

# **Constitution of the School Library Association of New Zealand Aotearoa Incorporated (SLANZA)**

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## **Article I Name**

- The name of this body shall be School Library Association of New Zealand Aotearoa, Incorporated (SLANZA) Te Puna Whare Matauranga a Kura.

This body is an Incorporated Society as per the *Incorporated Society Act 1908 and Amendments* and *Incorporated Society Regulations, 1979*

## **Article II Purpose**

### **Section 1 Vision**

SLANZA will strengthen and promote the role of school libraries to enable all school communities to become information literate.

### **Section II Purpose**

The purpose of the School Library Association of New Zealand Aotearoa Incorporated is

- To provide a national voice for the school library community;
- To advocate the critical role of school libraries in reading, teaching, and learning;
- To represent all school library staff: Teacher Librarians, Teachers with Library Responsibility; School Librarians, and support staff;
- To lobby for improved funding to provide better library facilities and services,
- To create opportunities to recognise excellence within the school library field;
- To improve the professional standing, working conditions and qualifications for all staff involved with school libraries;

- To support professional development through conferences, regular newsletters and a Web site;
- To develop links with associated national and international professional organisations.

## **Article III Membership**

- Any person interested in school library matters may join on payment of annual subscription.
- Membership lapses upon non-payment of subscription, by 31 December of the subscription year.

## **Article IV Regional Chapters**

### **Section 1 Regional Representation**

- Regional Chapters shall be based in seven regions: Northland/Tai Tokerau, Auckland, Waikato/BOP, Central, Wellington, Aoraki, Otago/Southland.
- Each region shall have a representative on the National Executive (NE). The President has the power to co-opt a representative from a region where no representative has been selected.

### **Section 2 Regional Chapter Finances**

- Regional groups will receive financial support from SLANZA and may also apply for funding for specific purposes.
- Such applications shall follow the format set out by the NE
- Applications received shall be considered and approved by the NE.

The organisation of regional chapters shall be determined by the National Executive Guidelines

## **Article V Officers**

### **Section 1 Officers**

The officers of SLANZA shall be a president, a vice president/president-elect, treasurer, secretary and the immediate past president

### **Section 2 Terms**

- The president and the president-elect shall be members of SLANZA and shall serve in their respective positions for a one-year term.
- The president-elect shall succeed to the presidency upon completion of the term of office as president-elect.
- The treasurer shall be a member of the SLANZA and may serve a term of up to two years.
- The immediate past-president shall serve a term of one year.

- The secretary may serve a term of up to two years.

### **Section 3 Duties**

- The president shall preside at all National Executive and General SLANZA meetings.. The president shall perform other duties designated by the membership or the NE and shall represent SLANZA or designate a representative to other organisations. This officer shall report annually to the SLANZA membership.
- The NE sets annual SLANZA priorities, goals, budget and assigns portfolios to NE members.
- Ordinary members may be co-opted to carry out short term projects with the approval of NE.
- The president-elect shall perform the duties of the president in the absence or incapacity of the president.
- The treasurer serves as the members' advocate in the budgetary process. This officer shall keep accounts and report annually to the SLANZA membership at the AGM.
- The secretary takes and distributes minutes and deals with correspondence. These tasks may be shared with the approval of NE.

### **Section 4 Vacancies**

- If the office of president becomes vacant, the president-elect shall become president completing that term of office prior to serving the following term as president.
- All other vacancies shall be interim appointments made by the president with the approval of the SLANZA NE until the next election when the unexpired term(s) will be filled.

## **Article VI National Executive (NE)**

### **Section 1**

- The National Executive of the SLANZA shall consist of the president, the president-elect, the treasurer, the immediate past president, regional representatives from Auckland, Tai Tokerau/Northland, Waikato/BOP, Central, Wellington, Aoraki, Otago/Southland, a LIANZA representative and a National Library representative.

### **Section 2 Meetings**

- Meetings of SLANZA National Executive shall be held at the call of the SLANZA president. There must be at least two meetings a year, whether held as face to face meetings or by electronic means.

### **Section 3 Quorum**

- A simple majority of the members of the National Executive eligible to vote shall constitute a quorum.

## **Article VII Nominations and Elections**

### **Section 1 Eligibility of Candidates**

- All candidates for the SLANZA offices must be personal members of SLANZA.

### **Section 2 Nominations**

- All nominations must be signed by the nominee.
- Nomination forms shall be available from the Newsletter, website and from the Secretary.

### **Section 3 Elections**

- A national elections for President Elect shall be conducted annually by mail. Ballots shall be mailed

to each SLANZA member. Votes shall be counted and certified by two Regional Representatives who are not themselves up for election that year.

- Election of regional representatives to be decided by regional membership
- NE members representing LIANZA and the National Library must be personal members of SLANZA but are appointed by their parent body and are not elected.
- Additional representation from appropriate national organisations can be added by vote of the National Executive.

## **Article VIII Meetings (of members)**

### **Section 1 Annual Membership Meeting**

- The Membership Meetings of SLANZA shall be held annually in July at a place and time to be decided by the NE. Members shall be notified by newsletter and website.

### **Section 2 Special Meetings**

- Special meetings of SLANZA may be called at other times by the SLANZA president, or upon petition of 20 SLANZA members. At least thirty (30) days notice shall be given to the SLANZA membership for a special meeting. Only the business specified in the notice shall be transacted.

### **Section 3 Quorum**

- 15% of SLANZA members shall constitute a quorum at an AGM and/or a special meeting. This is to be reviewed at the first AGM.

- Each Regional chapter shall determine its own quorum.

## **Article IX Finances**

### **Section 1 Financial Year**

The financial year will run from January 1 to December 31

### **Section 2 Bank Account**

- The Treasurer will open and operate the bank account, write cheques, make payments and write receipts.
- Two signatures will be required, that of the Treasurer and one other NE member designated by the NE.
- Investments decisions shall be made by NE and carried out by the treasurer. (The initial form of investment shall be Term Deposit.)

### **Section 3 Borrowing**

- Money may only be borrowed as the result of a unanimous decision of NE, ratified by 2/3 majority of members at an AGM or special meeting.

### **Section 4 Liquidation**

- Should the membership decide to liquidate SLANZA, any surplus funds available for disposal after the payment of debts shall be either given to a similar society such as LIANZA, or to National Library Trustees. This decision shall be taken at the final meeting of the organisation.

## **Article X Affiliated Organisations**

- Any regional or national organisation whose purposes are compatible with those of SLANZA as verified by the organisation's bylaws, which hold regular meetings and which has a systematic channel of communications may be affiliated.

## **Article XI Alterations to the Constitution**

- The Constitution may be altered, added to or rescinded (as per Section 21 of the Act) on the recommendation of the NE and ratified by simple majority of the members at an AGM or special meeting.
- The Registrar of Incorporated Societies must be notified of any such changes before they can legally take effect.
- No addition to, or alteration or recession of the rules shall be approved if it affects the non-profit aims, personal benefit clause or the winding up clause. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

## **Article XII The Common Seal**

- The Common Seal shall be a stamp bearing the full name of this organisation: School Library Association New Zealand Aotearoa, Te Puna Whare Matauranga a Kura.

The seal shall be placed on all official correspondence and policy documents. It shall be in the control of, and used at the discretion of, the President.