



Home Economics and Technology Teachers' Association of New Zealand

Te Roopu Whakaako Tiaki Kaainga me te Hangarau o Aotearoa

THE CONSTITUTION

of the

**HOME ECONOMICS AND
TECHNOLOGY TEACHERS'
ASSOCIATION OF NEW ZEALAND
INCORPORATED**

Constitution approved at the AGM
May 19th 2018

LOGO AND LETTERHEAD DESIGN



Home Economics and Technology Teachers' Association of New Zealand

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PUROTU (PRUE) SOLOMON-REHU
HETTANZ Member

"To each is given a bag of tools, A shapeless mass, a book of rules, And each must make, ere life is flown, A stumbling block or a stepping stone."

[Extract from: 'A Bag of Tools by RL Sharpe]

The design emphasized here is based on "family". Family in this instance refers to any group of people, be it teachers, students and teachers, the school, the families from where our students belong. It is I believe, within this realm of 'family' that Home Economics is based. Not only can we make our own 'stepping stone', and as teachers, it is our duty and privilege to help others make theirs.

Although we continually face change it is the traditional Maori base that has been used here. The Logo represents "FAMILY" - the elders and its 'members', the children, the young for whom the future belongs. The long tail represents the 'canoe' or 'boat', from which the people of New Zealand came, within this vessel also came with it families, groups of people, who are now well settled in AOTEAROA.

We see the emergence of a special group of people, a special family- that of Home Economics teachers, endeavouring to do their best to improve the quality of life of New Zealanders, particularly the young.

HETTANZ will prepare itself for what the future brings.

1) Interpretation:

In these Rules unless the context other requires:

"The Act" means the Incorporated Societies Act 1908 as amended, modified or replaced by any statute for the time being in force.

"Association" means the Home Economics and Technology Teachers' Association of New Zealand Incorporated.

"The Ministry" means the Ministry of Education.

"Executive" means the executive of the Association as defined in Rule 14.

"President" means the president for the time being of the Association.

"Region" means Northern North Island, Central North Island, Central New Zealand, Northern South Island and Southern South Island. Boundaries of the regions are shown on the accompanying map. Members on the boundaries to be free to choose which region they will be in.

"Secretary" means the secretary for the time being of the Association.

"Treasurer" means the treasurer for the time being of the Association.

"Vice-President" means the vice-president for the time being of the Association.

"Term of Office" means from the date of the General Meeting at which the Executive election is announced until the conclusion of the second General Meeting following its election.

2) Name:

The name of the Association shall be the Home Economics and Technology Teachers' Association of New Zealand Incorporated.

3) Head Office:

The Registered Office of the Association shall be situated at such place for the time being as shall be decided by the National Executive.

4) Mission Statement and Objectives:

Mission Statement:

HETTANZ encourages the lifelong value of Home Economics and Technology education for individuals, families and whanau. HETTANZ is a future orientated teachers Association promoting professional support for all Home Economics and Technology educators.

Vision:

To be the voice for Home Economics and Technology teachers in Aotearoa, New Zealand.

Objectives:

The objectives of the Association are to:

- a) Foster Home Economics and Technology education in New Zealand.
- b) Speak and act on matters related to Home Economics and Technology education and the teaching of Home Economics and Technology.
- c) Consult with and encourage communication between regional associations, other Home Economics and Technology groups and individuals within New Zealand, and internationally.
- d) Establish and maintain a policy document addressing all aspects of Home Economics and Technology education in New Zealand.
- e) Foster the formation and continuance of regional associations and other Home Economics and Technology groups, as need is identified.
- f) Promote and organise conferences on Home Economics and Technology education, and the teaching of Home Economics and Technology.
- g) Pursue such other activities as might support the aforementioned objectives of The Association.
- h) Promote, encourage and advance the teaching of and research into Home Economics and Technology.
- i) Produce and disseminate materials and resources.
- j) Liaise with other related groups and associations as well as with Professional organisations of teachers, of Home Economics and Technology

5) Powers:

The Association, through the Executive, shall have general executive and administrative control of the affairs of the Association in New Zealand and in particular, all powers:

- a) To collect, receive and hold funds and property, real or personal, for the objectives of the Association; to purchase, take on lease, or in exchange hire or otherwise dispose of any moveable or immovable property and to erect any buildings required for the purpose of the Association and to provide for the maintenance of the same
- b) To invest monies of the Association not immediately required in government guaranteed NZ Bank deposits only.
- c) To raise and borrow money in such manner as the Association may see fit and in particular by way of mortgage or mortgage bonds upon all or any of the properties of the Association.
- d) To make levies upon affiliated branches to the annual subscription as hereinafter provided
- e) To administer all central organization funds and property of the Association in New Zealand vested in the Association
- f) To administer any paid staff of the Association
- g) To control all questions of central organization policy and central organisation finance
- h) To delegate and distribute its work to sub committees who may co-opt nonmember assistance as necessary
- i) To supervise and control all Association publications
- j) To issue newsletters and the conference journal which shall be recognized as the official publications of the Association in New Zealand
- k) To authorize the setting up or dissolution of branches
- l) Such other powers as may be delegated to it, by the members of the Association at a General Meeting

6) Common Seal:

The Executive shall provide a common seal for the Association, and every deed or document requiring to be sealed shall be sealed by or in the presence of the President and one other member of the Executive, and two such officers sign every deed or document to which the seal of the Association is so affixed in their presence.

The Executive shall have the power from time to time to destroy the Association's seal and substitute a new seal in lieu. The common seal of the Association shall be held in the custody of the President or nominee.

7) Membership:

A. Full membership

Full membership shall be available to:

a) Individual

- i) Registered and Certified teachers who teach Home Economics and Technology;
- ii) Honorary Life Members;
- iii) Registered and Certified teachers who are no longer teaching Home Economics and Technology in New Zealand. An application to Executive will be required to retain full membership.
- iv) Non certified educators will be required to make an application to Executive to retain full membership

b) School

Where there are two or more registered teachers in a school who teach Home Economics and Technology.

One registered and certified teacher in a school who teaches Home Economics and Technology who is eligible for individual membership and chooses this membership may also be part of a school membership but is entitled to only ONE vote at General and Special meetings of the Association.

All current financial Individual and School members are entitled to vote at General and Special meeting of the Association

B. Associate Membership:

Associated Membership shall be available to:

- i) Persons training to be teachers of Home Economics and Technology;

- ii) Persons who are currently working in an associated field that compliments Home Economics or Technology;
- iii) Retired Home Economics and Technology teachers;
- iv) Registered and Certified teachers of Home Economics and Technology on long term leave.

C. Corporate Membership:

Corporate membership subject to approval by Executive shall be available to:

- (1) Groups whose interests are allied to those of the Association.

Corporate members are not entitled to vote at General and Special meetings of the Association.

Applications for membership shall be made in writing to the Secretary and shall be accompanied by such documents and data as the Executive may prescribe. Fees will vary according to membership type.

8) Honorary Life Membership:

- a) The Executive may confer Honorary Life Membership on any member who has given outstanding service to the Association;
- b) The Executive may acknowledge outstanding service to Home Economics and/or Technology by the presentation of an Honorary Life Membership.
- c) Members may submit recommendations for Honorary Life Membership with supporting documentation to the Secretary.

9) Membership Register:

The Secretary or some other person appointed by the Executive for such purpose shall keep a register of full (individual, school), associate and corporate members which shall include each member's name; qualifications; commencement date of membership and electronic and postal addresses for sending communications

10) Resignation and Expulsion:

- a) Full (individual, school), associate and corporate members may resign at any time by giving notice in writing to the Secretary (subject to payment of all fees or subscriptions then payable by such member);

- b) Full (individual, school), associate and corporate members may be suspended or expelled from the Association by a majority of three fourths of the votes recorded at a General Meeting or a Special General Meeting.

11) Dissolution:

The Association may be wound up on the decision to do so by a special executive meeting called for the purpose, of which 21 days notice shall be given in writing, by the secretary to every member whose subscription is not in arrears, and such resolution is confirmed by at least two thirds of the total number of HETTANZ members, at a subsequent Special meeting called for by the Executive for the purpose, and held no earlier than 30 days after the date of a resolution to wind up the Association.

Before winding up and dissolution of the Association all debts of the Association shall be paid. Upon final confirmation of the winding up of the Association any surplus funds or other remaining assets shall be paid over or transferred to another approved charitable body or bodies within New Zealand having similar charitable objectives to the Association.

12) Branches:

- a) Subject to the approval of the Executive of the Association the members may form branches within regions.
- b) Branches shall hold at least one meeting in every school term and shall hold an Annual General Meeting. At the Annual General Meeting a Branch Chairperson, Secretary and/or Treasurer shall be elected. The names of these officers, a copy of the Minutes of the Branch Annual General Meeting, audited Annual Financial Report and Branch Chairperson's Annual Report shall be forwarded to the Secretary within 14 days of holding the Annual General Meeting.
- c) Branches must give 14 days notice of the Annual General Meeting. Notice must be sent to all financial members by email or post.

13) Funding:

- a) The Association's financial year shall be from 1st January to 31 December;
- b) The Association shall be funded by an annual subscription from each full (individual, school), associate and corporate member. The annual subscriptions for full (individual, school), associate and corporate members shall be fixed at the General Meeting.
- c) Honorary Life Members are exempt from the annual subscription.

- d) All full (individual, school), associate and corporate members shall forward their subscriptions to the Treasurer before March 31st each year.
- e) The Executive of the Association will apply a portion of the annual subscriptions to branches upon the receipt of Branch Annual General Meeting Minutes, audited Annual Financial Report and Chairperson's Annual Report.

14) Officers and Executive:

The management of the Association shall be vested in a National Executive.

- a) The executive shall consist of not more than 12 members including President and Vice-President, one representative from each region, seconded executive members and Maori and Pacific Island representatives.
- b) The Immediate Past President can be a member of the Executive.
- c) Up to three members may be co-opted by the Executive for specific roles and a specified length of time. The position on Executive must cease at the end of that Executive term of office.
- d) Seven members of Executive shall constitute a quorum.
- e) Should a quorum not be present, decisions taken at the meeting shall be ratified by conference call or email vote by any absent executive members. An executive member may exercise the right to vote at a meeting by either being present in person, or by electronic means having been present either in person or by phone/skype for the discussion prior to the vote.
- f) All Executive members as defined in 14(a) has one vote of equal value.

15) Nomination, election and selection of the Executive:

Nomination

- a. Full (individual, school) current financial members are eligible for nomination to executive positions.
- b. Full (individual, school) members may stand for the executive after a minimum break of two years.
- c. Nominations for President, Vice-President and Regional Representatives, must be received by the Secretary at least 60 days prior to the General Meeting.

Nominations must be in writing and signed by two full (individual, school) current financial members of the Association and specify the office for which the nomination is made.

Nominations must be accompanied by supporting documentation as prescribed by the Executive.

- d. The Secretary must email or post a list of nominations with supporting documentation and voting forms to each full (individual, school) members not less than 30 days prior to the General Meeting.

16) Election and Selection:

- a)
 - I. The President and Vice-President shall be elected by email or postal vote of full (individual, school) members. If a single nomination is received, ratification by email or post from full (individual, school) members is required.
 - II. Each region shall elect its representative by email or postal vote of full (individual, school) members of that region. If a single nomination is received, ratification by email or post from full (individual, school, honorary life) members is required.
 - III. The Maori Representatives shall be selected by Maori Home Economics and Technology teachers.
 - IV. The Pacific Island representatives shall be selected by Pacific Island HomeEconomics and Technology teachers.

The results of the elections and selections will be announced at the General Meeting. All members will be informed of the election and selection results within 60 days of the General Meeting.

16. Executive term of office:

- a) Subject to Rule 19 the Executive shall hold office from the date of the General Meeting at which its election is announced until the conclusion of the second General Meeting following its election.
- b)
 - i) Members of Executive can be elected or selected for a maximum of two consecutive terms of office except in the case of Rule 16 b) ii).
 - ii) In the case of the Vice-President having previously served a term of office on Executive in the position of either Maori or Pacific Island or Regional

Representative the term of office may be extended to four consecutive terms of office to enable the Vice-President to be nominated as President.

17. Executive Roles:

- a) President: The President (*or if absent the Vice-President*) shall preside at all meetings of the Executive, General Meetings and Special General Meetings of the Association. All motions shall be put to the vote by the President.
- b) Vice-President: Preside at meetings in the absence of the President. Undertake the role of acting President when the President is absent for an extended period of time.
- c) Immediate Past President: Facilitate smooth transition of the Executive and be available for consultation when required.
- d) Regional Representative: Maintain close liaison with members in the region.
- e) Maori Representative: Present the views of Tangata Whenua. Guide Executive and members in Maori protocol.
- f) Pacific Island Representative: Present the views of Pacific Islanders. Guide Executive and members in Pacific Islands protocols.

18. Contracted Staff Roles:

- a) Secretary: Shall be responsible for the secretarial duties of the Executive and Association. Shall circulate to members of the Executive no less than 14 days before any meeting of the Executive, the Meeting Agenda and Minutes of the previous meeting.
- b) Treasurer: Shall be responsible for the accounting work of the association including receipt, custody and regular banking of all money paid to the Association, making duly authorized payments for the Association, presenting a financial report at each Executive meeting and the preparation of the Annual Financial Statement in accordance with s23 of the Act.
- c) The Executive may contract either individual Secretary and Treasurer positions or a Secretary/Treasurer position.

19. Cessor of Executive Office and Vacancies:

If during a term of office a member of the Executive:-

- a) dies, resigns, or becomes legally incapable of acting; or

b) the appointment is terminated by resolution passed at a General Meeting of the Association: a replacement members shall be appointed in accordance with the following rules:-

(i) If the member is the President, the Vice-President shall be promoted to the office of President for the balance of the then current term of office. In the stance of the office of Vice-President being vacant at such time, Executive shall appoint a member of the Executive or a full (individual, school) member of the Association to the office of President for the balance of the then current term of office.

(ii) If the member is the Vice-President, the Executive shall appoint a member of the Executive to the office of Vice-President for the balance of the then current term of office.

(iii) If the member is a Regional Representative and vacates the position:

a) With fewer than 6 months of the term of office remaining prior to a forthcoming General Meeting, the Executive has the authority to co-opt a member from within that region to act as Regional Representative for the remaining term of office.

b) With more than 6 months of office remaining prior to a forthcoming General Meeting the vacancy shall be filled by a ballot of full (individual, school) members in that region. The Secretary shall notify all members entitled to vote in such ballot of the vacancy. Such notice will call for nominations and shall specify the date by which nominations must be received by the Secretary.

Nominations must be accompanied by supporting documentation as prescribed by the Executive.

The Secretary shall then email or post to each full (individual, school) member a list of nominations and supporting documentation together with a voting form, specifying the date which voting forms are to be received by the Secretary.

c) The two year term for the nominated member shall commence from the next General Meeting

20. Duties and Powers of the Executive:

The Executive shall conduct the business and affairs of the Association when the General Meeting or any Special General Meeting is not in session and, in particular, it shall:

- a) Meet at least three times per year;
- b) Manage the funds and assets of the Association;
- c) Call a General Meeting of the Association every year and prepare business for presentation to the General Meeting;
- d) Call Special General Meetings if necessary;
- e) (i) Develop and produce resources and promotional materials
(ii) Organise professional learning every year (Branch, Regional and National)
(iii) Maintain communication with members and branches
(iv) Help a branch organise the annual National AGM to include a Professional Learning Opportunity.
- f) Represent the Association in any matters concerning teachers of Home Economics and Technology as a group;
- g) Develop and maintain liaison with international and national organizations/associations whose interests compliment those of the Association
- h) Prepare appropriate contracts for contracted staff. Develop job descriptions, transparent appointment procedures and appropriate contracts for contracted staff.
- i) Appoint and supervise contracted staff using accepted employment practices.

21. General and Special General Meetings:

- a) A General Meeting of the Association shall be held every year at a place that shall be decided upon by the Executive. The Secretary shall give not less than the 30 days notice of the General Meeting to full (individual, school), associate and corporate current financial members.

Such notice shall specify the time and date of the General Meeting. The General Meeting shall be held at the discretion of the Executive no later than July.

- b) Not less than 14 days prior to the General Meeting the Secretary shall email or post to full (individual, school), associate and corporate current financial members the order of business for the General Meeting together with the

Minutes of the preceding General Meeting and the audited Annual Financial Report.

- c) A Special General Meeting may be called at any time by the Executive, and shall be called upon receipt by the Secretary of a requisition hand signed by at least 40 full (individual, school) current financial members from more than one Region. Such requisition shall give particulars of the business to be transacted. If the Secretary shall neglect or refuse to act upon such requisition, or if the Secretary is absent, the members so requisitioning may issue a notice to all members convening a Special General Meeting, such notice to state the business for which the meeting is required. No meeting shall be called unless the business to be transacted may lawfully be carried into effect.
- d) The Secretary shall give not less than 14 days notice of a Special General Meeting. A Special General Meeting called by requisition of the full (individual, school) current financial members shall take place not less than 30 days or more than 60 days from receipt by the Secretary of the requisition.
- e) All full (individual, school), associate and corporate members shall be eligible to attend the General Meeting and any Special General Meeting. Full members (individual, school) current financial members are eligible to vote at such meetings.
- f) Quorum - the quorum for a General Meeting at which the only business is the approval of the Annual Financial Statement shall be 30 full (individual, school) current financial members. The quorum for a General meeting or Special General Meeting at which there is any business other than the approval of the Annual Financial Statements shall be 40 full (individual, school) current financial members.
- g) Remits - Remits for consideration at the General Meeting shall be submitted in writing to the Secretary no less than 40 days prior to the General Meeting at which they are to be considered. The Secretary shall email or post such remits to full (individual, school), associate and corporate current financial members no later than 30 days prior to the date of the General Meeting.
- h) Proposed Rule Changes -Written notice of any proposed changes to the Rules of the Association shall be submitted to the Secretary no less than 50 days prior to the date of the next General Meeting. The Secretary shall email or post the proposed rule changes to full (individual, school), associate and corporate current financial members no later than 30 days prior to the date of the General Meeting. Such notice shall set out in full the text of the proposed amendment.

- i) Voting at any General or Special General Meeting shall be restricted to the full (individual, school) current financial members present at the meeting and shall be determined by show of hands unless a ballot be demanded. On ballot being taken each full (individual, school) current financial member shall be entitled to one vote. The Chairperson of the General Meeting shall in the event of equality of votes be entitled to exercise a casting vote in addition to a deliberative vote.
- j) The Executive shall determine the order of business at the General Meeting or any Special General Meeting.
- k) If neither the President or the Vice-President are present at any General or Special General meeting the Chairperson of the meeting shall be elected by a majority of full (individual, school) current financial members present.
- l) Voting is limited to full (individual, school) members who are financial at the meeting, having paid the annual subscription for the current year. Honorary Life Members are deemed to be current financial members.

22. Finances

- a) The Funds of the Association shall be paid into a current account of a bank or into an authorized trustee investment. Subsidiary bank accounts may also be kept for special purposes.
- b) All money received shall be banked and payments made by cheque or secure electronic transaction, with exception of petty cash payments for which there may be petty cash imprests held by such officers as deemed necessary by Executive.

Signatories of a bank account or bank accounts shall be the President, any two other Executive members and the contracted Treasurer or Secretary as authorized by Executive. The account or accounts may be operated by signatures of any two signatories.

- c) An audited statement of the financial position of the Association must be submitted to the General Meeting by the Treasurer.
- d) The Executive shall have the power to pay expenses necessary for the running of the Association and related activities.

23. Auditor:

- a) An independent auditor shall be appointed at the General Meeting who shall hold office until the second General Meeting following the date of appointment. In the event that the position of Auditor becomes vacant during a term the

Executive shall appoint a replacement.

- b) No member of the Executive shall hold the office of Auditor.
- c) A retiring Auditor shall be eligible for re-appointment.
- d) The Auditor fee is approved by the General Meeting.

24. Alteration to Rules

These rules may be altered, added to or rescinded only at the General meeting or a Special General meeting of the Association. Written notice of any proposed changes to the Rules of the Association shall be submitted to the Secretary no less than 50 days prior to the date of the next General Meeting. The Secretary shall email or post notice of the proposed rule changes to full (individual, school), associate and corporate current financial members no later than 30 days prior to the date of the General meeting. Such notice shall set out in full the text of the proposed amendment.

No alteration or revision or rescission of these rules shall be made except by a resolution of at least two thirds majority of the full (individual, school) current financial members present at a General meeting or Special General Meeting.



Home Economics and Technology Teachers' Association of New Zealand

Te Roopu Whakaako Tiaki Kaainga me te Hangarau o Aotearoa

The Home Economics and technology Teachers ' Association of New Zealand Incorporated Constitution was approved at the Annual General Meeting, Havelock North, 19 May 2018.

Sarah Wirth

National President

Dated: May 19 2018



Seal of the Association

HETTANZ REGIONS:

This shows the HETTANZ regions.

1. Northern North Island
2. Central North Island
3. Central New Zealand
4. Northern South Island
5. Southern South Island

