

Constitution of Canterbury Westland Secondary Music Teachers' Association

1.0 Title

The name of the association shall be the Canterbury Westland Secondary Music Teachers' Association (hereafter referred to as CWSMTA)

2.0 Purpose

The purpose for which the association is established is to foster, promote and support secondary school music education in the Canterbury/ Westland regions

3.0 Annual General Meeting

The annual general meeting (AGM) shall be held no later than the last week of **April** each year for the purpose of receiving the annual report and balance sheet for the previous year, electing the New Executive Team, and any other business submitted to the meeting.

The AGM shall be notified to its members no less than 14 days prior to the meeting.

A quorum shall **consist of eight association members** for the AGM.

General meetings can be called at any time given 14 days notification to the Association members prior to the meeting.

4.0 Officers

The officers of the association shall consist of:

1. Chairperson
2. Deputy Chairperson
3. Secretary
4. Treasurer

5.0 Administration

5.1 Executive Team

The executive team consists of the Chairperson, Deputy Chairperson, Secretary and Treasurer and shall be the controlling body of the association. The chairperson will chair the meetings of the association. A quorum shall consist of four members. The chairperson can if required place a casting vote.

Any other committee or sub-committee shall be directly responsible to the executive team, and shall abide by any decision of that team

5.2 Sub-Committees

Sub-committees shall be structured and hold responsibilities as follows:

- Secondary Schools' Orchestral Festival – in association with representatives from the Christchurch Symphony Orchestra will organise and run the annual Secondary Schools' Orchestral Festival.
- Itinerant Music Teachers' Representatives – liase with secondary school music departments over issues relating to ITM programmes in schools.

In addition to members elected at the AGM members of sub-committees can be co-opted during the year as required under the approval of the executive team. Additional sub-committees may be formed from time to time as circumstances require for a specific purpose. Any sub-committee reports to the members on a regular basis.

5.3 Financial

All funds of the association shall be paid into a bank to the credit of the association. The treasurer shall submit a statement of accounts to the members at each of their meetings. All accounts shall be submitted by the Treasurer to be approved for payment by the meeting.

Receipts shall be provided for monies received and all payments out of funds made by cheque signed by the Treasurer and one other member of the executive team.

The treasurer will prepare a set of annual accounts (balance sheet and statement of income) for independent audit and present these duly audited accounts to the AGM.

The AGM will decide on and approve annual subscriptions payable for each financial year. Subscriptions must be paid by the start of Term 2 in each year. Non-financial members will be deleted from the membership list for that financial year.

5.4 Private Profit

Any income, benefit, or advantage must be used to advance the charitable purposes of the CWSMTA.

No member of the CWSMTA, or anyone associated with a member, is allowed to take part in, or influence any decision made by the organisation in respect of payments to, or on behalf of, the member or associated person of any income, benefit, or advantage.

Any payments made to a member of the CWSMTA, or person associated with a member, must be for goods or services that advance the charitable purpose and must be reasonable and relative to payments that would be made between unrelated parties.

6.0 Amendments to the Constitution

Amendments to this constitution may only be made by a majority of the members present at an annual or otherwise duly constituted general meeting.

Any proposed amendments must be viewed by the executive team no later than 14 days prior to the annual or general meeting.

Any issues not covered by the constitution may be determined by the executive team and ratified at the following AGM.

7.0 Specific Powers, Processes and Duties

7.1 Chairperson of Executive Team

Responsible for the supervision of the business and affairs of the executive team including the management of meetings. Has the right to a deliberative vote and if required a casting vote.

7.2 Deputy Chairperson of Executive Team

Responsible to assist the chairperson as necessary and to act as chairperson if needed.

7.3 Secretary

Responsible for ensuring that association members are kept up-to-date and informed of association business and other matters of interest.

7.4 Treasury

Responsible for keeping an up-to-date and accurate register of the membership of the association.

Responsible for collecting, receipting, and banking all monies due to the association, to organise the payment of accounts in a timely and business-like manner and to provide up-to-date accounts on a regular basis to the executive team.

Responsible for overseeing the process of placing bids for funding from any charity or agency to ensure this process meets the requirements of the relevant Government department.

8.0 Winding-Up

Should the CWSMTA be wound up by resolution of its members, any property remaining after the settlement of all the organisation's debts and liabilities will be given or transferred to another organisation that is charitable under New Zealand law and has purposes similar to CWSMTA, such as Music Education Canterbury, MENZA or METANZ.

**THIS CONSTITUTION WAS ADOPTED ON JUNE 25TH 2008 AT THE
GENERAL MEETING HELD AT RANGI RURU GIRLS' SCHOOL,
CHRISTCHURCH**