

New Zealand Association of Science Educators (Inc)
NZASE
Constitution

1 Name

- (a) The name of the Association shall be the “New Zealand Association of Science Educators(Incorporated)”.
- (b) The letters NZASE are the recognised contraction for the name of this Association.

2. Objects

- (a) To promote the development of science education throughout New Zealand.
- (b) To facilitate liaison and co-operation between regional science teachers’ Associations.
- (c) To assist regional science teachers’ Associations in their efforts to sustain and expand their activities.
- (d) To assist standing committees in their efforts to sustain and expand their activities.
- (e) To disseminate information, articles and other material related to science education through newsletters, journals and other means.
- (f) To represent the interests and concerns of people involved in science education to the appropriate authorities.
- (g) To organise conferences of its members to further their knowledge of science education and to enhance their skills and interest.
- (h) To develop links with international science education Associations.
- (i) Such other objects as are deemed by the Council to be ancillary or related to the objects already stated.

3. Membership

- (a) There shall be three categories of membership:

- (i) Institutional members

Institutions involved with science education, that is schools, polytechnics, universities, Colleges of Education, or similar organisations may, on application in writing to the secretary of NZASE and, on payment of the appropriate subscription, become institutional members. Science education staff of institutions with institutional membership will have full membership rights.

- (ii) Individual members

People working in the science teaching / education field may on application in writing to the secretary of NZASE and on payment of the appropriate subscription become individual members.

(iii) Honorary members

The NZASE council may invite people whose service to science education is deemed worthy to become Honorary Members of NZASE. Such membership may be Associate, offered on a two-year basis, or Life membership. This membership will be ratified at the annual meeting of the Association. There shall be no subscription payable by Honorary members.

(b) Resignation of membership

A member may resign by giving written notice to the Executive Officer. Non-payment of the annual subscription by the last day in July of the current membership year will be deemed a resignation.

(c) Exclusion of membership

The Council reserves the right to exclude individual persons, institutions, or branches from membership.

(d) Rights of members

The NZASE Council is the governing body of this Association. Members can act through their nearest regional representative on the Council or directly through the Executive Officer of the Association.

4. Branches

- (a) Regional Science Teachers' associations shall be branches of NZASE. To be considered for recognition, each prospective Branch shall submit a set of rules for regulation of its own activities to the Executive. Branches' rules shall contain no clause or provision which conflicts with this constitution.
- (b) Applications for recognition as a Branch shall be lodged with the Executive Officer and shall be considered at the next meeting of the Council or of the Executive, whichever meets first.
- (c) Each Branch may impose on its members an annual subscription to cover its own expenditure.
- (d) A Branch shall be considered active on notification by 1 April each year to the President of the executive office holders of the Branch.
- (e) Individual branches or members do not have the authority to speak on behalf of the NZASE.

5. Standing Committees

- (a) Subject Associations, Primary Science and STANZ should be committees of the NZASE.

- (b) The Council may appoint any Standing Committees that are necessary to assist the Association's activities.
- (c) The standing committees will inform council of the elected chairperson/ covenor/ director of the standing committee.
- (d) Each Standing Committee shall present a report of its activities to the Council at its annual meeting.

6. The Council

- (a) The Council is the governing body of the Association and shall consist of the following voting members:
 - (i) One representative of each Standing Committee and regional committee who shall be nominated by those Branches each year.
 - (ii) The President of NZASE who shall be the Officer who speaks publicly for the Association and shall preside at meetings of the Council and Executive.
 - (iii) The President Elect of NZASE or the immediate Past President of NZASE who shall act on behalf of the President in the event of absence of the President.
 - (iv) The Treasurer of NZASE.
- (b) Council meetings
 - (i) The Council shall hold an annual general meeting . It may also meet at any such other time, again, as shall be determined by the Executive.
 - (ii) Notice shall be given in writing to Branches prior to any Council meeting. This notice will include the agenda for the meeting.
 - (iii) The Annual General Meeting shall be held for the purpose of :
 - receiving and considering the annual report of the Executive for the preceding financial year.
 - receiving and considering the audited financial report and accounts for the preceding financial year.
 - receiving reports on membership, finance and their activities from Branches.
 - fixing the membership subscription fee for the following financial year.
 - appointing an auditor.
 - transacting any other business of which due notice has been given.

- (iv) The agenda for the Annual Council Meeting shall be made public to all members six weeks prior to the meeting and they shall be informed of their rights to attend.
- (v) The Quorum for a meeting of the Council shall be two thirds of its active members personally present, including proxies.
- (vi) The costs of travel and accommodation for the attendance of one delegate from each member Branch and standing committee at the annual general meeting shall be subsidised by NZASE.
- (vii) In the case of a member branch being unable to send a delegate to a Council meeting a proxy with power to vote may be appointed by that member branch.
- (viii) The President of NZASE shall be chairperson of the Council meetings.
- (ix) The Council shall make decisions by voting of its members. Each member of the Council shall have one vote.
- (x) Decisions shall be made on the basis of a simple majority of those present except in the case of motions of no confidence or constitutional amendments when decisions shall be made on the basis of a majority consisting of the votes of at least two thirds of the full membership of the Council.

7. The Executive Committee

At its annual general meeting the Council shall elect an Executive Committee. The Executive Committee shall be chaired by the President and shall have power to act on behalf of the Association between meetings of the Council, subject only to the terms of this constitution and to any resolutions of the Council.

- (a) Nomination of Executive Committee
 - (i) Candidates for election to the Executive Committee of NZASE must be nominated and seconded in writing by members of the Association.
 - (ii) Names of candidates, together with appropriate information concerning their candidature shall wherever possible be circulated to Branches at least one month in advance of the elections. The non-receipt by any Branch shall not invalidate the election process.
- (b) Election of the Executive Committee
 - (i) There are three elected positions on the executive Committee. Every second year a President Elect is elected for a four year term consisting of one year as President Elect, two years as President and one year as Immediate Past President. Every fourth year a Treasurer is elected for a four year term.
 - (ii) Each of these positions shall be elected by members of the Council voting in a secret ballot.

- (iii) To be elected a nominee must receive an absolute majority of full Council membership votes.
- (iv) Should a member of the Executive Committee be unable to complete the term for which they were elected, the Executive will have the power to co-opt a substitute for the balance of the time and the Council will establish an election schedule which returns the Executive Committee structure that outlined in 7(b)(i).
- (v) The Executive Committee shall appoint additional executive Committee members to achieve the executive's goals
- (vi) Council can remove a member of the Executive Committee from office by passing a vote of no confidence in that member according to 6 (b).
- (vii) The term of appointment shall be reviewed annually.

8. Observers

Observers who are not members may attend meetings of the Council and Executive committee subject to the approval of the President of the Association. Observers shall have no voting rights, nor shall they have speaking rights other than by invitation of the chairperson.

9. Executive Officer

- (a) The Council shall appoint an Executive Officer to manage the affairs of the Association on such terms and conditions as they see fit.

10. National Conference

- (a) A national conference shall be held biennially. At the appropriate meeting the Council shall appoint the Member Branch responsible for forming the organising committee for the next conference
- (b) The member Branch of the region in which the conference is held shall act as organiser, host and promoter with an advance of funds from NZASE authorised by the Executive Committee.
- (c) The accounts of the national conference shall be kept separate from the accounts of the member Branch and those of NZASE. The organising committee must provide audited accounts to the NZASE after the conference. Any profits, up to 50%, will be received by NZASE. The NZASE will accept liability for the national conference to a maximum of \$5000
- (d) The recognised name of the national conference is Scicon.

12. Standing Committee Conferences

- (a) Standing Committees may apply to the Executive of NZASE for recognition and support of local or national conferences. The

Executive, in consultation with the council, will determine the level of support for such activities.

- (b) The accounts of any such activity, which is run in the name of NZASE or has support from NZASE shall be audited and presented to the NZASE within six months of the conclusion of such activity. 50% of profits (exclusive of seed funding) plus seed funding will be received by the NZASE; for those conferences where seed money has been provided. NZASE will cover losses of up to \$5000, inclusive of \$3000 seed funding.

13. Members' Forum

- (a) At every national conference there shall be a Members Forum, which will be presided over by the President.
- (b) Motions and items for discussion at the Members Forum must be submitted in writing to the Executive Officer of NZASE at least 24 hours before the Members Forum to allow for publication with the agenda.
- (c) Resolutions from the Members Forum that are passed:
 - (i) shall be in the form of recommendations to the Council, but shall not bind the Council to any course of action, and
 - (ii) must be discussed by the Council.

14. Provision of Information to Member Branches

- (a) Copies of minutes of the proceedings of the Council Meetings, and full details of any relevant business transacted between meetings of the Council shall be sent to the delegates of branches and standing committees as soon as is conveniently possible.

15. Endowments and Grants

- (a) The Council is empowered to seek grants and endowments to foster the objects of the Association.

16. Affiliation with Other Organisations

- (a) The Council of the Association shall be empowered to affiliate the Association with such other bodies as it may, from time to time, deem fit.

17. Representatives of the Association

- (a) Representatives of the NZASE for specific activities such as membership on outside organisations will be appointed by the Executive.
- (b) Each representative shall present a report of their activities to the Executive as requested and to the Council at its annual meeting.

18. Finances

- (a) The financial year of the Association shall end on the last day of December of each year.
- (b) The annual accounts of the association shall be audited by the auditor appointed by Council. The auditor shall be a qualified chartered accountant.
- (c) At the annual general meeting the Council shall consider the financial report and accounts for the preceding financial year and shall fix the membership subscription for the following financial year. Subscriptions shall be for the period 1 January to 31 December and shall be paid no later than the last day of July.
- (d) The income and property of the Association, however acquired, shall be applied solely towards the promotion of the objects of the Association, and no portion of it shall be sold or transferred directly or indirectly by way of dividend, bonus or otherwise, subject to the provision of clause 18 below: and the Association shall have power to borrow money for the purpose of assisting the objects of the Association. The banking accounts of the Association shall be operated by signatories of the Association who will be nominated and affirmed at a meeting of the Executive. Any two of these signatories shall be required for all transactions.

19. Winding up

In the event of the Association being wound up, dissolved, or its activities being suspended for a period exceeding one year and there remaining after the satisfaction of all debts and liabilities, any property whatsoever, the same shall be given or transferred to the Royal Society of New Zealand.

20. Constitutional Amendment

The Executive, or any Branch of the Association, may submit to the Council proposals for the amendment, deletion or addition to this Constitution. If notice of motion of such amendment or addition has been given in writing to Branch secretaries and to the Secretary of the Association not later than six weeks before the Council meeting, such addition shall be adopted if approved by the votes, either in person or by proxy, of two thirds of the Council members. If such notice of motion has not been given, the unanimous vote of the Council shall be necessary for adoption of any proposed amendment, deletion or addition.

July 2013