

Dunedin Christian Schools Association Constitution

THE REGULATIONS OF THE ASSOCIATION

1. MEETINGS

a. Quorum

A quorum shall consist of one quarter of the membership residing in Dunedin.

b. Voting Procedures

For elections to the Council where the number of nominations exceeds the number of vacancies, or voting on proposed amendments to the Constitution, a ballot of all members of the Association is required.

i. Elections to the Council:

Nominations for any elections shall be called for not less than six weeks before the meeting at which the election is to take place. Nominations will close with the Secretary three weeks before that meeting.

ii. Voting on proposed amendment(s) to the Constitution shall be as laid down in Article XI and/or Regulation 6.

iii. All other business shall be transacted by a simple majority of a quorum.

iv. Proxy:

A member may appoint another member as a proxy to vote on his behalf at any meeting of members of the Association provided that no one member shall exercise a proxy on behalf of more than three members. All proxy authorisations, which shall be in writing signed by the members authorising the proxy in the presence of a witness other than the proxy, shall be delivered to the Secretary of the meeting before the time set for the commencement of business.

v. Voting:

Voting forms shall be sent to every member not less than two weeks before that meeting. Members may vote by returning the voting form to the Secretary, before the commencement of that meeting or by voting in person at that meeting.

An Annual General Meeting or Special General Meeting has the power to amend the motion on the basis of a simple majority. Provision for voting must be made for the amended motion.

c. Scrutineers

For items of business upon which a vote is to be held, the Council shall appoint two persons from the membership of the Association to act as scrutineers.

Any person so appointed must not be:

- a. A member of the Council.
- b. The proposer or seconder of any proposed amendment being voted upon.
- c. A nominee, nominator, or seconder in any election being held.

The names of the scrutineers so appointed shall be stated upon the voting paper circulated to members.

d. General Meetings

The Association shall hold an Annual General Meeting within six months of the end of the financial year of the Association.

- . To confirm the minutes of the last Annual General Meeting and of any Special General Meeting held since the last Annual General Meeting.
- i. To adopt a report, balance sheet, and statement of accounts for the previous financial year.
- ii. To appoint an auditor or auditors.
- iii. To elect members of the Council, when vacancies exist.
- iv. To transact such other business as is appropriate to such a meeting.
- v. An agenda shall be circulated to all members six weeks prior to the Annual General Meeting.

The Council may from time to time for any purpose call a Special General Meeting. The Council shall be required to call a Special General Meeting upon receiving a written request signed by at least one-third of the members of the Association. The purpose for which the meeting is to be called shall be given at the time the meeting is called. Only such business as is specified in the call may be transacted at a Special General Meeting. Two weeks' notice shall be given to all members of such a meeting.

2. ELECTION OF THE COUNCIL

The Council shall consist of five to ten members of the Association elected at the Annual General Meeting or at a Special General Meeting called for that purpose. The term of the office shall be two years. By agreeing to nomination for election (or re-election) to the Council, members affirm their full agreement with Articles II, III and IV of the Constitution.

a. Eligibility

Any two members of the Association shall be at liberty to nominate any other member to serve on the Council. All nominees are to have been members of the Association for two years. Any member who has a contract of employment with the Council is not eligible for nomination.

b. Nomination Procedures

The name of each member so nominated, together with the names of the proposer and seconder, together with the written acceptance by the member of his nomination, shall be sent to the Secretary of the Council not less than three weeks before the meeting at which the election is to take place.

c. Vacancies

A member of the Council shall vacate his seat if he:

- . Resigns; or
- i. Ceases to be a member of the Association; or
- ii. Absents himself from three or more consecutive meetings of the Council without the permission of the Council; or
- iii. Declares that he can no longer subscribe to Articles II, III and IV of this Constitution.

Vacancies occurring between two Annual General Meetings shall be filled at the next Annual General Meeting or at a Special General Meeting called for the purpose. Any member who is elected to the Council at a Special General Meeting shall resign before the next Annual General Meeting but shall be eligible for re-nomination in the subsequent election to the Council.

3. POWERS, DUTIES AND FUNCTIONS OF THE COUNCIL

a. Office-bearers

There shall be a Chairman, Deputy-Chairman, Secretary and Treasurer, elected from time to time as necessary by the Council from its own members.

b. Number of Meetings

The Council shall meet at such times as may be necessary, but at least once every six months; including virtual meetings as required.

c. Special Council Meetings

The Secretary, on receipt of a request signed by not less than three members of the Council, shall call a special meeting of the Council, to be held not more than fourteen days after receipt of such requisition.

d. Quorum

A quorum shall consist of four members of the Council for all Council meetings.

e. Duties

The Council shall perform the following duties:

- . Oversee the Association to see that provisions of the Constitution are carried out.
 - i. General oversight of the life of its schools to see that they are in harmony with this Constitution and in accordance with Association decisions.
 - ii. Provide at least one Council representative on staff appointment committees, as required by the Board of Trustees at integrated schools.
 - iii. Appoint representatives to the Boards of Trustees at its integrated schools as provided by the respective Integration Agreements.
 - iv. Devise ways and means for attaining the necessary funds for operating its schools and determine how these funds shall be distributed.
 - v. Recommend annual membership fee subject to review by an Annual General Meeting.
 - vi. Appoint from the members of the Association such Committees as it may deem necessary for the performance of its duties, provided always that the recommendations of such committees shall not be binding upon the Council.
 - vii. Cause to be kept a record of all meetings of the Association and of the Council.
- f. A conflict of interest exists for a council member if the councillor's interests or duty in a particular matter conflicts, or might conflict, with his or her duty to the Association.
- g. When a conflict of interest exists for a councillor, that councillor must declare the nature of the conflict or the potential conflict. The councillor must not take part in deliberations or proceedings including decision-making in relation to the conflict of interest. The councillor must not be counted in the quorum required for decision-making on the matter for which he or she has the conflict of interest.

4. CONSTITUTIONAL ADVISORY COMMITTEE

To assist the Council and the Association in respect to the interpretation and development of the constitution, the Constitutional Advisory Committee shall be appointed and function in the following way:

- a. The Constitutional Advisory Committee shall advise the Council regarding the development and interpretation of the Constitution.

- b. The Constitutional Advisory Committee may present a report to the Annual General Meeting or to any Special General Meeting of the Association.
- c. Membership
 - . The Committee shall have three members.
 - i. Membership shall be by Council appointment, subject to the approval by a simple majority of the voting membership, at the Annual General Meeting.
 - ii. Membership shall be for three years.

5. STAFF

a. Staff Employed at Integrated Schools

- i. Terms of employment, salaries, leave and other conditions of service for all staff shall be the responsibility of the respective Board of Trustees.
- ii. Appointment of all teaching staff will involve an appointment committee consisting of the principal, the BOT presiding member and a member from the DCSA Council. Further members may include the deputy principal and an additional DSCA Council member and/or a further member of the BOT.
- iii. part-time, long-term relieving teachers and non-teaching staff will be the responsibility of the principal in consultation with the BOT presiding member or delegate where deemed necessary
- iv. procedures are in place and fully implemented that meet all legislative requirements regarding safety checking, Police vetting and screening of all staff

b. Enrolments

The Board of Trustees has responsibility to admit students to the school, by adhering to the Enrolment Policy in place; and staying within the Integration Agreement roll.

c. Status of Principals

Principals shall attend those meetings of the Council they are requested to attend for reasons advised to them by the Chairman. They shall have no vote at such meetings.

6. AMENDMENTS

These regulations may be altered, added to, rescinded or otherwise amended by a two-thirds majority of those who cast a vote, at any Annual General Meeting or Special General Meeting called for that purpose. Postal voting forms shall be distributed to all members at least two weeks before the meeting at which the proposed amendment is to be considered.