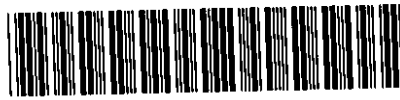




THE NEW ZEALAND SUZUKI II



\*10042435009\*

212813.  
8/2/93

CONSTITUTION

- 1 The name of the Institute is "THE NEW ZEALAND SUZUKI INSTITUTE INCORPORATED"
- 2 The objects of the Institute shall be
  - (a) "To further the teaching method of Dr Suzuki and his philosophy of education throughout New Zealand "
  - (b) "To promote Teacher Training, establish and maintain internationally recognised Teacher Training courses and ensure the maintenance of professional standards and practice
  - (c) "To facilitate Branches in their organising of seminars, workshops, and concerts pertaining to the Suzuki Method "
  - (d) "To cultivate international relations with other Suzuki Associations
  - (e) "To produce a Journal containing articles and news of a pedagogical, psychological and philosophical kind relating to the Suzuki Method "
  - (f) To attend to such matters that in the opinion of the Institute may be incidental or conducive to the attaining of any of the Institute's objects or in the exercise of any of the foregoing powers
- 3 WITHOUT limiting any general powers vested in it, the Institute shall have power
  - (a) To purchase, take on lease, or in exchange, or hire, or licence, or otherwise acquire, hold, mortgage and dispose of any real or personal property and any rights and privileges which the Institute may think necessary or expedient for the purposes of attaining the objects of the Institute or any of them, or promoting the interests of the Institute or its members
  - (b) To affiliate with any Society, Club or Association having similar objects, or to join, co-operate with, or subscribe to the funds of any such Society, Club or Association for the purposes of better attaining or otherwise furthering the objects or interest of the Institute or the members thereof
  - (c) To borrow or raise money from time to time by the issue of debentures, bonds, mortgage or any other security, on all or any of the property and or properties of the Institute or without any such security and upon such terms and conditions as to priority or otherwise as the Institute shall decide
  - (d) To invest and re-invest, in such securities or assets and upon such terms as the Institute shall from time to time think fit, the whole or any part of the funds of the Institute which may not be required for the immediate business of the Institute

- (e) to raise or set up funds to promote any of the objects of the Institute, and for such purposes to appeal for subscriptions and donations by whatever means the Executive in its discretion may approve
- 4 The Registered Office of the Institute shall be the residence of the Administrative Officer for the time being
- 5 The Institute shall consist of Active Members, Honourary Members, Life Members and Patrons
- 6 Active Members of the Institute shall be those individuals or families who have subscribed to the purposes of this organisation and have submitted an application for active membership along with one appropriate subscription to the office of the Secretary. Active members are entitled to all the privileges of membership, the right to one vote and to hold office and to have access to all other support and services that the Institute may from time to time devise. A family shall have the right to one vote, and only one member of a family may hold office at any one time

HONOURARY MEMBERS The executive shall have the power to grant honorary membership to any person for services rendered to the Institute or to musical education generally. The following provisions shall apply to honorary members

- (a) They shall be entitled to all the privileges of the Institute but shall not be entitled to any vote or to hold office
- (b) The term of the membership shall not be longer than one year
- (c) The executive may revoke the grant of honorary membership to any person at any time
- (d) Honourary Members shall not be required to pay the annual membership fee

LIFE MEMBERS Any person (whether previously a member or not) may with his/her consent, be elected as life member by unanimous vote of the executive and a two-thirds majority of an Annual General Meeting. Life members shall be entitled to all the privileges of the Institute but shall not be entitled to any vote or to hold any office, and shall not be required to pay the annual membership fee

PATRONS Patrons of the Institute shall be those persons elected by a two-thirds majority vote of an Annual General Meeting. The following provisions shall apply to patrons

- (a) They shall be entitled to all the privileges of the Institute but shall not be entitled to any vote or to hold any office
- (b) The term of their patronage shall be not longer than one year and they may be elected for further terms in accordance with the provisions herein
- (c) Patrons shall not be required to pay the annual membership fee

- 8 The Institute shall have the power to expel any member for good and sufficient reason by ballot at any General Meeting, at least seventy-five (75) per cent at such General Meeting voting in favour of the expulsion. Any member notified of possible expulsion may, within twenty eight days of receiving notice and the grounds thereof, make written application to appear or place before the Executive any explanation and will be heard in respect of such explanation before the matter is determined by a General Meeting. Any member expelled shall not be eligible for membership for a period of three (3) years.
- 9 The Financial Year of the Institute shall commence on the 1st day of January and conclude on the 31st day of December of the same year.
- 10 (a) The amount of annual subscription and entry fees shall be set by the preceding Annual General Meeting. All members subscriptions for the financial year are due by the first day of February each year and shall be paid to the Administrative Officer of the NZSI.
- (b) Any member failing to pay on or before the 1st of March in any financial year shall be removed from the list of Members.
- 11 (a) The Officers of the Institute shall consist of a President, two Vice Presidents, and an Administrative Officer, all of whom shall be elected from the financial members of the Institute.
- (b) The President and Administrative Officer, shall be elected for a period of two years by the financial members of the Institute, at the Annual General Meeting, nominations being received in writing prior to the AGM, or from the floor at the time of the AGM.
- (c) All written nominations shall contain the name and address of the nominee, the position nominated for, the names and signatures of a proposer and seconder, and be in the hands of the Administrative Officer of the Institute seven days before the date of the AGM.
- (d) The Vice President shall be elected annually at the AGM from the branch delegates referred to below.
- 12 (a) There shall be an Executive consisting of the Officers of the Institute, and two Branch delegates for the time being of every branch formed pursuant to Clause 13. Further the Executive shall have the power to fill any vacancy which may occur on the Executive between the election of offices and the next AGM and co-opt further members for specific purposes. Co-opted members shall be ex officio the Executive.
- 13 (a) The Branch delegates shall be appointed annually by the branch committees prior to the Branch Annual General Meeting and be notified to the Executive in time for that the Institute Annual General Meeting, and any substitute delegates, should the need arise, shall be appointed by the Branch committees from time to time. (It is recommended by the Executive that one delegate be an accredited Suzuki music teacher and the other a parent of a child being taught under the Suzuki method")

- (b) Members of the Executive absent from any Executive meeting may vote by proxy provided that the proxy is in writing and handed to the Chairperson prior to the taking of the vote

14 The Executive shall meet from time to time to formulate and disseminate policy or rules for the guidance of Branches PROVIDED THAT the Executive shall not exercise any power or functions expressly required by these Rules to be settled in General Meeting All members shall be bound by such policy which unless varied or revoked in General Meeting shall be deemed to be the policy of the NZSI The Executive shall publish any amendments to the policy in the Journal

- (a) A Branch shall have no less than 25 members of which at least 5 members shall be music teachers conversant with the Suzuki Method who shall be approved by the Executive of the Institute The Executive, using its discretionary powers, may waive this requirement for lesser numbers if it is deemed to be appropriate
- (b) The Committee of the Branch shall consist of a Chairperson, Vice-chairperson, Secretary, Treasurer, and at least one other member, all of whom shall be elected by the financial members of the Branch at each Branch's Annual General Meeting to be conducted in accordance with clauses 15(a), 15(b), and 15(c) of the rules It is recommended that such committees consist of at least  $\frac{1}{3}$  Teachers and  $\frac{1}{3}$  Parents
- (c) Any Branch formed pursuant to this clause shall be bound by the rules and policy of the NZSI and shall conduct its affairs in accordance with the Institute's objects A Branch may formulate its own financial policies PROVIDED THAT any actions taken under clauses 3(b) and 3(c) shall require the prior written approval of the Executive
- (d) The Branch Annual General Meeting shall be held prior to the Institute's Annual General Meeting on a date approved by the Institute's Executive, for the following purposes
  - (i) To receive the Chairpersons report, the Treasurers balance sheet and statement of accounts for the preceding year
  - (ii) To elect the Officers and Members to the Branch committee for the ensuing year
  - (iii) To transact any other business in general
- (e) That a Branch Special General Meeting may be called at any time by order of the Branch committee or on a requisition signed by at least 5% of the financial members of the Branch, such a requisition to state the proposed agenda

15 The NZSI shall adopt the criteria for accreditation and qualifications of the New Zealand Suzuki Method Teachers on receipt of policy submitted and agreed to by the consensus of all Suzuki Teacher Trainers who shall all be members of the NZSI

- 16 The Annual General Meeting shall be held no later than September 20th of each year at a time and place fixed by the Executive for the following purposes
- (a) To receive the President's Report, the Treasurer's Balance Sheet and Statement of Accounts for the preceding year
  - (b) To elect Officers and Members to the Executive for the ensuing year
  - (c) To transact any other business and generally decide on any resolution which may be duly submitted to the meeting
- 17 SPECIAL MEETING Special General Meetings may be called at any time by order of the executive, or on a requisition signed by at least 5% of the financial members or five members of the executive, and the requisition shall state the reasons for calling the meeting
- 18 Seven days notice of any Annual or Special General Meeting shall be given to the members by circular advertisement, or otherwise, stating the object and business of such meeting Should any member desire to bring a motion before such meeting such motion shall be reduced to writing and lodged with the Administrative Officer at least forty-eight hours before such meeting
- 19 The Executive shall meet monthly or as may be determined and an Executive meeting may be called by the Administrative Officer or by any three members thereof upon giving notice to the Administrative Officer
- 20 Any member of the Executive except an ex-officio member failing to attend three consecutive meetings shall cease to be a member thereof unless he shall first have obtained leave of absence for a definite period No member of the Executive shall be allowed to vote on any question in which he stands to make some material gain In all disputes and matters referred to the Executive, its decision shall be final and without appeal Leave of absence from any Meeting shall not be deemed to be granted unless it is recorded in the Minutes of such Meeting
- 21
- (a) No less than 5% of the financial members shall form a quorum at any General Meeting and, unless where provided by these rules to the contrary, the decision of the majority of the votes recorded shall be binding
  - (b) No fewer than five Executive members being financial members of the Institute shall form a quorum at all executive meetings and, unless where provided by these rules to the contrary, the decision of the majority of the votes recorded shall be binding
- 22 Every member present and qualifying to vote at any meeting shall have one vote The Chairman shall where a ballot is not expressly provided for in these rules, decide upon a show of hands in the first place, provided however, that any three members qualified as aforesaid may demand a ballot The Chairman of any meeting of the Institute where there is an equality of votes, shall have a casting vote in addition to his deliberative vote
- (a) Every member present and qualifying to vote at any meeting shall have one vote

- (b) Members absent from a general meeting may vote by proxy provided that the proxy is in writing and handed to the chairman prior to the taking of the vote
- 23 At all meetings of the Institute or of the Executive the chair shall be taken by the President or a Vice-President in that order and in the event of those Officers being absent, by such member as shall be appointed by those present
- 24 It shall be the duty of the Administrative Officer
- (a) To keep a true record of all meetings of the Institute in a book provided for the purpose
  - (b) To keep a correct roll of all members, the commencement date of their membership, and their addresses
  - (c) To file all documents, records, reports, and communications with the Institute and to bring them before such meetings as may properly deal with them
  - (d) To notify and furnish each member with a copy of the Institutes constitution if requested
  - (e) To conduct the correspondence of the Institute
  - (f) To notify those members concerned, of every meeting
  - (g) In case of inability to attend any meetings to cause the necessary books and papers to be conveyed to the place of meeting
  - (h) To collect, receive and acknowledge by receipt all monies due to the Institute and pay all debts due and owing by the Institute as soon as passed for payment by the Executive, keeping a correct record of all receipts and payments
  - (i) To produce a Statement of Accounts prior to the Annual General Meeting, a Balance Sheet of the receipts and disbursements for the past year, and a report generally upon the finances of the Institute
  - (j) To have the custody of the funds of the Institute and to keep accounts of the same in such manner as will at any time clearly show the true financial position of the Institute
  - (k) To pay all monies collected as soon as practicable and without deduction to the account of the Institute with the Institutes bankers
- 25 (a) It shall be the duty of the Branch Treasurer
- (i) To collect, receive and acknowledge by receipt all monies due to the Branch and pay all debts due and owing by the Branch as soon as passed for payment by the Committee
  - (ii) To produce a Statement of Accounts prior to the Annual General Meeting, a Balance Sheet of the receipts and disbursements for the past year and a report generally upon the finances of the Branch

- (iii) To have the custody of the funds of the Branch and to keep accounts of the same in such manner as will at any time clearly show the true financial position of the Branch
  - (iv) To pay all monies collected as soon as practicable and without deduction to the account of the Branch with the Branch's bankers
  - (v) To conduct the correspondence of the Institute
  - (vi) To notify those members liable, of every meeting
  - (vii) In case of inability to attend any meetings to cause the necessary books and papers to be conveyed to the place of meeting
- (b) It shall be the duty of the Branch Secretary
- (i) To keep a true record of all meetings of the Institute in a book provided for the purpose
  - (ii) To keep a correct roll of all members, the commencement of their membership and their addresses
  - (iii) To file all documents, records, reports, and communications with the Institute and to bring them before such meetings as may properly deal with them
  - (iv) To notify and furnish each member with a copy of the Institutes constitution if requested
- 26 An account shall be opened with the Trust Bank (Waikato) or with such bank as the Executive shall from time to time determine, and the Institute's account with such Bank shall be operated upon by not less than two of the following Officers who have signing authority - namely the President, Administrative Officer, and any one Executive member nominated by the Executive
- (a) In the case of Branches, accounts shall be opened at any recognised Bank and shall be operated on by not less than two Branch committee members having signing authority jointly as minuted in Branch records from time to time
  - (b) The Branch books shall be audited prior to each Annual General Meeting and for that purpose an honorary auditor shall be appointed at each Branch Annual General Meeting The Branch committee or the Executive of the Institute shall also be empowered to arrange for a special audit at any time it is deemed advisable
- 27 The Common Seal of the Institute shall be the Seal adopted as such by the Executive and shall be kept in the custody of the Secretary Whenever the Common Seal of the Institute is required to be affixed to any document the affixing of the Common Seal thereto shall be authorised by a Resolution of the Executive and shall be attested by three members of the Executive, one of whom shall be the Secretary or the President of the Executive

- 28 At any General Meeting of the Institute, the Rules of the Institute may be altered by the addition of any further Rules or by the rescission or amendment of any of the existing Rules PROVIDED HOWEVER that seven (7) days notice in writing of the resolution embodying the proposed additions, rescissions or amendments shall be given to all members and such resolution shall be voted for by at least seventy-five (75) per cent of the active members of the Institutes present at such meeting
- 29 No pecuniary gain shall be derived by any member from the operations of the Institute or the use of any of the Institute's property saving only such salaries or honoraria as may be paid by the Institute to any Officer or Member for services rendered
- 30 The Institute books shall be audited prior to each Annual General Meeting and for that purpose an Honourary Auditor shall be appointed at each Annual General Meeting The Executive shall also be empowered to arrange for a special audit at any time should it be deemed advisable
- 31 The Institute shall be wound up if the members at an Annual or Special General Meeting pass by a two-thirds majority a resolution requiring the Institute to be wound up and the resolution is confirmed at a subsequent Special General Meeting called for that purpose and held not earlier than thirty days and not later than sixty days after the date on which the resolution was passed

Any nett assets after winding up is complete shall be disposed of and the nett proceeds held by such person or persons nominated at the Special General Meeting to hold upon trust for a period of one year and then to pay the nett proceeds to such body or to distribute in such a manner as decided at that Special General Meeting

MD3000

At an Annual General Meeting held in Wellington on Thursday 30 August 1990 it was unanimously resolved that the draft Constitution with amendments be adopted as the Constitution of The New Zealand Suzuki Institute Incorporated

*Danava a corte*

PRESIDENT as at 30/8/90

*Jill Cortes*

MEMBER present at  
ANNUAL GENERAL MEETING  
as at 30/8/90

*Inis Apiti*

ADMINISTRATOR as at 30/8/90