

## **Secondary Chemistry Educators of New Zealand (SCENZ)**

A section of the Education Branch of NZIC

### **Constitution**

#### **1) Name**

- a) The name of the section shall be “Secondary Chemistry Educators of New Zealand”
- b) The acronym SCENZ is the recognised contraction of this name.

#### **2) Aims**

- a) To provide support for teachers including:
  - i) discipline specific professional development for all teachers
  - ii) recognition of the specific needs of new teachers and non-chemists who are required to teach chemistry
  - iii) teaching and learning resources
  - iv) assessment and examination resources
  - v) teaching chemistry in modern learning environments
  - vi) guidance around best laboratory teaching practice
- b) To facilitate safe laboratory practice including risk assessment.
- c) To liaise with the Ministry of Education and NZQA about the future direction of the NZ chemistry curriculum and its assessment including ensuring consistency nationally around assessment and moderation.
- d) To liaise with Universities around entry requirements for students, resources about careers in chemistry, professional development opportunities and up-to-date chemistry contexts.
- e) To provide advice and support for teachers and Board of Trustees around the role of “Laboratory Manager”.

#### **3) Relationship with NZIC**

- a) SCENZ is a section of the Education Branch of NZIC and works with the Tertiary Education Section
- b) NZIC provides SCENZ with administrative support, website services, accounting services including GST returns and finance audit/review
- c) Subscription fees are set in consultation with the NZIC

#### **4) Membership**

- a) Schools involved with chemistry education, on payment of the appropriate subscription, become members. Science education staff of these schools will have full access to the resources and services offered by SCENZ.
- b) Resignation of membership:

- i) any school may resign their membership in writing at any time, however, there will be no remittance of subscription fees.
- ii) Failure to pay subscription by the end of term 1 will result in membership and its privileges being revoked until the subscription is paid.
- c) The Committee reserves the right to exclude a school from membership.
- d) All member schools and their staff have the right to full access to SCENZ services and contact through the Committee or NZIC administrator.

## **5) The Committee**

- a) The Committee is the governing body of SCENZ and shall consist of the following voting members:
  - i) The chair (or co-chairs) of SCENZ as elected by all member schools who shall be the officer(s) who speaks publicly for SCENZ and shall preside at meetings of the Committee and any general meetings of SCENZ.
  - ii) A secretary and treasurer as elected by all member schools.
  - iii) Regional representatives as set out below:
    - (1) Auckland/Northland (2)
    - (2) Waikato/BOP
    - (3) Manawatu-Wanganui/Taranaki/Hawkes Bay/Gisborne
    - (4) Wellington/Marlborough/Tasman/Nelson
    - (5) Canterbury/West Coast
    - (6) Otago/Southland
- b) The Executive shall consist of the chair (or co-chairs), the secretary and the treasurer.
- c) The Executive shall be elected bi-annually at the AGM at the ChemEd conference from nominations made by schools. Regional delegates shall hold office until replaced by resolution of their Region. SCENZ can organise an online ballot on behalf of the Region if required.
- d) The Committee may also co-opt other members from time to time for specific tasks, but these co-opted members would not have voting rights.

## **6) Committee Meetings**

- a) The Committee shall meet at least twice a year. It may also meet at any such other time as shall be determined by the Executive. Meetings can be either face to face or via video conference.
- b) Notice shall be given in writing to members of the Committee prior to any Committee meeting. This notice will include the agenda for the meeting. In the case of a Regional member being unable to attend, a delegate from their Region may be appointed by that Region as a proxy with power to vote.

- c) The quorum for a meeting of the Committee shall be two thirds of the Committee members present, including any Regional proxies.
- d) The Committee shall make decisions by voting of its members. Each member of the Committee shall have one vote (note: in the case of shared positions - e.g. co-chairs - it would be one vote only). Decisions shall be made on the basis of a simple majority of those present except in the case of motions of no confidence or constitutional amendments when decisions shall be made on the basis of a majority consisting of the votes of at least two thirds of the full membership of the Committee.
- e) The costs of travel and accommodation for the attendance for each member of the Committee at the Committee meetings shall be subsidised by SCENZ.

## **7) Annual General Meeting**

- a) The Annual General Meeting of all members of SCENZ shall be held at the ChemEd conference one year, and at SCICON the other year, and each member school represented at the meeting will be entitled to a single vote. Any school unable to attend the meeting can appoint another school or a member of the Executive to be their proxy.
- b) This meeting has the power to make decisions that are binding on the Committee by majority vote, except in the case of motions of no confidence or constitutional amendments when decisions shall be made on the basis of a majority consisting of the votes of at least two thirds of the full membership.
- c) The agenda for the Annual General Meeting shall be made public to all members 60 days prior to the meeting and they shall be informed of their rights to attend.
- d) The AGM business will include:
  - i) receiving and considering the annual report for the preceding financial year.
  - ii) receiving and considering the financial report and accounts for the preceding financial year.
  - iii) ChemEd AGM only: electing the Executive for the following two-year term.
  - iv) receiving reports on membership, finance and the activities of the Regions.
  - v) fixing the membership subscription fee for the following financial year (in consultation with NZIC).
  - vi) transacting any other business of which due notice has been given.

## **8) Conferences**

- a) SCENZ sees the value of regular conferences for Chemistry teachers and will therefore work to have a biennial conference to be called ChemEd and, when possible, offer sponsorship to the organising committee of the conference. SCENZ will also support NZASE for the provision of "SCICON"
- b) Funds would be made available to subsidise members of the Executive to attend these conferences and facilitate the AGM.

## **9) Regional Branches**

- a) Regional representatives will ideally be nominated from a teachers' meeting held in the Region or by an on-line vote by the member schools in that Region. The NZIC will facilitate these meetings in the first instance. However, if there is no nomination from a given Region, a Regional representative will be appointed by the Executive. The Executive will call for volunteers for this role and teachers from any member school in that Region are eligible to apply.
- b) The role of a Regional representative is to:
  - i) provide regular feedback from members in their Region to the Executive
  - ii) attend and contribute to scheduled Committee meetings
  - iii) help facilitate professional development opportunities in their Region
  - iv) organise a Regional support group (if one doesn't already exist) which might be a group on a shared social media platform
- c) Copies of minutes of the proceedings of the Committee Meetings, and full details of any relevant business transacted between meetings of the Committee shall be sent to the delegates of Regions and standing committees as soon as is conveniently possible.

## **10) Endowments and Grants**

The Committee is empowered to seek grants and endowments to foster the objects of SCENZ.

## **11) Affiliation with Other Organisations**

The Committee shall be empowered to affiliate SCENZ with such other bodies as it may, from time to time, deem fit.

## **12) Representatives of SCENZ**

- a) Representatives of SCENZ for specific activities such as membership of outside organisations will be appointed by the Committee.
- b) Each representative shall present a report of their activities to the Executive as requested and to the Committee at one of its meetings.

## **13) Finances**

- a) The financial year of SCENZ shall end on the last day of December of each year, and member school subscriptions shall be for the period 1 January to 31 December.
- b) Although SCENZ is able to maintain its autonomy, the NZIC is the parent organisation and as such the oversight of the accounts will rest with NZIC
- c) The income and property of SCENZ, however acquired, shall be applied solely towards the promotion of the objects of SCENZ, and no portion of it shall be sold or transferred directly or indirectly by way of dividend, bonus or otherwise, subject to the provision of clause 14 below. SCENZ shall have power to borrow money for the purpose of assisting the objects of the Association. The banking accounts of SCENZ shall be operated by signatories who will be nominated and affirmed at a meeting of the Committee. Any two of these signatories shall be required for all transactions.

#### **14) Winding up**

In the event of SCENZ being wound up, dissolved, or its activities being suspended for a period exceeding one year and there remaining after the satisfaction of all debts and liabilities, any property whatsoever, the same shall be given or transferred to the New Zealand Institute of Chemistry.

#### **15) Constitutional Amendment**

The Committee, or any member school of SCENZ, may submit to the Annual General Meeting proposals for the amendment, deletion or addition to this Constitution. If notice of motion of such amendment or addition has been given in writing to the Secretary of SCENZ not later than six weeks before the Annual General Meeting, such addition shall be adopted if approved by the votes, either in person or by proxy, of two thirds of the Annual General Meeting members. If such notice of motion has not been given, the unanimous vote of the meeting shall be necessary for adoption of any proposed amendment, deletion or addition.