



School Library Association of New Zealand Aotearoa
Te Puna Whare Mātauranga a Kura

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 I 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 the annual subscription.
- Membership lapses upon non-payment of subscription, by 31st December of the subscription year.
- SLANZA will allow Business memberships. These will exist to create and facilitate partnerships with commercial entities and defray costs.
- SLANZA will award life /honorary memberships to members who have contributed greatly to the organisation. SLANZA National Executive will be open to nominations. All nominations will be confidential. These nominations should be on the appropriate form and be accompanied by documents that outline that person's contribution. The final decision will be made by the life membership subcommittee.



Article IV Regional Chapters

Section 1 Regional Representation

- Regional Chapters shall be based in eight regions: Northland/Tai Tokerau, Auckland, Waikato/BOP, Central, Wellington, Aoraki, Otago and Southland
- Regional chapters shall appoint a chairperson, treasurer/financial officer, a secretary and other members as needed. The membership will vote on a National Executive Representative at their AGM.
- All committee members shall be paid up SLANZA members.
- The committee may set up sub committees where necessary.
- The Regional Committee must fulfil all annual requirements of the constitution. These include financial obligations and other functions required by the constitution.
- 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.
- The regional chapters are required to set a quorum for their Annual general meetings on an individual basis. This number will be submitted to SLANZA NE two months prior to the regional Annual General meeting, should the quorum figure change.

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/Administration Officer and the immediate past President. The Secretary /Administration Officer shall be a paid position.

Section 2 Terms

- The President, **the President-Elect and the Immediate Past-President** shall be members of SLANZA and the President will serve in the position for a **term agreed upon by the President-Elect and the SLANZA National Executive** of up to two years
- The President-Elect shall succeed to the presidency upon completion of the term of office as President-Elect.



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- The Immediate Past-President shall serve a term of up to one year.

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. **If the President-Elect is unable to perform these duties then the Immediate Past-President shall perform the Presidential duties.**
- 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/Administration Officer administers membership, 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 and will serve in the position for a term agreed upon by the President-Elect and the SLANZA National Executive of up to two years.
- In the event that the office of President becomes vacant and there is no President-Elect to step into the role of President, then the Immediate Past-President shall serve as President completing that term of office whilst nominations are called for for the position of President-Elect.
- In the event that there is no President-Elect and the Immediate Past-President is unable to return to the role of President, the NE shall nominate an NE committee member to act as Interim President whilst nominations for President are called for.
- If there are no nominations by the end of the due date, then the Interim President shall take on the role of President for a term agreed upon by the Interim President and the SLANZA National Executive of up to two years. If there is more than one nomination then an election shall occur as soon as possible.
- Upon the President-Elect taking up the position of President, a call for nominations for a new President-Elect shall be initiated within 2 months of the position being vacant.
- 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 and Southland.

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 website and from the Administration Officer
- Additional representation from appropriate national organisations can be added by vote of the National Executive.

Section 3 Elections

- The SLANZA national elections for President shall be conducted biennially (every second year) by mail or e-mail. Ballots can be requested from the web site and e-mailed when filed. If there is more than one candidate an election shall be held online.
- 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.

Article VIII Meetings (of members)

Section 1 Annual Membership Meeting

- The Membership Meetings/AGM's of SLANZA shall be held annually, during a conference year, or when a conference does not occur, be held at a time, date and venue to be



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determined by the National Executive. Members shall be notified by e- mail and through the 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

- 5% of SLANZA members shall constitute a quorum at an AGM and/or a special meeting.
- 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 Admin Officer will open and operate the bank account, write cheques, make payments, write receipts and manage online banking.
- 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.

Section 5 National Executive Accounts

- The National Executive accounts and accounts of all SLANZA regions shall be audited annually by a Chartered Accountant who is a member of the New Zealand Institute of Chartered Accountants and be presented to the AGM for approval.



Section 6 Regional Treasurers

- All unaudited accounts should be delivered to the Administration Officer by 31st December, and that they shall submit an annual financial report to SLANZA National Executive no later than February 28th of each year consisting of:
 - A statement of income and expenditure showing surplus or deficits on the region's operations of the previous financial year.
 - A balance sheet showing assets, liabilities and accumulated funds at the end of the previous year

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.