

**AUCKLAND SECONDARY DEPUTY and ASSISTANT PRINCIPALS  
ASSOCIATION  
(ASDAPA)**

**The Rules of the  
Auckland Secondary Deputy and Assistant Principals' Association**

**1. INTERPRETATIONS**

The "Association" means the Auckland Secondary Deputy and Assistant Principals (ASDAPA)

The "Executive" means the Executive Committee of the Association as elected in Rule 16.3.

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 senior manager in a secondary school who is not the Principal.

**2. AIM**

2.1 To provide a forum for Associate, Deputy and Assistant Principals.

**3. OBJECTIVES**

The objectives of the Association are:

3.1 To provide a voice and representation to the National Association of Secondary Deputy and Assistant Principals having surveyed member opinion where appropriate.

3.2 To foster the professional development of Secondary School Deputy and Assistant Principals in the Greater Auckland and Northland regions.

3.3 To facilitate the sharing of ideas and information amongst senior managers.

**4. TE TIRITI O WAITANGI**

4.1 In doing the above we recognise and incorporate issues of Te Tiriti O Waitangi in all work of the Association.

## **5. ACTIVITIES LIMITED TO NEW ZEALAND**

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

## **6. POWERS**

The Association will have the following powers:

- 6.1 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 where appropriate.
- 6.2 To use funds as the Executive thinks necessary or proper in payment of its costs and expenses.
- 6.3 To purchase, lease, exchange, hire, invest 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.

## **7. MEMBERSHIP**

- 7.1 The signatories to these rules are the existing members of the Association.
- 7.2 Membership of the Association shall be granted to any senior manager who is not the Principal in a secondary school in the Greater Auckland and Northland regions
- 7.3 Attendance at an Association Seminary Day may be also granted upon payment of the fee by a named manager in a secondary school or educational institution.
- 7.4 Members shall be eligible to attend the Annual General Meeting held at the Term Two Seminar Day each year.
- 7.5 At any time members may present information or views, through an Executive member, to the Executive.
- 7.6 Members shall be eligible to hold office as an officer or member of the Executive.
- 7.7 A copy of all publications of the Association will be sent to secondary schools where senior managers and their addresses are known.
- 7.8 A register of contact addresses of the members in each school will be maintained by the Secretary.

## **8. MISCONDUCT**

- 8.1 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.

- 8.2 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 stop that person attending any meeting of the Association.
- 8.3 Any person aggrieved by any such penalty imposed shall have the right of appeal to the Annual General 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.
- 8.4 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.

## **9. DISPUTES**

- 9.1 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.
- 9.2 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.
- 9.3 If the matter remains unresolved after this step, the dispute shall be handed to the appropriate agency (i.e. Human Rights, Employment Tribunal, Race Relations Conciliator, etc.) to resolve the matter.

## **10. ANNUAL GENERAL MEETING**

- 10.1 An Annual General 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 Term 2 Seminar Day.
- 10.2 Secondary schools will receive notification of this meeting and opportunity to nominate for offices and Executive.
- 10.2 The business of the Annual General Meeting shall be:
- (a) To consider the minutes of the previous Annual General Meeting and any Special Meetings held since the preceding Annual General Meeting;
  - (b) To receive from the Executive annual reports, balance sheets and statement of accounts for the preceding financial year;
  - (c) To elect offices of President, Secretary and Treasurer and Executive members following nomination;
  - (d) To transact any other business which may be put forward at the meeting.

## **11. EXECUTIVE MEETINGS**

- 11.1 Executive meetings shall be held at such time and at such place as the Executive may decide to facilitate the planning of seminar days and other Association business.

## **12. SPECIAL MEETINGS**

- 12.1 The Executive may by resolution, at any time for any special purpose, call a Special Meeting.
- 12.2 Special Meetings of the Association shall be summoned by direction of a majority of members of Executive or by the Secretary on receipt of a petition from 50 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 General Meeting.

## **13. NOTICE OF MEETING**

- 13.1 Notice of business at the Annual General Meeting, Executive or Seminar Days 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.
- 13.2 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 General Meeting provided that a majority of the members present at such meeting agree.

## **14. SERVICE OF NOTICE**

- 14.1 Every notice required to be given to the members shall be deemed to have been duly delivered if posted or emailed to them at their secondary school.

## **15. DECISION MAKING**

- 15.1 At all annual, executive and special meetings the President, or his/her delegate, shall take the chair.
- 15.2 Every effort will be made at all meetings to arrive at decisions by consensus.
- 15.3 Where a consensus cannot be reached the President shall instruct that a vote be taken of members and a majority decision acted upon.
- 15.4 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.
- 15.5 Members are each entitled to one vote at all general and special meetings.

- 15.6 The quorum for all Annual and Special Meetings shall be representatives from at least 15 schools.
- 15.7 The quorum for any Executive Meeting shall be at least **five** of the Executive Committee members.

16. **EXECUTIVE**

- 16.1 The management of the Association shall be vested in the Executive which shall consist of any number of members elected by the members.
- 16.2 The Executive shall appoint a Returning Officer to co-ordinate the election process for Executive.
- 16.3 Members of Executive will be elected at the Annual General Meeting.
- 16.4 At the Annual General Meeting members present will elect a President, Secretary and Treasurer and any other officers considered necessary, by consensus.
- 16.5 The Executive will conduct the affairs of the Association in accordance with the stated objectives.  
Particular duties include:
- (a) Maintaining financial records;
  - (b) Recording the activities of the association;
  - (c) To receive and distribute funds as provided for in the Constitution;
  - (d) Keeping a register of current members indicating name and address;
  - (e) To authorise payments;
  - (f) To determine the level of reimbursement to Executive members for expenses incurred in carrying out the functions of the Association.
  - (g) To organise termly seminar days and an Annual General Meeting;
  - (h) To communicate with members;
  - (i) Arrange for an annual audit within three months of the financial year (31st March).
- 16.6 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.
- 16.7 The Executive shall have the power to appoint a member to fill any vacancy until elections at the next Annual General Meeting.
- 16.8 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.

## 16.9 Office Bearers

- 16.9.1 The President shall preside at all General, Executive and Special Meetings, and shall have a casting vote as well as a personal vote at all such meetings and shall be the spokesperson for the Association, and shall either make all media statements or approve of their release.
- 16.9.2 In the absence of the President, the meeting shall be chaired by the Secretary.
- 16.9.3 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, members' addresses recorded and correspondence conducted.
- 16.9.4 The Treasurer shall ensure 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. FINANCIAL ARRANGEMENTS

- 17.1 The financial year of the Association will be from 1 April to 31 March the following year.
- 17.2 At the first meeting of the Executive following the elections at the Annual General Meeting, the Executive will decide by resolution the following:
  - (a) how money will be received by the Association;
  - (b) who will be entitled to produce receipts;
  - (c) what bank accounts will operate for the ensuing year including the purposes of and access to accounts;
  - (d.) who will be allowed to authorise the production of cheques and the names of cheque signatories;
  - (e) policy concerning the use of money by the Association,
- 17.3 The Executive will ensure that true and fair accounts are kept of all money received and expended.
- 17.4 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.

## 18. INDEMNITY

- 18.1 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.

**19. ALTERATION OF THE CONSTITUTION**

- 19.1 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;
  - (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.

**20. INTERPRETATION**

- 20.1 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.

**21. WIND-UP OF THE ASSOCIATION**

- 21.1 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 which have attended seminar days.

**22. DATE OF ADOPTION**

- 22.1 These rules shall become effective immediately they have been agreed upon at the Annual General Meeting immediately following their presentation.