

NEW ZEALAND PRINCIPALS' FEDERATION

ANNUAL MEETING 2010

TABLE OF CONTENTS

SECTION A

- 2 Mission Statement and Vision
- 3 Executive, Kaumatua, Life Members, Associates of NZPF and Service with Distinction Awards
- 4 Past Presidents, Secretaries and Treasurers
- 5 Executive Members 1982 - 2010
- 6 NZPF Business Partners

SECTION B

- 9 Agenda
- 10 Standing Orders
- 18 Minutes of Previous Annual General Meeting
- 20 President's Report
- 24 Membership Statistics
- 27 Financial Report
- 38 Constitutional Remits

SECTION C

- 41 New Zealand Principals' Federation Constitution

MISSION STATEMENT

Providing a collective and professional voice for New Zealand's school principals as they lead learning in the 21st century.

VISION

The most respected and influential advocate for principals.

NEW ZEALAND PRINCIPALS' FEDERATION

NATIONAL EXECUTIVE 2010

President	Ernie Buutveld	Marlborough
Past President	Geoff Lovegrove	Feilding
Vice President	Peter Simpson	Christchurch
National Secretary	Paul Drummond	Nelson
Treasurer	David Ellery	Auckland
Executive	Gavin Beere	Auckland
	Kevin Bush	Auckland
	Sally Direen	Dunedin
	Jacqui Duncan	Christchurch
	Wayne Facer	Timaru
	Philip Harding	Christchurch
	Julie Hepburn	Levin
	Liz Millar	Wellington
	Phil Palfrey	Auckland
	Peter Witana	Kawakawa
Kaumatua	Tauri Morgan	

LIFE MEMBERS

Don Le Prou	(dec) 1989
Tom Brown MBE	1987
Ian Payne	1988
Con Coffey	1990
Ken Morris	1990
John Boyens	1994
Ross Whimp	1994
Jean Packman	1996
David Stewart	2001
John Cunningham	2001
Dick Connolly	(dec) 2002
Tauri Morgan	2004
Marilyn Yeoman	2005
Lester Flockton	2005
Gavin Price	2009
Russell Young	2009

ASSOCIATES OF NZPF

John Fleming	1999
Marilyn Yeoman	1999
Nola Hambleton	2001
Peter Whatt	2003
Ian Fox	2004
Geoff Lovegrove	2004
Gavin Price	2004
Russell Young	2005
Jenny Earle	2005
Laurie Thew	2005
Madeleine East	2007
Kelvin Squire	2007
Pat Newman	2009
Judy Hanna	2009

SERVICE WITH DISTINCTION

Ken Morris	1989	John Cunningham	1996
Joan Scanlan	1990	Alan Upston	1996
Alan Bond	1990	Brian Davidson	2007
John Cornish	1990	Alan Straker	2007
Carl Olivercrona	1991	Harvey Porteous	2007
Grahame Smith	1993	Murray Burton	2008
Colin McCormack	1993		
Kelvin Bennett	1993		
Peter D'Ath	1994		
Lorraine Nikora	1994		
Christine Gardner	1995		

PAST PRESIDENTS

Tom Brown MBE	1982-1984
Don Le Prou	1984-1987
Con Coffey	1987-1989
John Boyens	1989-1991
Jean Packman	1991-1993
John Fleming	1993-1995
Marilyn Yeoman	1995-1997
Nola Hambleton	1997-1999
Geoff Lovegrove	1999-2001
Jenny Earle	2001-2003
Kelvin Squire	2003-2004
Pat Newman	2005-2006
Judy Hanna	2007
Paddy Ford	2008

SECRETARIES

Grahame Smith	1982-1984
Colin McCormack	1984-1987
Bevyn Gibson	1987-1987
John Fleming	1989-1991
Marilyn Yeoman	1991-1993
Dave Winefield	1993-1995
Judy Hanna	1996-2004
Colleen Gray	2005-2009
Paul Drummond	2010

TREASURERS

Ross Agnew	1982-85
Monty Morrison	1985-86
Russell Young	1986-02
Geoff Lovegrove	2002-08
David Ellery	2009-2010

EXECUTIVE MEMBERS 1982 - 2010

Ron McDonald	1982-1983	Dave Winefield	1991-1995
David Peterson	1982-1983	Tony Rzoska	1992-1995
Bruce Adin	1982-1984	Muriwai Jones	1993-1994
Jack Archibald	1982-1984	Tauri Morgan	1993-1997
Jock Spence	1982-1985	Pererika Twist	1993-1995
Grahame Smith	1982-1986	Judy Hanna	1994-2008
<i>(Membership Registrar 84-86)</i>		Peter Whatt	1994-2000
Ross Agnew	1982-1987	Jenny Earle	1995-2004
<i>(Treasurer 82-85)</i>		Alistair Kay	1995-1996
Ian Payne	1982-1987	Pat Newman	1995-2007
Tom Brown	1982-1988	<i>(Membership Registrar 97-04)</i>	
Don Le Prou	1982-1989	Colleen Murray/Gray	1996-2009
Joan Scanlan	1982-1989	Gavin Price	1996-2004
Ross Whimp	1982-1993	Bruce Robertson	1996-1998
<i>(Membership Registrar 86-93)</i>		Iain Taylor	1996-1997
Sister M Monaghan]	1983-1984	Martin Bate	1997-1999
Sister Anne Warren]		<i>(Editor 98-99)</i>	
Ken Morris	1983-1989	Liz Sissons	1997-2000
<i>(Editor 84-89)</i>		Kelvin Squire	1997-2006
Monty Morrison	1984-1986	Madeleine East	1998-2006
<i>(Treasurer 85-86)</i>		Marion Fitchett	1999-2007
Colin McCormack	1984-1987	<i>(Editor 99-07)</i>	
John Newman	1984-1987	Barry Hambleton	1999-2009
Kelvin Bennett	1984-1992	Paddy Ford	2000-2009
June Scott	1985-1986	Julie Hepburn	2000-2003
Peter Corrigan	1985-1988	Peter Simpson	2000-
John Cornish	1985-1990	Peter Gunn	2001-2002
Russell Young	1985-2002	Ernie Buutveld	2002-
<i>(Treasurer 86-2002)</i>		<i>(Membership Registrar 05-07)</i>	
Con Coffey	1985-1990	Linda Woon	2002-2005
Robin Clegg	1986-1987	Liz Millar	2003-
Hettie Tapsell	1986-1989	Mark Ellis	2005-2006
Alan Bond	1987-1990	Julie Hepburn	2005-
Jean Packman	1987-1995	Jacqui Duncan	2006-
Christine Gardiner	1987-1992	Paul Drummond	2007-
John Boyens	1987-1993	David Ellery	2007-
John Cunningham	1987-1996	<i>(Acting Treasurer 08)</i>	
Carl Olivercrona	1987-1990	Peter Witana	2007-
Robin Penman	1989-1990	Sally Direen	2008-
Dick Connolly	1989-2000	Phil Palfrey	2008-
Tony Draaijer	1989-1996	Philip Harding	2009-
<i>(Membership Registrar 94-96)</i>		Gavin Beere	2010-
John Fleming	1989-1997	Kevin Bush	2010-
Bevyn Gibson	1989-1991	Wayne Facer	2010-
Geoff Lovegrove	1989-		
<i>(Editor 89-97,2008)</i>			
Marilyn Yeoman	1990-1999		
Renetta Dennis	1991-1994		
Nola Hambleton	1991-2001		

NEW ZEALAND PRINCIPALS' FEDERATION

BUSINESS PARTNERS

GOLD



CallPlus Services Limited

PO Box 108-109
Symonds Street
Auckland 1150
Phone: 0800 89 2 225



Furnware

PO Box 1
Hastings 4156
Phone: 06 879 9170



Konica Minolta Business Solutions New Zealand Limited

Private Bag 92 635
Symonds Street
Auckland 1150
Phone: 09 356 6000



Programmed Property Services

PO Box 12742
Penrose
Auckland 1061
Phone: 09 571 0439



Scholastic New Zealand Limited

Private Bag 94407
Greenmount
Auckland 2141
Phone: 09 274 8112

SILVER



ALSCO

PO Box 74450
Market Road
Auckland 1543
Phone: 09 524 3222



Lundia Shelving Limited

PO Box 14216
Panmure
Auckland 1741
Phone: 09 528 5304



Sitech Systems NZ Ltd
PO Box 5551
Frankton
Hamilton 3242
Phone: 07 846 0060

BRONZE



Ahead Buildings
PO Box 12-325
Penrose
Auckland 1642
Phone: 09 570 9362



ASB Bank Limited
PO Box 35
Shortland Street
Auckland 1140
Phone: 09 377 8930



Crest Commercial Cleaning Ltd
PO Box 740
Dunedin 9054
Tel: 03 477 1126



Equico Limited
PO Box 6745
Wellesley Street
Auckland 1141
Tel: 09 302 8273



Harrison Tew Ltd
PO Box 230 237
Botany
Auckland 2163
Tel: 027 429 0018



Intrepica
PO Box 147077
Ponsonby
Auckland 1144
Tel: 09 912 8151



MUSAC
Massey University
Private Bag 11222
Palmerston North 4442
Phone: 06 350 9254



PhotoLife Studios Limited
PO Box 97399
Wiri
South Auckland Mail Centre 2241
Phone: 09 262 1040



Postie Plus Group Limited
PO Box 4525
Christchurch 8140
Phone: 03 339 5700



School Supplies
PO Box 5024
Wellesley Street
Auckland 1141
Phone: 09 279 7628



Smith & Smith
PO Box 17307
Greenlane
Auckland 1546
Phone: 09 271 2985



Smokefree Schools
PO Box 2142
Wellington 6140
Tel: 04 472 5777

NEW ZEALAND PRINCIPALS' FEDERATION

AGENDA FOR 29th ANNUAL MEETING

4.00 pm Thursday, 1 July 2010
Queenstown Events Centre, Frankton

Karakia

Tauri Morgan

Identification of Members

Acknowledgement of life members attending
Welcome to overseas visitors and new members

Apologies

Confirmation of Standing Orders

Adoption of Agenda

Minutes of 28th Annual Meeting

Corrections to Minutes
Matters arising

Correspondence

Matters arising

President's Report

Ernie Buutveld

Membership Statistics

Financial Report and Statement of Accounts

David Ellery

Appointment of Auditor

Constitutional Remits

General Business

Awards

Next Annual Meeting:

Friday, 8 April 2011
Wellington

Closure

Tauri Morgan

NEW ZEALAND PRINCIPALS' FEDERATION (INCORPORATED)

STANDING ORDERS

1. GENERAL

1.1 INTERPRETATION

1.1.1 In these Standing Orders unless inconsistent with the context:

FEDERATION means for the purposes of these Standing Orders, the New Zealand Principals' Federation (Incorporated), or any Committee or Sub Committee thereof, and includes the National Executive.

NATIONAL PRESIDENT means the National President of the Federation and includes any person acting as the Chairperson of any Committee or Subcommittee of the National Executive.

NATIONAL SECRETARY means the National Secretary of the Federation and includes for the purposes of these Standing Orders any employee authorised by the National Executive for similar purposes.

COMMITTEE includes in relation to the National Executive:

- (a) a Committee comprising all of the members of the National Executive; and
- (b) a Standing Committee or special Committee appointed by the National Executive; and
- (c) any Subcommittee of a Committee described in paragraph (a) or paragraph (b) of this definition.

IN COMMITTEE: The Federation may, by resolution of the members present and voting, decide to consider any matter or matters confidentially. During the course of such a session, information placed before the meeting shall be classed as "In Committee" and shall not be made available to the Press, members generally not attending the meeting, or in the form of minuted materials.

MEETING means any annual, general, ordinary, special or emergency meeting of the Federation; and any meeting of any Committee or Standing Committee or special Committee or Subcommittee of the National Executive.

MINUTES means the minutes or any other record or the proceedings of any such meeting of the Federation and/or its Committees.

1.2 APPLICATION OF STANDING ORDERS

1.2.1 These Standing Orders shall, so far as applicable, extend to the proceedings of all Federation meetings and all Committees of the National Executive.

1.2.2. All members of the Federation shall abide by these Standing Orders.

1.3 NATIONAL PRESIDENT'S RULING FINAL

1.3.1 The National President shall decide all questions where these Standing Orders make no provision or insufficient provision.

1.3.2 The National President's Ruling shall be final in all respects and not open to debate.

1.4 ALTERATION OF STANDING ORDERS

1.4.1 After the adoption of the first Standing Orders, amendment of the Standing Orders shall require in every case a vote of three quarters of the members present and voting at an Annual General Meeting.

1.5 APPOINTMENT OF COMMITTEES

1.5.1 National Executive may appoint such Standing Committees and special Committees as it considers appropriate.

1.5.2 A Committee may not appoint Subcommittees unless so empowered by the National Executive.

1.5.3 Every Committee shall be subject in all things to the control of the National Executive.

1.6 POWERS OF DELEGATION

1.6.1 National Executive may delegate to any Committee any of its functions, powers or duties.

1.7 PROCEEDINGS NOT INVALIDATED BY VACANCIES AND IRREGULARITIES

1.7.1 No act or proceedings of the Federation or of any person acting as a member of the Federation shall be invalidated in consequence of there being any vacancy in the membership of the Federation or National Executive at the time of the act or proceeding, or the subsequent discovery that there was some defect in the election or appointment of any person so acting.

1.8 GENERAL PROVISIONS FOR MEETINGS

1.8.1 The Federation shall hold such meetings as are necessary for the purposes for which it was established.

1.9 ORDINARY MEETINGS

1.9.1 The Federation shall hold ordinary meetings as such times and such places as it from time to time appoints, and in accordance with the Constitution of the Federation.

1.10 SPECIAL AND EMERGENCY MEETINGS

1.10.1 The Federation may hold special meetings in accordance with its Constitution.

1.11 NOTICES TO MEMBERS OF MEETINGS

1.11.1 The National Secretary shall give the notice required to members of the time and place appointed for holding each ordinary meeting and any special meetings.

1.12 CHANGES TO COMMITTEE

1.12.1 The National Executive may at any time discharge, alter, continue or reconstitute any Committee.

1.12.2 Every Committee shall, unless sooner discharged by the National Executive be deemed to be discharged at the next following Annual General Meeting of members.

1.13 NATIONAL PRESIDENT OF FEDERATION AN EX-OFFICIO MEMBER

1.13.1 The National President of the Federation shall be an ex-officio member of every Committee of the National Executive.

2. MEETINGS

2.1 NATIONAL PRESIDENT TO PRESIDE AT MEETINGS

2.1.1 The National President of the Federation shall preside at every meeting in which he or she is present. Alternates are acceptable as set out in Section 15 (c) of the Constitution of the Federation.

2.1.2 The National Executive may appoint a member of any Committee to be the Chairperson of the Committee.

2.1.3 The Chairperson of a Committee shall preside at every meeting of the Committee at which he or she is present.

2.1.4 Any Committee may from time to time appoint a Deputy Chairperson to act in the absence of the Chairperson.

2.1.5 If there is no Deputy Chairperson, the members present shall appoint one of their number to preside at the meeting in the absence of the Chairperson.

2.2 ORDER OF BUSINESS

2.2.1 The National Executive shall adopt an order of business which shall normally apply and may vary it from time to time.

2.3 AGENDA

2.3.1 The National Secretary shall prepare for each meeting an agenda setting forth the items of business to be brought before the meeting so far as it is known.

2.3.2 The first four items on the agenda for an ordinary meeting of the National Executive shall be:

- (a) Apologies for absences
- (b) Adoption of the Agenda for the Meeting - General Business to be raised should be notified at this stage
- (c) Confirmation of Minutes
- (d) Business arising out of the Minutes

2.4 CHAIRPERSON'S REPORT

2.4.1 The National President shall have the right to direct the attention of the National Executive by report to any matter or subject within the role or function of the National Executive.

2.5 EXTRAORDINARY BUSINESS AT ORDINARY MEETINGS

2.5.1 Only business on the agenda shall be transacted at any meeting unless the National President determines additional business to be extraordinary or urgent. Such additional business shall have arisen since the opportunities listed under "Adoption of the Agenda" Section 2.3.2 (b) above. (The National President's decision in this regard shall be final and not open to debate.)

2.6 PRECEDENCE OF BUSINESS

2.6.1 Notwithstanding anything to the contrary contained in these Standing Orders, and after the confirmation of the minutes of the previous meeting, the National President may accord precedence to any business set down on the agenda for consideration.

2.7 TIME LIMIT AT MEETINGS

2.7.1 Unless pursuant to a resolution of the National Executive, no meeting of the Federation shall sit beyond 10.30pm.

2.8 LEAVE OF ABSENCE AND APOLOGIES

2.8.1 The National President shall invite apologies at the beginning of each meeting and these shall be recorded in the minutes.

2.9 MINUTES OF MEETINGS

2.9.1 The National Secretary shall keep the minutes of meetings. The minutes shall record the apologies of those not attending each meeting, and every

resolution, order, or other proceeding of the meeting (identified by a unique code number).

2.9.2 The minutes and proceedings of every meeting shall be circulated to members and considered at the next ordinary meeting succeeding, and if approved by the meeting, or when amended as directed by that meeting shall be signed by the Chairperson of such succeeding meeting.

2.9.3 No discussion shall arise on the substance of the minutes at the succeeding meeting except as to their correctness.

2.10 MINUTE BOOKS

2.10.1 The minute books of the Federation shall be kept by the National Secretary and shall be open to inspection.

2.10.2 The National President and the National Secretary shall be responsible for confirming the correctness of the minutes of the last meeting of a National Executive prior to the next election or appointment of members.

2.11 PROCEDURAL MOTIONS TO TERMINATE OR ADJOURN DEBATE

2.11.1 Any member who has not spoken during debate on any matter may move one of the following procedural motions to terminate or to adjourn debate, but not so as to interrupt a member speaking:

(a) That the motion now under debate be now put (*a closure motion*)

OR (b) That the meeting move directly to next business, superseding the item under discussion.

OR (c) That the item of business being discussed be referred to (or referred back to) the relevant Committee of the National Executive.

2.11.2 Procedural motions to terminate or adjourn debate shall take precedence over other business (other than points of order), and shall, if seconded, be put to the vote immediately without discussion or debate.

2.11.3 All procedural motions to terminate or adjourn debate shall be determined by a majority of those members present and voting. If lost, a further procedural motion to terminate or adjourn debate may not be moved by any other member within a quarter of an hour thereafter.

2.11.4 Notwithstanding order 2.11.6 a closure motion shall be put if there is no further speaker in the debate.

2.11.5 When an amendment to a motion is under debate, a closure motion relates to the amendment and not to the motion.

2.11.6 If a closure motion is carried, the mover of the motion then under debate is entitled to the right of reply, and the motion or amendment under debate shall then be put.

2.11.7 Business referred back to a specified Committee shall be considered at the next ordinary meeting of that Committee.

2.12 NOTICES OF MOTION

- 2.12.1 Notices of motion shall be in writing signed by the mover, stating the meeting at which it is proposed that the notice of motion be considered, and shall be delivered to the National Secretary as prescribed by the Constitution.
- 2.12.2 No notice of motion shall proceed in the absence of the mover.
- 2.12.3 A notice of motion may only be altered by the mover with the consent of the meeting.
- 2.12.4 Notices of motion not moved on being called by the chair shall lapse.
- 2.12.5 Any notice of motion referring to any matter ordinarily dealt with by a Committee of the National Executive may be referred by the National Secretary to that Committee.

2.13 REPEAT NOTICES OF MOTION

- 2.13.1 When a motion which is the subject of a notice of motion has been considered and rejected by the Federation, no similar notice of motion which, in the opinion of the Chairperson, is substantially the same in purport and effect shall be accepted within six months.
- 2.13.2 Where a notice has been considered and agreed by the Federation, no notice of any other motion which is, in the opinion of the Chairperson, to the same effect shall be put again while the original motion stands.

2.14 MOTIONS

- 2.14.1 All types of motions and amendments moved in debate (including notices of motion) must be seconded, and thereupon the Chairperson shall state the matter raised and propose it for discussion.
- 2.14.2 Motions must be stated to require a positive action of the Federation, National Executive or Committee(s).
- 2.14.3 The Chairperson may require the mover of any motion or amendment to submit the motion or amendment in writing signed by the mover.
- 2.14.4 A motion or amendment may only state one action required of the Federation.

2.15 AMENDMENTS

- 2.15.1 When a motion has been seconded and proposed by the Chairperson for discussion, an amendment may be moved and seconded by any members who have not yet spoken to the motion.
- 2.15.2 Amendments which are proposed but not seconded shall not be in order nor entered in the minutes.
- 2.15.3 Every proposed amendment must be relevant to the motion under discussion and not be in similar terms to an amendment which has been lost.

- 2.15.4 No amendment which amounts to a direct negative shall be allowed which, if carried, would have the same effect as negating the motion.
- 2.15.5 No further amendment shall be allowed until the first amendment is disposed of, although members may give notice to the chair of their intention (foreshadowing) to move further amendments and the nature of their content.
- 2.15.6 Where an amendment is carried, the motion as amended becomes the substantive motion, and any member, other than previous movers or seconders in debate, may then propose a further amendment.

2.16 RULES OF DEBATE

- 2.16.1 The person in the chair shall be addressed courteously with the choice of mode of address being as determined by the Chairperson.
- 2.16.2 Any member may second a motion or amendment without speaking to it, reserving the right to speak later in the debate.
- 2.16.3 In speaking to any motion or amendment, members shall confine their remarks strictly to the motion or amendment.
- 2.16.4 If three speakers have spoken consecutively in support, or in opposition to any motion, the Chairperson may call for a speaker to the contrary. If there is none, the Chairperson will put the question without further debate.
- 2.16.5 Members may not speak more than once to a motion.
- 2.16.6 Members may request the Chairperson to restate the motion for their information at any time during the debate.
- 2.16.7 The mover of an original motion shall have a right of reply.
- 2.16.8 Members may speak to any matter before the meeting, or upon a motion or amendment to be proposed by themselves, or upon a point of order arising out of debate, but not otherwise.

2.17 CONDUCT OF MEETINGS

- 2.17.1 Whenever the Chairperson rises during any debate any member then speaking or offering to speak shall be seated, and members shall be silent so that the Chairperson may be heard without interruption.
- 2.17.2 No member, or member of the media, may use or be associated with the use of a recording device without the knowledge of the meeting and the consent of the National President.

2.18 POINTS OF ORDER

- 2.18.1 Any member may rise to speak to a point of order upon any breach of these Standing Orders and the member previously speaking shall thereupon be seated and stop speaking.
- 2.18.2 The member rising shall state without explanation precisely the subject matter or the point of order.
- 2.18.3 No point of order shall be raised during the voting on any measure except by permission of the Chairperson.

2.18.4 The Chairperson may decide any point of order immediately after it has been raised by any member, or may first hear further argument thereon before deciding. The ruling of the Chairperson upon any point of order shall not be open to any discussion and shall be final.

2.19 VOTING

2.19.1 All acts of the Federation shall be done and all questions before the Federation shall be decided at a meeting by the majority of such members as are present and vote thereon.

2.19.2 The Chairperson or other person presiding at any meeting shall have a deliberative vote and, in the case of equality of votes, shall have a casting vote also.

2.19.3 Any member may abstain from voting and shall have their abstention recorded in the minutes where requested.

2.19.4 No member shall vote or take part in the discussion of any matter at any meeting where they, directly or indirectly, have pecuniary interest.

2.19.5 Every member present when any matter is raised where they directly or indirectly have a pecuniary interest therein, apart from any interest in common with the public, shall be under a duty to fully declare any such interest to the meeting.

2.19.6 In all elections to positions within the Federation, the Chairperson shall at the time of declaring the results of the election specify the number of votes recorded for each and every candidate.

3. FINANCIAL REPORTS

3.1 INSPECTION OF FINANCIAL REPORTS

3.1.1 Any member of the Federation may, at any reasonable time, inspect the accounting documents of the Federation and take copies of them.

~~%~~Accounting documents#

(a) Means documents that are prime entries into financial records; and

(b) Includes:

(i) Ledger accounts

(ii) Other records derived from the prime entries irrespective of the form in which they are kept.

3.1.2 The accounts submitted to a national Executive meeting for approval shall, at the beginning of the meeting, be laid on the table for inspection by members.

3.2 USE OF THE COMMON SEAL

3.2.1 The common seal of the Federation shall be held at the National Office of the Federation.

3.2.2 The seal shall not be affixed to any document unless in the manner prescribed in Rule 1 of the Federation, and shall be recorded in the Minutes at the meeting authorising the sealing.

NEW ZEALAND PRINCIPALS' FEDERATION

ANNUAL GENERAL MEETING

Minutes of the 28th Annual General Meeting held in Palmerston North
on 2 July 2009, Conference Venue, Palmerston North

Starting time:	4.00 pm
PRESIDENT:	E Buutveld
KARAKIA:	T Morgan
IDENTIFICATION OF MEMBERS:	President E Buutveld declared that we have a quorum.
ACKNOWLEDGEMENT:	Life members attending: T Morgan President E Buutveld welcomed new members.
APOLOGIES:	P Drummond, P Palfrey, T Brown, R Whimp, J Boyens, M East, P Ford. MOVED "That the apologies be accepted". AGREED L Millar/P Harding
CONFIRMATION OF STANDING ORDERS:	MOVED "That the standing orders be accepted". AGREED J Hanna/L Robertson
ADOPTION OF AGENDA:	MOVED "That the agenda, be adopted". AGREED B Hambleton/C Stewart
MINUTES:	MOVED "That the minutes of the 27th Annual General Meeting be confirmed". AGREED P Witana/P Newman
MATTERS ARISING:	Nil
CORRESPONDENCE:	Nil
PRESIDENT'S REPORT:	President E Buutveld MOVED "That the President's report be adopted". AGREED E Buutveld
FINANCIAL REPORT:	Moved "That the audited Financial report, year ended 2008 be adopted". AGREED D Ellery/B Hambleton MOVED "That the firm of Grant Thornton be re-appointed as auditors for the 2009 financial year". AGREED D Ellery/G Lovegrove
MEMBERSHIP STATISTICS:	As recorded in the AGM Booklet.

GENERAL BUSINESS:

1. Constitutional Change.

Moved “That clauses 12 a), c) and d) of the constitution be amended by replacing the words “by a postal ballot of members.” with “by a secret ballot of Full Members.”,

and

“That clause 10 d) be deleted and replaced with “Where the subscription is paid by the last day of August, the member will be entitled to vote as provided in clause 12.”.

AGREED E Buutveld/C Gray

Future NZPF Conferences: Conference 2011 is being considered with Wellington as a possible venue.

Awards: President E Buutveld acknowledged the recent honours bestowed on L Flockton and M East. Announcement made that P Newman and J Hanna will be presented with Associate NZPF Awards during this Conference. Associate Members R Young and G Price to be awarded Life Membership.

NEXT ANNUAL GENERAL MEETING:

President E Buutveld invited all members to meet in Queenstown on 30 June 2010 for the next Annual General Meeting.

CLOSURE:

T Morgan

The President closed the 28th Annual General Meeting at 4.36 pm

It gives me great pleasure to report on the 2009 activities of the Federation. It can of course not reflect the detail, the hours, energy and enthusiasm that is collectively put together for its more than 2200 members.

The 2009 year kicked off with a few delightful January days in sunny Marlborough where the executive reviewed previous plans and revised goals for the year. Life Member Lester Flockton provided an appraisal of what the New Year might bring given that a new government was busily hastening its way through its first 100 days in office. A superlative cruise in the Sounds rounded off the busy few days and rounded off a very positive and buoyant start to the year.

The identification of four keys issues to be overseen by two teams *Organisation/Relations* (Julie Hepburn) and *Professional/Leadership* (Jacqui Duncan) was to prove prophetic. The following say a lot in retrospect and also in prospect as work continues into 2010 across all fronts.

- Professional leadership
- Standards, assessment and reporting
- Special education
- Extreme/challenging behaviour

These issues echoed throughout much of the year and were discussed along with others at the annual PresidentsqMoot in Wellington. The Minister did not attend but useful conversations were had with a variety of leaders from the centre. *Moving Forward Together* provided a salient theme as ERO, NZEI, the Teachers Council and MoE all contributed to the day.

The *Business Partners'* Team was continued to be ably led by Barry Hambleton and during the conference last year time was set aside to recognise BPs who had been with the Federation for 15 years. This bears testament to the efforts of this team over the years. This work contributes hugely to what the Federation can do.

Some considered effort was put into the notion of being on the front foot and an *Advocacy* (Peter Simpson) team was formed to help guide the work of the NZPF. With a different political season upon education, being better placed to meet the challenges was an area needing energy and ultimately some resource from subscriptions.

The magazine continued under the masterful guidance and keen energy of Geoff Lovegrove. We continue to receive acclaim for the quality this magazine exemplifies.

Only one new member was welcomed to the executive for 2009 . Phil Harding (Paparoa St School . Chch). Phil took the position left vacant by Judy Hanna completing her term as Immediate Past President. David Ellery very capably continued in the role of Treasurer and the National Secretary duties were again done very ably by Colleen Gray.

The tradition of holding one meeting in Auckland, one in the South Island and one in the conference town continued. Three were held at our National Office in Wellington with Hokitika and Palmerston North completing the tour for 2009. The intention is twofold in that executive members get to visit a number of schools beyond their patch and also encourage local colleagues to meet both formally and informally with their national representatives. The practice also of having two observers at each meeting continued providing principals from around the country some insight and perspective of issues beyond the immediate and local. This is also valuable for the executive as local issues can be heard directly.

I would like to express my thanks to all the executive members for their hard work and long hours they contribute individually and collectively. Not only do they serve the national cause but

also locally and very often in a leadership role as well. They are a talented and committed group who guide and carry out the Federation's work with integrity and wisdom.

It was at the Hokitika meeting that the decision was made to establish for a fixed term at least, the position of Executive Support Manager. For some years various national executives have discussed how to structure its human resources. Some *Blue Sky* discussion followed and the Federation looked to fill the position as soon as possible in 2010. Key elements in the job description include magazine editor, minute secretary, researcher and speech-writer. Some knowledge and/or experience of politics was also to be included in the mix.

Further change has been heralded and Nelda Hotop, our Office Manager of twelve years, has let us know that the annual meeting of 2010 will be her last as she will retire in only a few months. Her contribution to the Federation will be more appropriately celebrated in due course. Suffice it to say her work, happy disposition and willingness to go that extra mile will not be easily replicated. We wish her well in her retirement.

2009 would have to be notable for two national issues that seemed to take over much of the education sector energy and effort. From within and across the sector came the call to take a hard look at how best to respond to disruptive and extreme pupil behaviour in our classrooms and schools. The NZPF was a key player in promoting the *Taumata Whanonga* (Behaviour Summit) which has resulted thus far at least, in the *Positive Behaviour for Learning Action Plan 2010 - 2014* which is now underway. Whilst not yet addressing the issues in secondary schools it does go some way to getting to the age group most likely to get the greatest benefit and also provide support early.

The political promise of National Standards redefined for much of the compulsory sector, virtually the remainder of the year. Issues of efficacy, philosophy, ethics, consultation, services and resources dominated the media as the NZPF earlier on led the charge seeking the government to heed the advice of its professionals and academics. With evidence and consultation clearly not supporting this government policy, much of NZPF's time and resource has been spent trying to seek a solution that both colleagues and the government could live with but with the publishing of the revised NAGs, especially NAG 2A, the die was cast and huge effort from the Ministry has been labouring since to implement and justify this flawed policy. Efforts on behalf of children, parents, teachers and colleagues will continue into 2010 as some way of mitigating the negatives are pursued. 2009 ended with relationships across the sector at the lowest they had been for some time. No school leader is looking forward to the implementation of the standards in 2010.

Towards the end of the year a review of Special Education was announced and material prepared for a submission. The commissioned research of the Special Needs Action Group (SNAG) continued and will contribute to that work in 2010.

Under the guidance and direction of Dr David Stewart the Federation was successful in its bid to provide a programme of professional development for experienced principals in the form of the *Ariki Project*. Much has been written about this work and indeed it was accepted as part of the International Confederation of Principals Conference in Singapore and leaders from the project outlined the work. This work continues also into 2010 and provides exciting possibilities for future professional development work which the Federation may provide.

Communication with members remains a priority with the flyer continuing to be an effective medium for keeping members informed. The Helpline continues to reflect the issues of the day and generally shows that any issue quickly turns into one of relationship/personnel. Experience reinforces strongly that being a member of the NZPF Legal Advice & Support Scheme is a good investment, especially your own hauora. Wherever sought, getting help early in the life of the problem is sound advice. The website continued to be upgraded with resources and updates being put in place.

The Federation continued to meet regularly with the Secretary for Education, ERO, various sector heads and interest groups. Towards the end of the year it became more difficult to continue meeting with the Minister as the standards policy got in the way and the Minister was disinclined to meet with any group that disagreed publicly with the policy. Representation across other more traditional and usual groups continued with executive sharing the load to be absent from their schools. More and more groups from within and beyond education seek out the voice of the Federation. The following gives an idea of the groups within which the NZPF participates:

- Curriculum and Resources
- Education NZ
- Education Outside the Classroom
- Literacy Leadership Advisory Group
- NEMP Liaison Reference Group
- NZEI PrincipalsqCouncil
- Numeracy
- Personal Financial Education Project
- PrincipalsqProfessional Development (EPG)
- School Statistics & Monitoring Group
- Teachers Council (RTC & ITE)
- School Support & Monitoring
- Special Education
- Rural Education Reference Group
- Payroll
- Property (both nationally and regionally)
- SNAG
- Asia:NZ
- Behaviour Monitoring Group
- QED (Akld)
- Unitec Advisory Committee
- National Standards

The NZPF continued to be represented at a number of overseas conferences during the year; NAHT (Brighton, England), APPA (Gold Coast) and ASPA (Adelaide) as well as ICP Council meetings in Adelaide and Singapore. Remaining in touch with international developments is always healthy as indeed is celebrating New Zealand's progress as well. It is interesting to note that in both the UK and Australia the issues are similar especially in regard to standards and the creation of a high-stakes environment. New Zealand would be well advised to look carefully and take note.

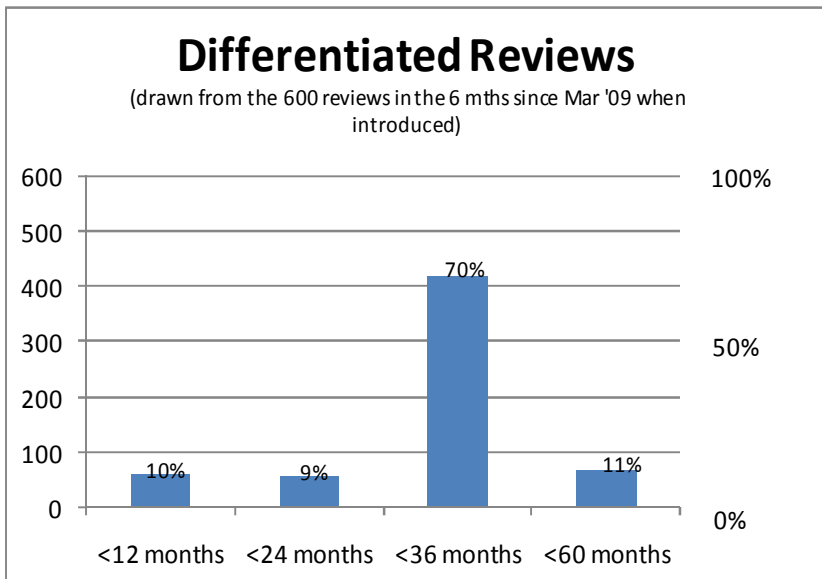
I would like to take this opportunity to acknowledge the Federation's Life Members; Tom Brown, Ian Payne, Con Coffey, Ken Morris, John Boyens, Ross Whimp, Jean Packman, David Stewart, John Cunningham, Tauri Morgan, Marilyn Yeoman and Lester Flockton. Gavin Price and Russ Young were added to their number in Palmerston North during the conference in recognition of their service over many years. The debt owed to these folk is acknowledged and for some, their work continues yet.

Susan Veldhuizen our Office Administrator along with Nelda Hoptop, acknowledged earlier, need to be recognised for their work, dedication and effort. They provide excellent support for members, visitors and the executive not to mention the president.

Last year at this meeting we approved a change to our voting procedures and within a month or two we will be initiating e-voting as a result. This will be cheaper and faster than the traditional postal method.

At this time last year we met in Palmerston North in the Manawatu at a very well run conference based around the theme of *Generating Futures*. This was a very successful gathering of colleagues and I wish to acknowledge the work done by the team that put it together. Nothing happens by chance. The Federation too must keep its eye on the future as it ventures into uncharted territory. The future will prove to remain for some time a difficult place to navigate.

Hauora, whilst not a specific issue during 2009, remains at the core of all work the Federation does. It may be with what is at the horizon that this issue may yet via workload, employment agreement or government policy become again the central issue as careers, work/life balance, health and well-being are threatened beyond the doable.



Recent data taken from the Education Review Office *Statement of Intent 2010* shows there is still work to be done by us all in supporting colleagues wherever it might need to occur within the spectrum of school leadership. All of us in this room have received the benefit of a guiding hand from peers at times throughout our time as school leaders.

One of the Federation's core beliefs is that of supporting and empowering principals

in their leadership role as it is critical to the quality of education in New Zealand classrooms.

Often the Federation is understood to be, in Wellington. While there is a key role for the Federation in Wellington, its other key role lies in your hands, in the regional associations, in the support offered and available locally, the phone call, the visit, the willingness to share resources, expertise, and the conversations. We are the Federation. These are our values;

- Professionalism: leadership, integrity, loyalty, honesty, knowledge, trust, wisdom
- Manaakitanga: care, respect, aroha, altruism
- Kotahitanga: accord, coalition, solidarity, unity, togetherness, inclusiveness
- Whanaungatanga: relationships, kinship, humour

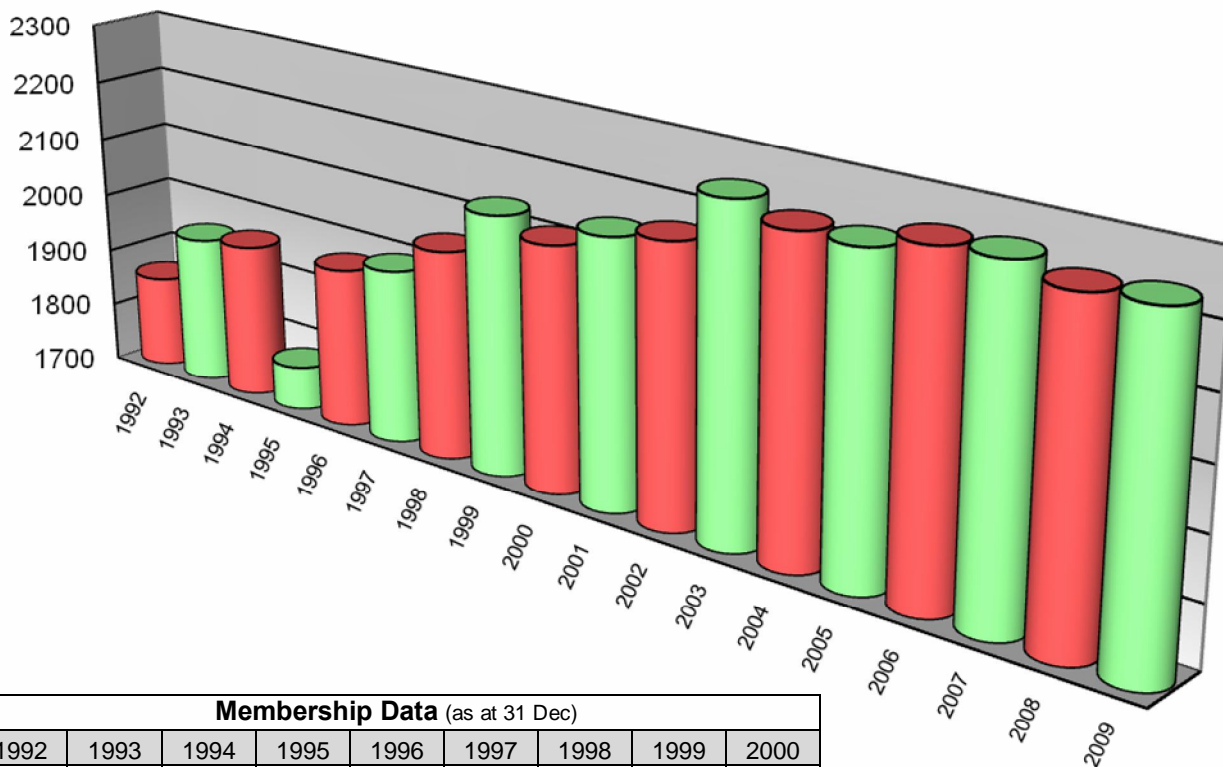
I am sure the challenges will continue to test us all at local and national level. Never before have we had to rely on each other to such an extent.

In conclusion, I continue to enjoy the challenges the office of president presents. There is substantive work ahead and keeping our vision and mission in focus, progress can be made. The work done by school leaders is truly magic and does not happen by chance. You all do amazing things for your students, staff, parents and communities. It is very humbling to be at the head of an organisation which has so many exemplary leaders within its ranks. It remains an honour indeed to serve as your president.

Ernie Buutveld
President

MEMBERSHIP STATISTICS

MEMBERSHIP HISTORY

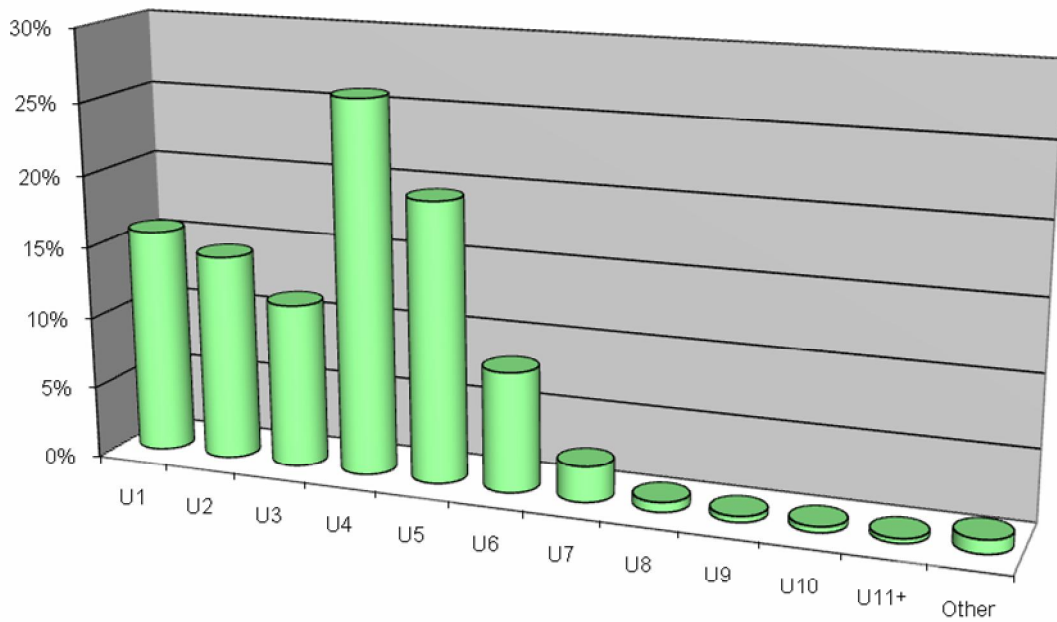


1992	1993	1994	1995	1996	1997	1998	1999	2000
1856	1951	1962	1774	1969	1992	2050	2132	2108
2001	2002	2003	2004	2005	2006	2007	2008	2009
2145	2162	2248	2224	2224	2250	2255	2234	2241

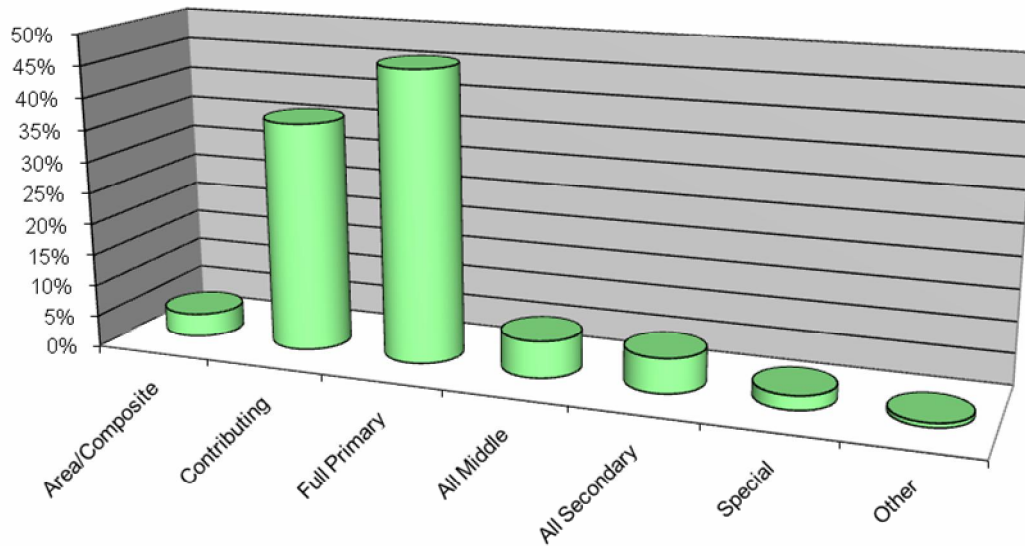
Comparison 2000 – 2009 ~ Grades as % of Total Membership

Grade	U 1	U 2	U 3	U 4	U 5	U 6	U 7+	Other	Totals
2000	14%	15%	11%	27%	24%	9%	1%		100%
2001	14%	15%	12%	27%	22%	9%	1%		100%
2002	16%	16%	11%	27%	19%	9%	2%		100%
2003	16%	16%	11%	27%	19%	9%	2%		100%
2004	16%	15%	12%	26%	19%	9%	3%		100%
2005	15%	15%	12%	26%	20%	9%	3%		100%
2006	15%	15%	11%	26%	20%	9%	4%		100%
2007	15%	14%	12%	26%	19%	9%	4%	1%	100%
2008	15%	14%	12%	26%	19%	9%	4%	1%	100%
2009	16%	14%	11%	26%	19%	8%	5%	1%	100%
Members	350	320	255	579	435	186	101	15	2241
Possible	408	341	280	622	489	250	161	27	2578
Percentage	86%	94%	91%	93%	89%	74%	63%	56%	87%
Non Members	58	21	25	43	54	64	74	12	351

Membership Composition by Grade (Dec 2009)



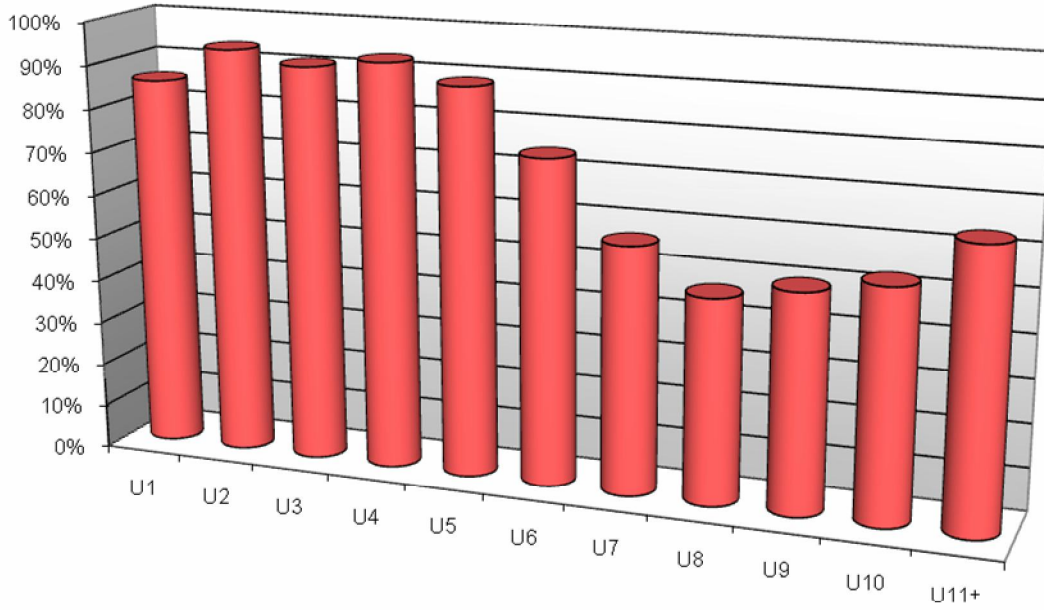
Membership Composition by Type (Dec 2009)



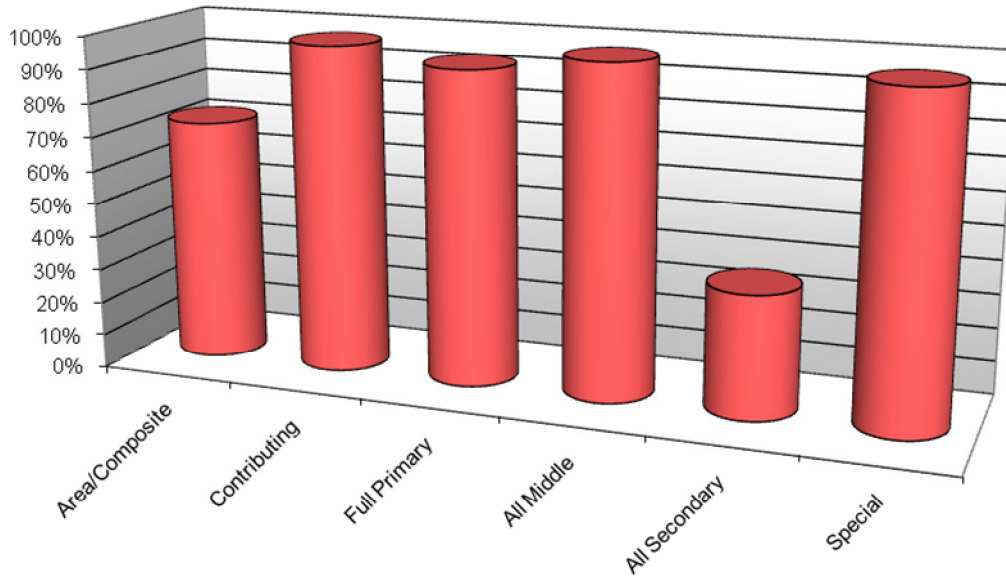
Sector representation as at 31 December 2009⁶ (Dec 2008 comparison)

- 86% of state/integrated New Zealand schools are members (no change)
- 98% of contributing schools (+1%)
- 98% of intermediate/middle schools (+2%)
- 96% of special schools (+2%)
- 93% of full primary schools (+1%)
- 72% of area/composite schools (+1%)
- 36% of secondary schools (-3%)

Membership of Grade (Dec 2009)



Membership of Institution Type (Dec 2009)



Subscription Income (GST Inclusive)

1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
\$401 784	\$433 819	\$439 255	\$440 133	\$455 021	\$451 021	\$456 579	\$461 332	\$506 644	\$500 289	\$502 086

NEW ZEALAND PRINCIPALS' FEDERATION

FINANCIAL REPORT

Year Ending December 2009

The NZPF can report another successful financial year for 2009. This page gives an overview of our financial performance including trading activities, financial position and audited accounts.

SUMMARY: With the active development of business partnerships and prudent management of expenditure 2009 has again produced a surplus for the Federation. This leaves us with a sound net result for the year. Our reserves total approx \$580,000, (equating to approx 7 months operating costs; considered a satisfactory level).

INCOME:	2009 \$	%of total	2008 \$	% of total
Trading Operations (Gross)	26,219	2.3%	29,102	2.7%
Boardroom Rental	-	-	-	-
Interest	34,829	3.3%	41,192	3.8%
Legal Benefits	3,132	-	3,186	-
Ministry Contract	124,009	11.0%	-	-
Nat. Conference Income	24,162	2.0%	116,324	10.6%
Returned Seeding Grant	15,000	1.4%	15,000	1.4%
Speaker Tour	102,655	9.0%	-	-
Business Partnerships	308,500	27.0%	308,000	28.2%
Membership Subscriptions	502,086	44.3%	500,289	46.0%
ICP Conference Income	-	-	10,000	0.9%
Cessation NZPLC partnership	-	-	55,524	5.0%
Sundry	-	-	10,640	1.0%
TOTAL	1,140,682		1,089,256	

EXPENDITURE (Key Areas. Grouped, Rounded figures):

National Office (inc salaries)	577,540	53.6%	395,900	42.8%
Membership Services	100,360	9.0%	83,000	8.0%
Executive Management	246,800	23.0%	278,000	30.0%
Conference (incl Stands)	91,700	8.5%	114,300	12.4%
International (Inc ICP Conf)	41,100	3.8%	33,500	3.6%
Depreciation	19,700	2.1%	19,700	2.1%
TOTAL	1,077,200		924,400	

Net Surplus Before Tax	63,318	164,822
Net Surplus After Tax	53,102	155,133

Some significant aspects in 2009?

- Revenue from subscriptions and business partners remains consistent
- Executive Management costs down \$30,000
- Increase in working capital of \$67,600
- Non-current asset base remains consistent
- National office includes new initiatives - Ariki Project and Malachi Pancoast speaking tour

CONCLUSION: NZPF continues to receive a quarter of its revenue from Business Partnerships, and this makes a significant contribution to the range of services available to members. We appreciate our business partners ongoing commitment to education, and to the work of New Zealand Principals, particularly those who have had a long term loyalty to the Federation. Our Business Partnership Team works hard to maintain an excellent relationship with our corporate partners and I thank Sally Direen, Phil Harding, Gavin Beere and Wayne Facer for their efforts. My special thanks to Office Manager Nelda Hotop for her

excellent management of our accounts and for ensuring executive members are kept fully informed and up to date with our financial position. We enter 2010 on a sound footing, however, we are conscious of the potential effects of the global economic trends on our organisation. As we strive to provide enhanced member services and support by establishing a sustainable executive support officer role in the organisation, we need to consider reviewing our main revenue sources and in particular subscription levels.

Motion: That the audited financial report be adopted

Motion: That the firm of Grant Thornton be re-appointed as auditors of NZPF finances.

David Ellery
Treasurer

CONSTITUTIONAL REMITS

The following constitutional remits have been considered by the National Executive during its March and May meetings this year and have been moved for consideration by the National Executive. Collectively they seek to amend the following sections within the constitution:

- **10 Membership**
- **12 Election of National Executive**
- **13 Duties of Elected Officers**
- **17 The Annual Conference of the Federation**

The first is a minor change suggested by our solicitor which clarifies existing wording.

This second remit seeks to have the positions of Secretary and Treasurer appointed from within the elected executive thus making the positions as such no longer tagged elected positions and giving greater flexibility to the executive to match skills and interests with tasks. In effect it adds two more untagged national executive positions available for those wishing to stand for National Executive. Role descriptions for same have been taken from 13 d) and e). Currently only ten [10] untagged National Executive positions plus two [2] tagged positions [Secretary and Treasurer] are elected annually. This remit proposes that twelve [12] National Executive members are elected annually with the duties and responsibilities of Secretary and Treasurer carried out by National Executive members thus appointed from within the National Executive. The Federation has over recent years reduced the number of tagged positions for election (eg Editor, Membership Secretary) as more of this work is now done through National Office and so the ordinary number of National Executive positions will rise from ten [10] to twelve [12]. Following election the incoming executive will elect a secretary and a finance convener from within its number.

Subsequent remits seek to tidy up existing clauses as a result of the change above.

Section 10 Membership

A minor change suggested by our solicitor Fiona McMillan of Anderson Lloyd to clarify 10 d).

- 1. That in section 10 d) of the constitution, the words *in any year* be inserted after *August*.**

Current 10 d) Where the subscription is paid by the last day of August, the member will be entitled to vote as provided in clause 12.

New 10 d) Where the subscription is paid by the last day of August in any year, the member will be entitled to vote as provided in clause 12.

Section 12 Election of National Executive

This remit gives effect to the above with subsequent ones required to tidy-up or overcome redundancy.

- 2. That section 12 d) of the constitution be deleted and replaced with the following, "Twelve members, to be known as National Executive, shall be elected annually by a secret ballot of full members."**

Current 12 d) The following shall be elected annually by a secret ballot of full members

- Secretary
- Treasurer
- Ten further members to be known as National Executive members

New 12 d) Twelve members, to be known as National Executive, shall be elected annually by a secret ballot of full members.

3. That section 12 e) be amended to read, “The newly elected National Executive shall appoint members from amongst their number to positions of responsibility including;

- National Secretary - who will be overseeing the recording and keeping of all minutes of all Annual, General and other meetings and proceedings as directed by policies and procedures of the Federation and shall oversee the process for the election of the National Executive
- Finance Convener - who will be responsible for ensuring that systems are in place for the receiving, recording and banking of all monies received by the Federation, paying all amounts as approved by the Executive; ensuring that each year a Budget for the Income and Expenditure of the funds of the Federation is introduced, discussed and accepted; ensuring that accurate records of the financial transactions of the Federation are kept and arranging for final accounts to be prepared for presentation to the Annual General Meeting.”

Current 12 e) The newly elected National Executive shall appoint people to positions of responsibility to ensure that NZPF operations are carried out effectively and efficiently.

4. That section 12 h) be amended by replacing “ten” in line one with “twelve.”

Current 12 h) If the position to be filled is that of one of the ten Executive Members, the Executive shall appoint the next Highest Polling Candidate at the last Election or where there is no next highest polling candidate, the Executive may at its discretion co-opt a member for the unexpired term of office.

5. That section 12 j) be deleted and replaced with the following, “Where the positions of Immediate Past President or Vice President become vacant at any time, the Executive may appoint an Executive member to fill the role from amongst their own number and the Executive may appoint one of their number to fill each role and may co-opt a replacement Executive member in accordance with rule 12(h).”

Current 12 j) Where any of the positions of Immediate Past President, Vice-President, Secretary, or Treasurer becomes vacant, the Executive may appoint from their number and then proceed to appoint a new Executive member.

Section 13 Duties of Elected Officers

This remit is required to overcome redundancy as 13 d) and e) have been moved to become 12 e).

6. That sections 13 d) and e) be deleted.

Section 17 The Annual Conference of the Federation

To enable Regional Associations contemplating hosting the NZPF national conference and the National Executive to have some flexibility with regard to the proposal/s and timing of same.

7. That section 17 b) be deleted and replaced with the following, “All proposals for hosting future conferences must be submitted three months prior to any Annual Meeting to the National Executive, who will consider the proposals, decide on the venue/association, and announce the decision at the earliest opportunity.”

Current 17 b) All proposals for hosting future conferences must be submitted to the NZPF National Executive three months prior to any AGM.

8. That section 17 c) be deleted. [It becomes redundant when 17 b) is adopted.]

Current 17 c) The venue for future conferences will be approved by AGM on the recommendation of National Executive.

NEW ZEALAND PRINCIPALS' FEDERATION (INCORPORATED)

Constitution and Rules

(These rules rescind all previous rules)

1 NAME:

The name of the Society shall be ~~The New Zealand Principals' Federation Incorporated~~

2 INTERPRETATION:

In these rules, except when a contrary intention appears;

~~Federation~~ means the New Zealand Principals' Federation Incorporated

~~AGM~~ means the Annual General Meeting

~~Act~~ means the Incorporated Societies Act 1908

3 OBJECTS:

The objects of the Federation are to:

- a) Uphold the status of the Principal as the School Leader
- b) Examine the developing needs of its members individually and collectively, and respond appropriately
- c) Promote the development of its members' professional leadership and management skills
- d) Ensure recognition as a Professional organisation actively representing the special interests of its members
- e) Maintain a liaison with kindred organisations
- f) Respect and recognise the Principles of the Treaty of Waitangi in the context of the objects of the Federation

Subject to these rules and to the Act the Federation shall have the rights powers and privileges of a natural person

4 Registered Office:

The Registered Office shall be at such a place in New Zealand as the Executive may from time to time decide.

5 Common Seal:

- a) The Common Seal of the Federation shall be that adopted by the Executive who shall be responsible for its safe custody and control.
- b) Whenever the Common Seal of the Federation is required to be affixed to any deed, document or other instrument, the seal shall be affixed pursuant to a resolution of the Executive or of a General Meeting of the Federation, by any two members of the Executive.

6 Winding Up:

- a) If New Zealand Principals Federation shall be dissolved or shall resolve to cease to exist then, notwithstanding any other provision contained within these Rules or Constitution, the residue of any funds, assets, investments or other property vested in the Trustees of the Federation as may remain after payment of all liabilities, costs and expenses shall be disposed of in such a manner and at such time as the National Executive, or such of them as shall remain, may determine after taking into consideration and having regard to any special directions of the Federation, provided however neither the Trustees of the Federation, any member of the Federation, nor any member of an Association directly or indirectly affiliated with the Federation shall benefit directly or indirectly by the disposal of the residue of the aforementioned property but those funds shall be applied to a purpose that is in law a public charitable purpose in New Zealand, and has as its object the improvement of the leadership of Schools in New Zealand.
- b) No benefit or advantage whether or not convertible into money or any income of any kind shall be afforded to, or received, gained, achieved or derived by any of the persons specified in paragraphs (i) to (iv) of the second proviso to section C B 4 (i) (e) of the Income Tax Act 1994, or any enactment in amendment therefore in substitution therefore, where that person is able, by virtue of that capacity as such a person specified therein, in any way (whether directly or indirectly) to determine or to materially influence in any way the determination of, the nature or the amount of that benefit or advantage or that income or the circumstances in which it is or is to be so received, gained, achieved, afforded or derived, except as specifically exempted by that section and save reasonable remuneration for services performed.
- c) Notwithstanding anything in these Rules, no proposed amendment shall be entertained, and no amendment that may be adopted shall have any force or effect, if and in so far as it purports to amend this Rule or to authorise the application to any purpose that is not in law a public charitable purpose in New Zealand of the New Zealand Principals Federation, or other property that may at any time be vested in the Federation in Trust for a public charitable purpose.

7 Alteration of Constitution:

- a) This constitution may be altered, added to, rescinded or otherwise at an Annual General Meeting provided that 14 days notice, in writing, has been given to all members, of the proposed changes.
- b) Alterations, additions or decisions shall require a resolution passed by a two thirds majority of those present and voting at the Annual General Meeting of the Federation.
- c) Copies of every such alteration, addition, amendment or decision shall be delivered to the Registrar of Incorporated Societies in accordance with the provisions of the Act.

8 Notices to Members:

Every notice required to be given to members (including members of the Executive) or any one of them shall be deemed to have been delivered if posted in a pre-paid letter addressed to the member at his/her last home address known to the Federation, or if sent

by facsimile transmission or email or other technological means to the member's school or last home/email address known to the Federation.

9 Standing Rules:

- a) Standing Rules shall be published annually in any AGM documentation and shall be altered according to the directions stated therein.
- b) Policy and Procedures shall be held at National Office for examination by members and may be altered by resolution of National Executive.

10 Membership:

- a) Grades of Membership

There shall be two Grades of membership

- (a1) Full Membership
- (a2) Life Membership

- b) Full Members are entitled to all the privileges of the Federation. Full membership is obtained by the payment of the Annual Subscription of the Federation. The due date for Subscriptions is February in each year.
- c) Full members may stand for Election to the National Executive, or nominate and second a candidate for election to National Executive.
- d) Where the subscription is paid by the last day of August, the member will be entitled to vote as provided in clause 12.
- e) Only Principals of schools and educational institutions shall be eligible for membership.
- f) Any member wishing to resign from the Federation shall give notice in writing to the Executive to that effect.
- g) The Annual Subscription to the Federation shall be calculated on a differential basis.
- h) Members wishing to dispute the level of subscription charged, may appeal the matter to the National Executive. The decision of the National Executive in deciding the appeal shall be final.
- i) Awards to Members: Life Membership, Associate of NZPF and Service with Distinction will be conferred according to policy and procedures of NZPF.

11 Funds and Properties

- a) The funds, properties and assets of the Federation shall be under the control of the Executive.
- b) All monies received by or on behalf of the Federation shall be banked (and/or invested) to the credit of the Federation in an account with such Bank or Banks as the Executive may from time to time determine.
- c) Any two persons as determined by the Executive may sign and endorse cheques and banking instruments at the direction of the Executive and on behalf of the Federation.

- d) The Executive shall have the power to borrow or raise or give security for money by the issue of or upon bonds, debenture stock, bills of exchange, promissory notes or other obligations or securities of the Executive by mortgage or charge upon all or any part of the property of the Executive or without security and upon terms as to priority or otherwise as the Executive may think fit.
- e) The Federation shall appoint an Auditor for the ensuing year at each Annual General Meeting. Such Auditor shall be a practising member of the New Zealand Society of Accountants.
- f) The record of the accounts and reports on NZPF finance shall be available at NZPF National Office.

12 Election of National Executive:

- a) The President of the Federation shall be elected annually by a secret ballot of full members. Their release from school duties for that period of time shall be negotiated with their Board of Trustees.
- b) The office of Immediate Past President shall be held by the outgoing President of the Federation. If that person shall not be available for appointment, the National Executive shall allocate the position to an otherwise qualified member of the Federation.
- c) A Vice-President shall be elected annually by a secret ballot of full members.
- d) The following shall be elected annually by a secret ballot of full members
 - * Secretary
 - * Treasurer
 - * Ten further members to be known as National Executive members
- e) The newly elected National Executive shall appoint people to positions of responsibility to ensure that NZPF operations are carried out effectively and efficiently.
- f) Any member of the National Executive who:
 - i) Gives notice of resignation in writing; or
 - ii) Absents him/herself from three (3) consecutive meetings of the National Executive without leave or sufficient reason; or
 - iii) Dies, or ceases to be a member of the Federation as defined in this constitution
 - iv) Becomes Bankrupt or is convicted of any Indictable Offence as defined by the Crimes Act 1961 and its subsequent amendments; or
 - v) Becomes mentally disordered or a protected person in terms of the Personal and Property Rights Act 1988;

Shall ipso facto cease to be a member of the National Executive and his/her position for the balance of her/his term shall be filled by the National Executive in the manner hereinafter provided.

- g) Where a vacancy occurs in National Executive within a period of three calendar months from the date of calling for Nominations for the Executive Positions, the National Executive may decide whether to fill the position, or to await the next regular election.
- h) If the position to be filled is that of one of the ten Executive Members, the Executive shall appoint the next Highest Polling Candidate at the last Election or where there is no next highest polling candidate, the Executive may at its discretion co-opt a member for the unexpired term of office.
- i) Where the position vacant is that of President, the Executive shall appoint the Immediate Past President to fill the unexpired term.
- j) Where any of the positions of Immediate Past President, Vice-President, Secretary, or Treasurer becomes vacant, the Executive may appoint from their number and then proceed to appoint a new Executive member.
- k) All newly elected National Executive will commence duties on the first day of the calendar year.

13 Duties of Elected Officers

- a) **President**
The President shall be the Chief Spokesperson and administrative leader of the Federation. She/he shall be ex officio a member of any committee or sub-committee set up by the Federation or the Executive. The President or nominee shall be entitled to represent the Federation at such conferences or meetings as directed in policy and procedures.
- b) **Immediate Past-President**
She/he shall act as an assistant to the President
- c) **Vice-President**
She/he shall act as an assistant to the President
- d) **National Secretary**
The Secretary shall keep all minutes of all General Meetings and AGM Meetings and others as directed by policy and procedures and shall oversee the process for the election of the National Executive
- e) **Treasurer**
The Treasurer shall be responsible for ensuring that systems are in place for the receiving, recording and banking of all monies received by the Federation and for paying all amounts as approved by the Executive. The Treasurer shall ensure that in each and every Calendar year, a Budget for the Income and Expenditure of the funds of the Federation is introduced, discussed and accepted. The Treasurer shall ensure that accurate records of the financial transactions of the Federation are kept and shall arrange for final accounts to be prepared for presentation to the Annual General Meeting.

14 Powers of the Executive

Except as provided by these rules the Executive may regulate its own procedures

15 Meetings

- a) Meetings shall be conducted according to Standing Rules.
- b) Eight elected members shall be a quorum at all meetings of the Executive.
- c) At all Meetings of the Executive, the President, or in her/his absence, the Vice President shall take the Chair and in the absence of both, the Immediate Past President. The Chairperson shall have one deliberative and one casting vote. Each member of the Executive present shall have one vote. Voting shall be by show of hands unless otherwise called for and agreed to by a majority at the meeting.
- d) A special meeting of the Executive shall be held within one month of the receipt by the President of a notice, signed by at least six members of the Executive, calling for such a meeting.
- e) General Meetings or Referenda may be called at any time by the Executive and shall otherwise be called by the Secretary upon the requisition in writing of one hundred (100) members of the Federation stating the purpose for which the meeting or Referendum is required and any meeting or Referendum shall be held within two months of the date of such requisition.
- f) The Secretary shall give at least twenty one (21) days notice to all members of the holding of a General Meeting or Referendum and such notice shall specify the nature of the business to be transacted or poll to be taken.

16 AGM

- a) The AGM will be held in conjunction with the Annual Conference
- b) The AGM will be conducted according to policy and procedure following a mandatory 21 days notice to members
- c) The purpose of the AGM is to be as follows:
 - i) To receive reports and audited balance sheet and statement of accounts for the preceding year
 - ii) To consider and conduct such other business as may properly be brought forward
 - iii) To consider resolutions from members

17 The Annual Conference of the Federation

- a) The NZPF Annual Conference will be organised according to policy and procedure as directed by National Executive
- b) All proposals for hosting future conferences must be submitted to the NZPF National Executive three months prior to any AGM

- c) The venue for future conferences will be approved by AGM on the recommendation of National Executive

This '**Constitution and Rules**' was adopted at the Annual General Meeting of the New Zealand PrincipalsqFederation (Incorporated) held in Palmerston North in July 2009.

Printed and Published by Order of the National Executive.