

# **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, and to create and facilitate learning and development opportunities for secondary students and teachers.

## **3.0 Annual General Meeting or General Meeting**

The Annual General Meeting (AGM) shall be held no later than the last week of May 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 SIX 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:

Sub-committees, which represent CWSMTA, shall work in partnership with Christchurch Symphony Orchestra (CSO) as follows:

The Christchurch Symphony Orchestra agrees to:

- Administer and deliver the Secondary Schools Orchestra Festival on behalf of and consultation with CWSMTA
- Undertake financial management of the festival including setting the budget in consultation with CWSMTA
- Appoint commentators in consultation with CWSMTA
- Apply for funding for the festival on behalf of CWSMTA
- Design promotional collateral for the festival
- Undertake all promotional and PR activity associated with the event

The Christchurch Westland Secondary Music Teachers Association through its advisory committee agrees to:

- Set times and dates for the festival in consultation with the CSO
- Provide a timeline, training and supply current templates and forms for the CSO to use in 2017
- Assist with funding for SSOF in conjunction with the CSO
- Permit the CSO to display banners at the festival

Itinerant Music Teachers' Representatives – liaise 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 through electronic transaction 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) and present these 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 the taking of minutes at all meetings.

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

##### **7.4 Treasurer**

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 May 8<sup>th</sup> 2018 AT THE GENERAL MEETING HELD AT Boys' High School, CHRISTCHURCH.**

**Signature**

**Signature**

**Nanako Sato  
Chairperson  
CWSMTA**

**Regan Barker  
Treasurer  
CWSMTA**