

**CONSTITUTION OF THE NEW ZEALAND ASSOCIATION
FOR RESEARCH IN EDUCATION INCORPORATED**

Te Hunga Rangahau Mātauranga o Aotearoa

1. NAME

- I. The society shall be called the New Zealand Association for Research in Education Incorporated, also known as Te Hunga Rangahau Mātauranga o Aotearoa and NZARE, hereafter referred to as 'The Association'.
- II. The Society is constituted under the Incorporated Societies Act 1908 by resolution dated 4 May 1982.

2. AIMS AND OBJECTIVES

To foster and advocate a high standard in the practice of educational research in Aotearoa New Zealand by:

- I. promoting policies in educational research that give effect to the aspirations of Te Tiriti o Waitangi/Treaty of Waitangi
- II. exercising leadership through the organisation by way of regular national conferences, seminars, forums, and symposia to promote the discussion and dissemination of research in education
- III. recognising high achievement in educational research via Association awards and fellowships
- IV. supporting and mentoring developing educational researchers, including post-graduate students
- V. publishing at regular intervals the *New Zealand Journal of Educational Studies*, and a membership newsletter; publishing occasional monographs, and such other resources as the Association shall determine from time to time
- VI. identifying key areas of research and responding to public debate on any matters relevant to the use of research in education
- VII. establishing liaison with related organisations nationally and internationally
- VIII. undertaking any other activities, which from time to time are seen by the Association to be in the interests of educational research in Aotearoa New Zealand.

3. TREATY OF WAITANGI

To give effect to the aspirations of Te Tiriti o Waitangi/Treaty of Waitangi in the policies, organisational structures and practices of the Association by:

- I. ensuring that there is appropriate Māori representation in the Council
- II. working with Māori caucus of the Association to strengthen and support Māori educational research and researchers

- III. supporting policies, priorities and funding decisions relevant to Māori educational research
- IV. acknowledging the official status of Te Reo Māori including use of te reo Māori wherever possible e.g. in publication and presentations.

4. MEMBERSHIP

- I. Individual membership of the Association shall be open to any person who has been or is actively involved in the conduct, promotion or application of research in education. There shall be three categories of individual members:
 - a. Regular members, who pay the full individual membership fee.
 - b. Student members, who are enrolled as students in tertiary education at least halftime and employed less than halftime. Student members pay fifty percent of the full individual membership fee.
 - c. Retired members, who have reached the age of sixty five years and are employed less than half time. Retired members pay fifty percent of the full individual membership fee.
- II. Individual membership of the Association shall entitle the member to participate in annual conference of the Association at a reduced fee, stand for office and to vote at General Meetings and to receive regular publications of the Association.
- III. From time to time the Council may recommend to a General Meeting that an individual member who has made an outstanding contribution to the Association or to educational research be elected to honorary life membership of the Association. Election to honorary life membership shall be by simple majority of the members present at a General Meeting. Honorary life membership shall carry all the entitlements of individual membership.
- IV. In addition to individual members, there shall be Institutional members who are defined as a corporation; Institute, including Tertiary Education Institute; Government Department; or trading entity. Institutional Members may nominate one person as a contact, they do not have the right to stand for office or any voting rights at a General Meeting. They are entitled to receive an institutional subscription to NZJES plus a copy of the newsletter of the Association. They may receive discounts to events as established by NZARE Policy.
- V. In addition to Individual members, there shall be School members who are defined as any pre-school, primary or secondary school in New Zealand. School Members may nominate one person as a contact, they do not have the right to stand for office or any voting rights at a General Meeting. They are entitled to receive a subscription to NZJES plus a copy of the newsletter of the Association. They may receive discounts to events as established by NZARE Policy.

- VI. Eligible persons, schools or institutions shall become members upon the Secretary receiving a completed application form and the current year's subscription.
- VII. A person, school or institution shall cease to be a member if she/he/it:
 - a. voluntarily resigns in writing to the Secretary, or
 - b. fails to pay the membership fee for any financial year by the end of the first four months of that year following their annual renewal date.
 - c. in the opinion of the Council, the member commits a serious breach of the Rules, or acts in a manner inconsistent with the purpose of the Association. In this instance the Association will act in accordance with natural justice and procedure as set out in its policies for determining termination of membership.
- VIII. All members shall promote the Aims and Objectives of the Association and will not intentionally bring the Association into disrepute.
- IX. The Secretary shall keep a register of members. If a member's contact details change, that member shall provide the new information to the Secretary.

5. ORGANISATION OF THE ASSOCIATION

- I. The Association shall be controlled by a Council consisting of elected members, Māori representatives, a Pasifika representative, a student representative, and elected ex-officio members, as follows:
 - a. Elected Office Holders
Office holders comprise the President, Vice President, Secretary, and Treasurer. Office Holders will be elected by a ballot of financial members at the Annual General Meeting. Office Holders will be elected for a period of two years, with the right to be re-elected for further terms. The President shall be the chair of the Council. The Vice President will support the President, and represent the President if required.
 - b. Other elected Council members
Five other members shall be elected for a term of two years, with the right to be elected for further terms, by ballot of financial members at the Annual General Meeting. These members shall be elected on a rolling basis. In the transition phase three members will be elected for two years and two members elected for a one year term.
 - c. The immediate Past President may choose to remain on Council to support the president as a voting Council member for one year following their term of Office.
 - d. Māori representatives
These shall comprise two representatives appointed by Māori members attending the Māori caucus preceding the Annual General Meeting.
 - e. Pasifika representative
This shall comprise one representative appointed by Pasifika members attending the Pasifika caucus preceding the Annual General Meeting.

- f. Student representative
This shall comprise one representative appointed by student members attending the student caucus preceding the Annual General Meeting.
 - g. Ex-officio members:
These shall comprise the Chair of the *New Zealand Journal of Educational Studies* Editorial Board and the convenor of the organising committee for the next conference.
- II. Only members of the Association may become Council members.
 - III. The Council shall have the right to co-opt up to two members as necessary.
 - IV. All elected members of Council shall have the same decision-making rights, privileges and responsibilities.
 - V. A casual vacancy for the office of President may be filled by the Council until the next Annual General Meeting when a President will be elected by a ballot of financial members attending that Annual General Meeting.
 - VI. Any other casual vacancy occurring among the office holders or members of the Council may be filled by the Council until the next Annual General Meeting.
 - VII. The Council shall have the power to establish such sub-committees as shall be necessary for the proper conduct of the Association.
 - VIII. The Council shall decide the location of the Annual General Meeting for the following year.
 - IX. Nominations for elected members of the Council shall be called for at least 28 days before the Annual General Meeting. Each candidate shall be proposed and seconded in writing by members and the completed nomination form delivered to the Secretary. Nominations shall close at midday, on the day before the Annual General Meeting.

6. MEETINGS OF COUNCIL

- I. The Council shall meet at least once a year;
- II. A quorum of Council shall be no fewer than one half of the members.
- III. Subject to this Constitution, the role of the Council is to carry out the Aims and Objectives of the Association; and to administer, manage and control the Association.
- IV. All decisions of the Council shall be by majority vote. In the event of an equal vote, the President shall have a casting vote, that is, a second vote. Only Council members present at the meeting may vote.
- V. At least every second year, the Council shall review progress in meeting the aims and objectives of the Association. This normally shall occur when the President completes his or her first year in office.

7. FINANCES

- I. The Association may only use money and other assets if:
 - a. It is for the purpose of the Association;
 - b. It is not for the sole personal or individual benefit of any member; and
 - c. That the use has been approved by either the Council or by majority vote of the Association.
- II. No member nor anyone associated with a member, may take part or influence any decision made by the Association in respects of payments to, or on behalf of, the member, or associated person, of any income, benefit or advantage. The provisions and effect of this clause shall not be removed from this Constitution, or its replacement.
- III. The funds of the Association shall consist of such fees as may be determined each year at the Annual General Meeting and paid to the Association together with such grants, contributions, bequests and other forms of income as the Association may receive from time to time.
- IV. It shall be the responsibility of the Treasurer to provide at the Annual General Meeting an audited financial statement for the previous financial year together with a current statement of accounts.
- V. The Council may employ staff, directly or via a contractual arrangement with another organisation, to expedite the business of the Association.
- VI. The financial year shall end on 31 December.
- VII. The Auditor shall be appointed by the Association at the Annual General Meeting each year. The Council may fill any causal vacancy in the office of Auditor.
- VIII. All monies received by the Association shall be paid into the bank account approved by the Council.
- IX. Payments on behalf of the Association shall be made through online banking or by cheques signed by the Treasurer and one other person appointed by the Council.
- X. The Association's bank accounts shall be operated by the Treasurer, or a person supervised by the Treasurer and approved by Council to assist the Treasurer. The Council at its first meeting after the election shall appoint two of its members in addition to the Treasurer to act as signatories. Two signatures shall be required for payments made in the name of the Association.
- XI. The common seal of the Association shall be under the control of and in the custody of the Association's Secretary and is to be affixed in the presence of at least two other Council members.
- XII. The Council may invest surplus funds of the Association as it sees fit.

8. GENERAL MEETINGS

- I. A General Meeting is either an Annual General Meeting or a Special General Meeting.

- II. An Annual General Meeting will be held every year.
- III. A Special General Meeting may be called by the Council. The Council must call a Special General Meeting if the Secretary receives a written request signed by at least 10 percent of the members.
- IV. Notice of General Meetings of the Association shall be sent to members at least four weeks prior to the date set for the meeting.
- V. A quorum at General Meetings shall be 30 financial members.
- VI. Voting at the General Meetings, except for the election of members of the Council, shall be on the voices or, if any member requests it, by show of hands.
- VII. Election of members for the Council will be by ballot.

9. CHANGES TO THE CONSTITUTION

- I. Additions or alterations to the Constitution or the rescission of any part of it shall require a two-thirds majority at an Annual General Meeting after written notice of motion has been given at least four weeks before the meeting.
- II. No addition to or alteration of Clauses relating to not-for-profit or charitable aims, personal benefit clause or the winding-up of the Association shall be made that affect the charitable status or tax-exempt status.

The provisions and effect of this clause shall not be removed from this Constitution, or its replacement.

10. WINDING UP

If upon winding up or dissolution of the Association there remains after the satisfaction of its debts and liabilities any property whatsoever the same shall be transferred forthwith to such other charitable organisations with aims similar to those of the Association as may be approved by the Association, such property is to be used towards the advancement of educational research in such ways as the governing body of the other organisations mentioned may decide. The winding up shall conform to Section 24 of the Incorporated Societies Act 1908.

3 December 2014