



## **CONSTITUTION OF New Zealand Chinese Language Teachers Association Incorporated(NZCLTA)**

### **1. NAME**

The name of the Association shall be the New Zealand Chinese Language Teachers Association Incorporated (herewith referred to as the Association). The Association is a non-profit organisation.

### **2. AIMS**

The aims and objects of the Association shall be:

- i. To lend support to the activities of all teachers of Chinese in New Zealand.
- ii. To act as a forum where teachers of Chinese can share ideas and experiences.
- iii. To speak authoritatively on behalf of all Chinese language teachers on matters of concern.
- iv. To make appropriate representation on behalf of all Chinese language teachers on matters of concern.
- v. To develop greater continuity and liaison between primary and secondary levels.
- vi. To provide a centre to which members may refer questions relating to the teaching of Chinese language.
- vii. To provide a centre from which members can seek teachers resources and materials for the classroom.
- viii. To promote the learning of the Chinese language in New Zealand.
- ix. To encourage and facilitate travel abroad by teachers and students of Chinese alike.

### **3. MEMBERSHIP**



- i. Membership of the Association shall be open to any person who subscribes to the aims and objectives of the Association and pays his/her annual subscription.
- ii. There is one single form of membership – individual membership applicable to full-time and part-time teachers alike.

#### 4. **STRUCTURE**

- i. This will be a national association administered by a National Executive Committee comprising the following:
  - The President
  - The Senior Vice President
  - The Junior Vice President
  - The Secretary
  - The Treasurer
  - Regional Officers (voluntary or as elected)
- ii. The National Executive Committee shall hold office for three years unless they are re-elected.

#### 5. **ANNUAL GENERAL MEETING**

- i. The Annual General Meeting will be held every year at the New Zealand Association of Language Teachers (NZALT) Conference and shall be open to all members of the Association. All financial members present shall have voting rights. Nominations for office-bearers may be received anytime up to the time of the Annual General Meeting.
- ii. The Annual General Meeting shall:
  - a. receive a Report from the President
  - b. receive the financial report of the-Treasurer
  - c. vote on constitutional amendments
  - d. receive the result of the election of officers
  - e. appoint the Honorary Auditor who shall hold office till the subsequent Annual General Meeting
  - f. set the membership subscription for the following year



- iii. Procedure at meetings
  - a. All questions at general and special meetings shall be decided by vote according to the majority of those present and voting. In the case of an equality of votes the question shall be reconsidered at a subsequent meeting after due notice. In every poll or secret ballot, each member shall be entitled to one vote.
  - b. In Committee: Any meeting may move into committee when a motion to move into committee is supported by a majority of those present and voting.
  - c. The quorum shall be 7 members.

6. **DUTIES AND POWERS OF THE NATIONAL EXECUTIVE**

- i.
  - a. Unless otherwise specified the National Executive shall have the duty and power to carry out the policies of the Association and to administer the funds of the Association between Annual General Meetings.
  - b. It shall fill any casual vacancy on the Executive; such co-opted members to hold office until the next Annual General Meeting and to exercise full voting rights.
  - c. It shall call Special General Meetings of the Association within 30 days after receipt in writing of a requisition signed by at least ten financial members of the Association.
  - d. It shall meet twice in any 12-month period, except when an emergency meeting is called; notice of such meetings to be made available to the membership of the Association at least 30 days in advance and such meetings to be open to the membership. Meetings may be held electronically
  - e. It shall prepare an Agenda for the Annual General Meeting.
  - f. The quorum for meetings of the National Executive shall be three or more members.
- ii. Nominations: Nominations for the office of President, Vice



President, Treasurer and Secretary and where necessary for those of the other Executive members shall be submitted in writing to the Secretary prior to the Annual General Meeting and shall include the names of the proposer and seconder and a statement in support of the nominee. Nominations shall be published at a suitable time before the Annual General Meeting. Where there is more than one nomination a vote will be taken at the Annual General Meeting.

## **7. FINANCE**

- i. Subscriptions: the normal subscription rate for each year will be set as required at each Annual General Meeting. Such subscriptions shall be used to defray administrative expenses and to assist in the provision of resources for teachers of Chinese. The financial year for the Association will be 01 April to 31 March. The due date for subscriptions shall not be later than the 21 May of any financial year. The Biennial General Meeting will be held not later than 30 November in any year.
- ii. Income and Property: Income and Property of the Association however derived shall be applied solely towards the promotion of the aims and objectives of the Association as stated in Article Two (2) of this constitution.
- iii. Records of the Association: The Treasurer shall have the responsibility of keeping a true and accurate record of all financial transactions within and on behalf of the Association.
- iv. Signatures: Cheques drawn on the Association and all other financial documents shall bear the signature of one of the signatories. The President, Vice President and Treasurer are the three signatories and have access to the Association accounts via Internet Banking.
- v. A list of financial members shall be published each year before the commencement of the Biennial General Meeting



and each member upon payment of his subscription shall receive from the—Treasurer an acknowledgement of his subscription.

- vi. The association does not confer on itself any powers to borrow money.

## 8. **EXCLUSION OF MEMBERS**

- i. If the Executive shall be satisfied and resolve that the continued membership of any member is not in the best interest of the Association or its objects, notice shall be sent to the member stating the reasons why the continuance of his membership has been raised and inviting him/her to submit any information or comment which s/he considers should have been taken into account, and if within seven days of such notice no reply is deemed satisfactory, the member shall be notified by registered mail of the time and place not less than two weeks ahead, at which the Executive will meet to consider the matter and at which s/he can appear or be represented or to which s/he can forward such submissions as s/he may desire. If the decision of the Executive is to expel the member, the minutes shall state the reasons, and the tenor of any submissions that may have been made by or on behalf of the member, and if the decision of the Executive was not unanimous the number of votes recorded for and against the motion. The member shall be notified of the decision by registered mail within seven days. A member expelled pursuant to this rule shall, if s/he shall have paid his/her membership fee for the current year, be entitled to a refund of the proportionate part thereof in respect of the balance of the year then expired. A member expelled pursuant to this rule shall have a right of appeal against such expulsion to a general meeting of the Association which may be a biennial general meeting or a special general meeting whichever shall be the first general meeting held after the member has been given notice of his



appeal. The decision of the general meeting on the matter shall be final.

- ii. Any member may resign by giving written notice to the Secretary.
- iii. Members cease to be members of the association if they do not pay the annual subscription fees.

9. **CONTROL AND USE OF THE COMMON SEAL**

The common seal shall be held by the Secretary of the association and committee member or members designated by the committee may be signatories to the affixing of the seal.

10. **CHANGES TO THE CONSTITUTION**

For changes to the Constitution a two-thirds majority vote of the Annual General Meeting shall be required. Notice of such changes shall be submitted to the Secretary before the Annual General Meeting and published prior to the Annual General Meeting.

11. **WINDING UP**

Upon winding up and dissolution of the Association its assets (if any) shall be realized in such a manner as the National Executive may determine the proceeds distributed as resolved by a Special General Meeting convened for that purpose provided that no member or group of members shall derive pecuniary gain within the meaning of the Incorporated Societies Act of 1908 from the property or operations of the Association.

Resolved on the 4th day of February 2017 at Auckland.