shall be involved with overseeing the voting process.

- a. Where practicable, electronic voting for any contested positions shall be held AFTER the Biennial General Meeting; candidates shall be given an opportunity to (briefly) address the meeting and/or respond to any questions from the floor.

(b) Only current member schools may vote. Large schools paying the higher membership fee have TWO votes while smaller schools paying the lower fee have ONE vote.

(c) Member schools' votes must come from a school email address associated with the membership.

6 THE BIENNIAL GENERAL MEETING

- (a) There shall be a Biennial General Meeting (BGM) which shall be the governing body of the Association. Each BGM shall convene during the biennial Conference or, in the event of no such Conference, at a main centre to be determined by the National Executive.
- (b) In the interim years an Annual Report from the Chair and Treasurer shall be sent out to all members, along with a brief survey to gauge member approval of NZHTA policy and allow any questions to be asked. Any such questions and responses shall be notified to all members.

- (c) The Biennial General Meeting shall:
 - i. receive and consider the annual report including the audited financial statement and proposed budget;
 - ii. receive and consider the reports of any committee set up under meeting resolutions;
 - iii. discuss and if necessary vote on any matter concerning the overall direction and policy of the association;
 - iv. discuss and if necessary vote on motions submitted to the Biennial General Meeting;
- (d) The Secretary shall give not less than sixty (60) days' notice in writing to every member through their regional association of the time and place of the Biennial General Meeting, together with an agenda of the business to be transacted thereat.
- (e) Every regional association shall be entitled to be represented at the Biennial General Meeting by the representative(s) whose appointment is to be notified by the Secretary in writing before the meeting.
- (f) The Biennial General Meeting shall cause Minutes of its proceedings to be taken and a record kept thereof.
- (g) Voting at the Biennial General Meeting will be by attending members. Voting shall be by voice or a show of hands.
- (h) Any individual member may attend and speak at the Biennial General Meeting.

7 SPECIAL GENERAL MEETINGS

- (a) A Special General Meeting of the Association may be called as and when required to deal with special items of business.
- (b) The Chairperson shall call a Special General Meeting to be held within two (2) calendar months of his/her receipt of a petition signed by at least ten percent (10%) of the membership and setting out the matter to be discussed at the meeting.
- (c) Special General Meetings may be held by tele-conference, or other means.

8 FINANCIAL

- (a) The Association shall be financed by a subscription of either an institution or an individual, the amount to be set by the BGM. The Association Treasurer is to send out yearly accounts to members- either institutions or individuals.
- (b) It shall be the responsibility of the Association Treasurer to ensure that accurate financial records are maintained and that a Financial Report is presented for the Biennial General Meeting and sent to members in

the interim years. All transactions shall be 'countersigned' by two of the Chairperson, Treasurer, Accountant.

- (c) The financial year of the Association shall be the year 1 February to 31 January of the following year.
- (d) An Auditor shall be appointed at the Biennial General Meeting. No member of the Executive shall be appointed as Auditor.
- (e) Any money received by NZHTA from outside sources shall be managed in line with the appropriate policy as approved by the Executive.

9 POWERS RELATING TO PROPERTY

The Association shall have the power to:

- (a) Purchase, acquire and receive any real or personal property which shall be held on behalf of the Association by Regional Associations and sell, transfer or demise and otherwise deal with any real or personal property of the Association.
- (b) Collect funds, raise loans, and solicit, receive, enlist and accept subscription donations, bequests and other financial aid.

10 POLICY RELATING TO PROPERTY

- (a) The property and the income of the Association shall be applied solely towards the objects of the Association.
- (b) The organisation does not have the purpose of making a profit for a proprietor, member, or shareholder and prohibits a distribution of property in any form to a member proprietor or shareholder; and has a constitution that prohibits a distribution of property in any form to a member, proprietor, or shareholder.
- (c) No member of 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 arm's length transaction (being open market value).

11 INDEMNITY

No office bearer, delegate or member of a committee or other group working for the Association shall be liable for the acts or defaults of any other person working for the Association or for any error of judgement on his part or for any loss or damage resulting from his duties unless it be by dishonesty or wilful negligence on his part. Each person so mentioned shall be entitled to be indemnified out of the fund of the Association for any liability incurred by him on behalf of the Association.

12 CHANGES TO THE CONSTITUTION AND DISSOLUTION

These may be made at the Biennial General Meeting of the Association or electronically provided that:

- (a) notice of intention to do so is given in writing to all members one month prior to the meeting; and
- (b) at least a seventy-five per cent (75%) majority vote agrees with the change.
- (c) No addition to or alteration of the objects, personal benefit clause or the winding up clause shall be made which affect the tax-exempt status/not-for-profit status. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.”
- (d) 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 organisation or body with similar objects to the first organisation or for some other charitable purpose, within New Zealand.

13 COMMON SEAL

The Association shall have a Common Seal which shall be held for the Association by the Secretary and shall not be affixed to any document except by two members of the Executive in the presence of the Secretary, pursuant to a resolution of the Executive.