

**WAIKATO SECONDARY SCHOOLS SPORTS ASSOCIATION INC  
CONSTITUTION**

1

**1.1 NAME**

The name of the association shall be Waikato Secondary Schools Sports Association Incorporated

**1.2 REGISTERED OFFICE**

The registered office of the Association shall be at such a place as the Executive may from time to time determine.

**1.3 INTERPRETATION**

In this Constitution, unless a contrary intention appears:

1.3.1 "The Association" means The Waikato Secondary Schools Sports Association (Incorporated).

1.3.2 "The Executive" means the Members of the Executive, appointed under Rule 1.10.2 of these rules.

1.3.3 "Administrator" means the WSSSA Administrator appointed pursuant to rule 1.12 of this Constitution.

1.3.4 "Sports Council", or "Council" means the School Sport New Zealand [SSNZ]

1.3.5 "Year" means the financial year of the Association, which shall extend from 1 July in any year until 30 June of the following year.

1.3.6 "Waikato Secondary Schools" means a secondary school in the Waikato area that is registered with the New Zealand Ministry of Education as an accredited secondary school. It shall include state owned, integrated and private secondary schools, such schools being approved by a general meeting of the Association on the recommendation of the Executive.

1.3.7 "WSSSA" means Waikato Secondary Schools Sports Association (Inc).

1.3.8 The following shall be deemed to be eligible secondary schools for the purposes of this Constitution:

Berkley Normal Middle School; Cambridge High School; Cambridge Middle School; Coromandel Area School; Fairfield College; Forest View High School; Hamilton Fraser High School; Hamilton Boys' High School; Hamilton Girls' High School; Hamilton Christian School; Hamilton Junior High School; Hauraki Plains College; Hillcrest High School; Huntly College; Matamata College; Melville High School; Mercury Bay Area School; Morrinsville College; Nga Purapura o Te Aroha; Ngaruawahia High School; Nga Taiatea Wharekura; Otorohanga College; Paeroa College; Pio Pio College; Putaruru College; Raglan Area School; Rototuna Junior High School; Rototuna Senior High School; Sacred Heart Girls' College; St John's College; St Paul's Collegiate School; St Peter's School; Tai Wananga; Taumarunui High School; Te Aroha College; Te Awamutu College; Te Kauwhata College; Te Kopuku School; Te Kuiti High School; Te Wharekura o Kirikiriroa; Te Wharekura o Manaia; Te Wharekura o Maniapoto; Te Wharekura O Te Kaokaoroa O Pātetere; Te Wharekura o Rakaumangamanga; Thames High School; Tokoroa High School; Tuakau College; Waihi College; Waikato Diocesan School for Girls'; Whangamata Area School

**WAIKATO SECONDARY SCHOOLS SPORTS ASSOCIATION INC**  
**CONSTITUTION**

2

**1.4 PURPOSE, MISSION, GOALS AND OBJECTIVES**

1.4.1 Purpose

To partner with Sport Waikato, the Regional Sport Organisations and the secondary schools of the Waikato region as defined in 1.3.8 to ensure equitable and quality sport opportunities are available to all students of secondary age.

1.4.2 Mission

To ensure every Waikato Secondary School student has equitable access to quality sporting opportunities that meet their needs.

1.4.3 Goals and Objectives

- (a) Leadership and support for Waikato school Principals to ensure there is access and opportunities for all secondary school students in the Waikato region to participate in sport.
- (b) To acknowledge and act on the voice of rangatahi to ensure sport opportunities are meeting participant needs
- (c) To develop strong relationships with our regional sport organisations to ensure sporting opportunities meet the needs of our students.
- (d) To ensure that opportunities exist within our member schools to maximise participation of students in inter-school sport at secondary level.
- (e) To ensure the provision of appropriate conditions and standards for students to enjoy and realise their potential in sports competition.
- (f) To promote internal and external awareness of the benefits of students' involvement in sport at secondary school.
- (g) To promote a sound and philosophical base for sport as part of the school educational process.
- (h) To maintain strong relationships between Sport Waikato and secondary schools in general.
- (i) Advocacy for the Principals in the coordination of sport, in liaison with sporting bodies.

**1.5 MEMBERSHIP and PARTICIPATION**

1.5.1 There shall be two types of membership:

(a) School Membership

All schools making up the wider Waikato secondary schools (i.e. CNISPA region) shall be entitled to apply for membership of the Association, and may be represented at any meeting by the Principal or any other person accepted by the Chairperson as a representative of the school.

(b) Honorary Membership

Any person whom the Association or the Executive deems appropriate to further the objectives of the Association may be invited to Honorary Membership status. Such members may constitute an advisory body to the Association and be assembled at the

**WAIKATO SECONDARY SCHOOLS SPORTS ASSOCIATION INC**  
**CONSTITUTION**

3

direction of the Chairperson of the Association. An Honorary Member shall not be eligible to vote at any General or Executive Meeting.

**1.5.2 As a precondition for annual membership each member school must;**

**1.5.2.1 Sign the Integrity framework by 1 March each year**

**1.5.2.2 Pay the prescribed subscription fees as prescribed by 1.6.3 each year**

- 1.5.3 Member schools of the Association will have access to annual sport competition information, the online entry system for certain events, and receive support and advice in all secondary school sport related matters.
- 1.5.4 Each Member School must have a staff member designated as Sports Coordinator, Sports Representative or a person entrusted to represent the school in the organisation.
- 1.5.5 Each Member School must demonstrate an active willingness to provide, encourage and develop sport within their school.
- 1.5.6 Each Member School must abide by the **Integrity Framework** of the Association and adhere to the rules or code of conduct of individual approved sports.

**1.6 SUBSCRIPTION**

- 1.6.1 Each Member School shall pay such subscription as decided at the Annual General Meeting in the preceding year.
- 1.6.2 The definition of rural/regional school for membership purposes is defined as member school more than 40km from Hamilton City Council Offices, Garden Place, Hamilton.
- 1.6.3 Additional to this, schools choosing to participate in approved/affiliated sports must pay the individual code fees levied by affiliated bodies.
- 1.6.4 Fees, levies and costs associated with Island and National secondary school events shall be the responsibility of individual Member Schools.

**1.8 MEETINGS**

- 1.8.1 The Annual General Meeting shall be held at a date and venue to be decided by the Executive but shall take place before **1 October each year**. The business of the meeting shall be to receive the annual report and to approve the audited accounts as required by this Constitution and to transact any other business.
- 1.8.2 Notice of any Annual General Meeting or Special General Meeting of the Association, including the date, and venue, shall be circulated to all Members Schools at least two weeks before the date of the meeting.
- 1.8.3 Any Member School shall have the right to attend any General Meeting and to vote.
- 1.8.4 The Executive may at any time, or upon the written request of the Member Schools, convene a Special General Meeting, for any specific purpose. Such a meeting shall be held not more than two weeks after the written receipt of the request.
- 1.8.5 The quorum at any General or Special Meeting shall be one quarter of the Member Schools and this can include the CE of Sport Waikato.

**WAIKATO SECONDARY SCHOOLS SPORTS ASSOCIATION INC  
CONSTITUTION**

4

**1.9 VOTING**

- 1.9.1 All paid up Member Schools shall be eligible to one vote at all General or Special Meetings.
- 1.9.2 Voting at any General or Special Meeting shall be by voices or show of hands, except that a ballot shall be held if any member requests it.
- 1.9.3 At any meeting, the Chairperson, where necessary, shall have a casting vote, in addition to their personal vote.

**1.10 EXECUTIVE**

- 1.10.1 The Executive shall consist of the Chairperson, the Sport Waikato Sport Development Manager, CEO of Sport Waikato and up to ten Executive Members.
- 1.10.2 All Members of the Executive shall be Principals appointed each year at the Annual General Meeting. Any member of the Executive may be reappointed for any number of terms.
- 1.10.3 The quorum at any Executive Meeting shall be five persons.
- 1.10.4 A meeting of the Executive may be called at any time by the Chairperson and the Administrator and shall be called within fourteen days of receipt of such a request.
- 1.10.5 The Executive may appoint a Principal from a Member School to fill any vacancy on the Executive.

**1.11 DUTIES OF THE EXECUTIVE**

- 1.11.1 The Executive shall carry out the Goals and Objectives in accordance with this constitution and shall decide any matters not here included.
- 1.11.2 The Executive shall ordinarily meet at least four times in a year.
- 1.11.3 The Executive shall have the power to appoint sub-committees as required and to appoint representatives to any committee, commission or other affiliated Association upon request.
- 1.11.4 The Executive shall have the ability to employ other specialist services to assist in meeting the Goals and Objectives of the Association as it deems appropriate.
- 1.11.5 The Executive shall engage Sport Waikato as a key partner in the implementation of the Goals and Objectives as stated in 1.4.3

**1.12 WAIKATO SECONDARY SCHOOLS' ADMINISTRATOR**

- 1.12.1 The Executive shall have the right to contract a salaried Administrator.
- 1.12.2 The remuneration package to be paid to the Administrator shall be negotiated and approved by the Executive and shall not have voting rights at meetings.
- 1.12.3 The Administrator shall attend Executive, General and Special Meetings as required by the Executive.
- 1.12.4 The duties and functions of the Administrator shall be specified by the Executive within any guidelines which may be agreed at a General Meeting. These may include the keeping of all expenditures, accounts and provision of a Statement of Accounts where required.

**WAIKATO SECONDARY SCHOOLS SPORTS ASSOCIATION INC  
CONSTITUTION**

5

**1.13 FINANCE**

- 1.13.1 The Association shall have a current account at a Bank approved by the Executive, which may be operated by any two of the Chairperson, Secretary-Treasurer and Administrator.
- 1.13.2 The financial year of the Association shall be from 1 July in any year to 30 June of the following year.
- 1.13.3 The Association shall have the power to invest such sums of money as it from time to time deems necessary in any matter and which the Executive in its discretion thinks fit.
- 1.13.4 The Executive, in its discretion, may make any charge to any person, Member or otherwise, for the use of any Association property or privilege. No member of the Association shall receive any profit from the Association, but in exceptional circumstances, may be paid reasonable expenses when on the Association's business, subject to the approval of the Executive.
- 1.13.5 No member or person associated with a member of the organisation, shall derive any income, benefit or advantage from the organisation where they can materially influence the payment of the income, benefit or advantage. Except where that income, benefit or advantage is derived from professional services to the organisation rendered in the course of business charged at no greater rate than current market rates.

**1.14 HONORARY AUDITOR**

- 1.14.1 Accounts will be audited annually by an auditor approved by the Executive.

**1.15 ALTERATIONS**

- 1.15.1 These Rules may be altered, added to or rescinded at a General Meeting of the Association, provided two thirds of those present and eligible to vote are in favour.
- 1.15.2 Notice of the proposed changes shall be sent in writing to all Members at least fourteen days prior to the date of the meeting.
- 1.15.3 Such changes that are approved shall come into effect when approved by the Register of Incorporated Societies, except that a later date may be approved at a General Meeting.
- 1.15.4 No addition to or alteration or recession of the rules shall be approved if it affects the pecuniary profit clause or the winding up clause.

**1.16 BYLAWS**

The Executive may make such bylaws for the conduct of the Association's business as it sees fit, conditional on such bylaws being subsequently ratified at a General Meeting of the Association.

**1.17 WINDING UP**

The Association may be wound up if the Members, at a General Meeting, pass a resolution by a simple majority requiring the Association to be wound up; and the resolution is confirmed at a subsequent General Meeting, called for that purpose, and held no earlier than thirty days after the date on which the resolution to be confirmed was passed. Such a second Meeting may also direct the method of disposition of the funds and property of the Association after

**WAIKATO SECONDARY SCHOOLS SPORTS ASSOCIATION INC  
CONSTITUTION**

6

such dissolution, provided that such funds and property shall not be distributed amongst Members, but paid to or distributed between one or more organisations having objects similar to the Association.