



Constitution

New Zealand Sign Language Teachers Association Incorporated

Formerly New Zealand Sign Language Teachers Association Incorporated.

Incorporated under the Incorporated Societies Act 1908 on the 25th day of June 1993.

Last Updated: 5th November 2016

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1 NAME

The name of the Association shall be New Zealand Sign Language Teachers Association Incorporated (NZSLTA).

2 DEFINITIONS

- 2.1 "New Zealand Sign Language" (NZSL) means the sign language used by the Deaf community of New Zealand.
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- 2.4 "Teacher" means a teacher of New Zealand Sign Language.
- 2.5 The NZSLTA Policy Handbook is a set of policies clearly outlining the membership, organizational structure and the NZSL Teacher Registration procedure.

3 REGISTERED OFFICE

The registered office of NZSLTA shall be at:
1836-1848 Great North Road, Avondale, Auckland
P.O. Box 19-024, Avondale, Auckland 1746

4 OBJECTIVES

- 4.1 To support members who are tutors and teachers of NZSL in New Zealand.
- 4.2 To set and maintain the standards of teaching NZSL by teachers and tutors throughout New Zealand.
- 4.3 To register NZSL teachers and tutors according to the formal procedure outlined in the Policy Handbook.
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6 RESIGNATION AND EXPULSION

- 6.1 Any member of NZSLTA may resign at any time by giving written notice to the National Administrator.
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- 6.3 Before any expulsion is called for, notice in writing will be given of the matters charged and reasonable opportunity given for defence, before a meeting of the Executive Committee or a General Meeting if the member so desires.
- 6.4 By a majority vote, taken at a General Meeting, a directive may be given to the Executive Committee to call upon the member to be expelled if there is reason to believe the member is guilty of, or party to, conduct contrary to these rules, or inimical to the objects or interests of the Association.

7 MANAGEMENT

- 7.1 The Executive Committee shall be the governing body of the NZSLTA. They shall manage the affairs of the association within the provisions of the Constitution.
- 7.2 The Executive Committee shall consist of between three to five elected members from the Association. One shall be appointed as a President who has been on the Executive Committee at least one year.
- 7.3 The Executive Committee may at any time invite one or more persons to join the Executive Committee as a co-opted member. Such co-opted members are entitled to attend meetings of the Executive Committee on request and take part in any discussion with full voting rights.
- 7.4 Should the Executive Committee co-opted person from another organisation, permission will first be obtained from the other organisation.

8 POWERS OF THE EXECUTIVE COMMITTEE

The Executive Committee shall have all the powers conferred by the Incorporated Societies Act, (1908) but without in any way limiting such powers to:

- 8.1 Purchase, acquire, lease, exchange, sell or otherwise deal in real and personal property of any kind, and to see to, erect and maintain buildings.
- 8.2 To accept subscriptions and donations, whether of real or personal property, to meet the objects of the Association.
- 8.3 To invest and deal with any of the monies or other assets of NZSLTA not immediately required.
- 8.4 To obtain professional services and to employ, engage and discharge agents or servants.
- 8.5 To affiliate with, subscribe or donate to, or become a member of any other body whose objects are similar to those of the Association.
- 8.6 To borrow or raise money for the objectives of the Association.
- 8.7 To operate such bank accounts as may be required. Monies shall be paid, all cheques and others drawn on any such account shall be signed by any two of three signatories, as decided by the Executive Committee.
- 8.8 To conduct the correspondence and generally control the operation of the Association, and establish liaison with bodies and organisations, within New Zealand and abroad.
- 8.9 Generally to carry out the objects of the Association.
- 8.10 To resolve any differences of opinion as to the interpretation and application of any rule. The decision reached shall be final.

- 8.11 Subject to, and without prejudice to these rules, to make by-law for the control of the Association's affairs.

9 DUTIES OF THE TREASURER

- 9.1 The Treasurer shall keep all accounts of the Association. The financial year of the NZSLTA shall end on 31st March.
- 9.2 Prepare within two calendar months after the end of each financial year, an annual financial report to be approved by the Auditor for members' observation. The audited financial report shall be sent to members each year but will be approved formally at the biennial general meeting of the NZSLTA.
- 9.3 Place before the Executive Committee, when required, the books or accounts relative to the receipts and expenditure of the Association, and its assets and liabilities.

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- 10.2 The Executive Committee will ensure that all members receive notices and copies of minutes, as appropriate.
- 10.3 Each Executive Committee will be allocated a work portfolio, including one person responsible for maintaining the register of members eligible to be NZSL teachers and tutors.
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11 MEETINGS

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- 11.2 Notice of all biennial general meetings shall be given to all members specifying the date, time and place of the meeting, and the nature of the business to be dealt with.
- 11.2.1 Six weeks' notice must be given for the biennial general meeting.
- 11.2.2 The accidental omission to give notice of a meeting to any person shall not invalidate the proceedings of that meeting.
- 11.2.3 The Executive Committee may call a Special General Meeting of NZSLTA on giving three weeks' notice of each member of the date, time and place of the meeting. This notice shall specify the subject matter being submitted to that meeting.
- 11.2.4 The minutes shall be sent to NZSLTA members within three months after biennial general meeting."

12 VOTING

- 12.1 Each member of NZSLTA has one vote at any Special or General Meeting of the NZSLTA.
- 12.2 All resolutions at any Special or Biennial Meeting of NZSLTA shall be carried by a majority of members present, or represented by proxy notice. A ballot may be called for by those entitled to vote, when it is evident there is not a clear majority.
- 12.3 Any member unable to be presented at any meeting shall have power to vote by proxy, appointed in the following way:

I, _____, of _____, being a representative of _____, hereby appoint _____ of _____, or, failing him/her, _____ as my proxy to vote for me at the Special / Biennial Meeting; to be held on _____ and any adjournment thereof, as witness to my hand this day _____ of _____.

Signature of witness: _____

Address: _____

- 12.4 The written notice of appointment of a proxy will be produced at the meeting to the President or a nominated person, before the appointed proxy votes.
- 12.5 No person shall be appointed as a proxy who is not a member.
- 12.6 The President of the meeting will have the power to make a casting vote in the event of an equal vote, and his/her decision will be final.
- 12.7 This rule is subject to rule 17.

13 QUORUMS AND ADJOURNMENTS

- 13.1 A quorum shall consist of no less than sixty per cent of the members entitled to vote at any meeting.
- 13.2 If within two hours of the appointed time of the meeting a quorum is not present, the meeting is to be adjourned for no less than thirty days.

14 OBSERVERS

Invitations may be extended to sister organisations, and interested parties, or persons, to send representative observers for all Biennial General Meetings; or other meetings as determined by the Executive Committee. Observers will have the right to speak, if invited, but will have no voting rights.

15 REMITS FOR GENERAL MEETINGS

- 15.1 Members may submit remits for consideration at the Biennial General Meeting of NZSLTA but the Executive Committee does not have to include them in the agenda for any such meeting, unless they are received by the Executive Committee more than six weeks before the date of the Biennial General Meeting.
- 15.2 No remit not included in the agenda for a meeting shall be discussed at the meeting unless not less than three fourths of the members present, and entitled to vote, agree it shall be discussed.

16 WINDING UP

In the event of the Association being wound up, or dissolved, all remaining assets and funds shall be transferred to other such charitable societies or organisations within New Zealand whose objectives are to promote and advance the interests and general welfare of Deaf persons in New Zealand, as determined by a resolution of members passed at a Special General Meeting held for the purpose, in accordance with the provisions of the Incorporated Societies Act, 1908.

17 AMENDMENT OF THE RULES

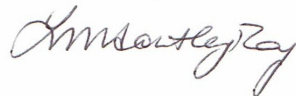
Subject to the provisions of the Incorporated Societies Act 1908; the rules of the Association may be altered, rescinded or led to by a resolution carried by at least two-thirds majority of the members at any Biennial or Special General Meeting of the Association. Notice of the proposed changes shall be given in writing to all members not less than twenty-one days prior to the Biennial General Meeting.

18 COMMON SEAL

- 18.1 The Association shall adopt a Common Seal, and the Common Seal shall be kept under the control of the Executive Committee and shall only be affixed to a document by the authority of the Executive Committee in pursuance of a resolution
- 18.2 Every document to which the seal shall be affixed shall be signed by two members of the Executive Committee.
- 18.3 All contracts shall be entered into only under seal.



Signed: _____ Date: 29 July 2018



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Signed: _____ Date: _____