

STANDING ORDERS OF THE COMMITTEE

MANAWATU SCIENCE & TECHNOLOGY FAIR COMMITTEE

The purpose of these standing orders is to provide a guideline framework within which those people organising and promoting the Manawatu Science & Technology Fair (or any other fair of similar name) may be expected to operate.

These standing orders will be reconsidered annually and ratified by those present at the meeting at which due notice of this business has been given.

1. OBJECTS

- 1.1 The Manawatu Science & Technology Fair Committee is set up for the purpose of promoting and administering an annual event at which students can exhibit investigative projects in science and technology.
- 1.2 Run an annual regional science and technology fair for school children for the purpose of promoting education in science and technology.
- 1.3 Nothing in these standing orders shall prejudice the acceptance of exhibits from this region being accepted at the national science and technology event.

2. DEFINITIONS

- 2.1 The COMMITTEE will be that body set up by participating schools with the OBJECTS stated above.
- 2.2 MEMBER SCHOOLS are defined under Section 3.
- 2.3 Member schools will be asked to nominate a contact person for attendance at the three general meetings (under section 6 - Management) as a REPRESENTATIVE but this will not preclude another person from that school having full participation rights at meetings of the Committee.
- 2.4 Any dispute about the STANDING ORDERS of the Committee will be settled by the Committee and the decision will be binding on all member schools.
- 2.5 An EXECUTIVE COMMITTEE will be formed who shall have the power to make decisions between meetings, subject to ratification at the next full meeting.
- 2.6 For ordinary meetings of the Committee there shall be a QUORUM comprising 5 member schools and 3 members of the Executive Committee.

3. MEMBERSHIP

- 3.1 Membership is open to registered schools: primary, intermediate and secondary, within the Manawatu/Rangitikei/Tararua area. Schools outside this area may apply to become members.
- 3.2 All schools in the area, whether members or not, will be kept informed of the organisation's Annual General Meeting through emails to the school.
- 3.3 Membership is renewed annually at the Annual General Meeting.
- 3.4 Any school wishing to be a member must send a representative to attend the Annual General Meeting. The signature of the school's representative on the attendance form at the Annual General Meeting is confirmation of membership.
- 3.5 The Secretary shall maintain a list of current members and their representatives.
- 3.6 Termination of Membership:

3.6.1 Membership may be terminated by a member school informing the Secretary, in writing or by email, of a school's wish to terminate membership. Such termination shall be confirmed by the Committee at the next Committee meeting.

3.6.2 A member may have their membership terminated if, for any reason whatsoever, the Committee is of the view that the member is in breach of the Standing Orders or acting in a manner inconsistent with the Purpose of Manawatu Science and Technology Fair Incorporated.

- a) The Committee shall seek clarification of any such issue
- b) The Member shall be given 28 days in which to respond to any such issue/s raised.
- c) Following this period, the Committee shall make a binding decision on the matter, and notify the member school of the decision.

4. ELIGIBILITY OF ENTRY

- 4.1 The event shall be open to all students from Years 1 – 13 in Member Schools in the general areas described as Manawatu/Rangitikei/Tararua and may include other schools on application to the Committee. Home schooled students may enter the MSTF on application to the Executive Committee.

4.2 Depending on numbers of entries a balloting system may be required to allocate available space. The system will be determined and agreed annually by the Committee.

5. JUDGING OF EXHIBITS

The Chief Judge will be responsible for selection of a team of judges to decide the exhibits to receive awards. The Chief Judge shall have the final word on these decisions and the decision is final and not subject to appeal. The criteria to be used will be submitted by the Chief Judge for approval and will be made known to the Executive Committee and Member Schools who are responsible for making them known to potential exhibitors. The criteria will in general be in accord with those to be used at the national science and technology event.

6. COMMITTEE MEMBERSHIP

- 6.1 All schools having year 1 – 13 students inside the designated areas will be eligible to have one member on the Committee. All participating schools are expected to nominate a representative.
- 6.2 Any organisation supporting the objectives of the Committee, or providing substantial sponsorship will also be eligible to have representatives at the meetings. The involvement of these groups will be agreed by the Committee as a whole.

7. MANAGEMENT

7.1 The Committee will elect annually at the AGM, from its members, the following officers who will constitute an Executive Committee:

Convenor
Deputy Convenor
Treasurer
Secretary
Te Manawa Representative
1 Representative of Secondary schools, years 9 - 14
1 Representative of schools with year 7 & 8 students
1 Representative of Primary schools, year 1 - 6
Fair Administrators and publicity

The Committee has the power to co-opt individuals for a specific position.

7.2 Where the number of nominations exceeds the number of vacancies a secret ballot will be taken with procedures agreed by those present and eligible to vote.

7.3 This Executive Committee will have the power to determine any matters within the objects of the Manawatu Science & Technology Fair Committee.

- 7.4 A Chief Judge (who is not a member of the Executive Committee) will be appointed annually at the AGM.
- 7.5 There will be at least three general meetings during each school year, one of which will be designated and duly advertised (at least three weeks in advance of the date) as the Annual General Meeting.
- 7.6 The Committee will as required set up any sub-committee to carry out any part of the operation of the Manawatu Science & Technology Fair Committee. The terms of reference and operation of the sub-committee will be agreed by the Executive Committee.
- 7.7 Any general matters of appeal will be considered by the Executive Committee, acting as a whole, as soon as possible as written notification of the matter is received. The person making the appeal or complaint may be offered the opportunity to speak with the Executive Committee.

8. GENERAL MATTERS

- 8.1 At each general meeting the following matters will be transacted:
Validation of the previous set of Minutes
Inwards and Outwards Correspondence
Ratification of accounts Received and Paid since the last meeting
- 8.2 The quorum for general meetings will be at least three members of the Executive Committee and five representatives from Member Schools.
- 8.3 The quorum for the Executive Committee meetings will be five members
- 8.4 The schedule of general meetings for the year will be set at the first meeting each year and will include a meeting to consider number allocations in the three weeks leading up to the Fair. These dates will be posted on the website (www.mstf.org.nz).
- 8.5 A Special General Meeting may be called by a request signed by representatives of at least 25% of the Member Schools. The Business to be conducted will be notified to all Member Schools and supporting organisations.

9. FINANCIAL MATTERS

- 9.1 An auditor/reviewer (who is not a member of the Executive Committee) will be appointed annually at the AGM when signatories for the cheque account will also be determined. No two signatories will be part of the same schools or organisation.

- 9.2 All financial dealings will be reported and ratified at each general meeting.
- 9.3 An annual budget will be prepared for the Annual General Meeting and a set of accounts should be audited/reviewed annually for acceptance at the AGM.
- 9.4 Copies of the budget and audited/reviewed accounts will be sent to all Member Schools and supporting groups.
- 9.5 The financial year of the Manawatu Science & Technology Fair Committee shall end on 31 October each year and the Annual General Meeting should be held prior to 1 January the following year.
- 9.6 In the event of this Committee being wound up any funds (after settling all due accounts) will be lodged in trust for a period of 5 years and thereafter to be applied to some other charitable organisation or body within New Zealand with similar objects.

10. COMMON SEAL

- 10.1 Manawatu Science and Technology Fair Incorporated shall have a common seal.
- 10.2 The common seal shall be held by the Secretary.
- 10.3 A document shall be executed on behalf of Manawatu Science and Technology Fair Incorporated if:
- a) The document is consistent with the Rules of Manawatu Science and Technology Fair Incorporated.
 - b) The common seal is attached to the document; and
 - c) The document is witnessed by any two members of the Executive Committee.

11. CHANGE OF RULES

No addition to or alteration or recession of the rules shall be approved if it affects the charitable objects, the personal benefit clause or the winding up clause.

12. WINDING UP

If upon the winding up or dissolution of the organisation there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the organisation but shall be given or transferred to another organisation that is charitable under New Zealand law and has purposes similar to those of the Committee.

13. PERSONAL BENEFIT

No member of the organisation or any person associated with a member shall participate in or materially influence any decision made by the organisation in respect of the payment to or on behalf of that member or associated person of any income, benefit, or advantage.

Any such income paid shall be reasonable and relative to that which would be paid in an arms length transaction (being the open market value). The provisions and effects of this clause shall not be removed from this document, and shall be included and implied into any document replacing this document

LIST OF SIGNATURES OF EXECUTIVE COMMITTEE

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CONVENOR

DATE

.....

DEPUTY CONVENOR

DATE

.....

TREASURER

DATE

.....

SECRETARY

DATE

.....

TE MANAWA REPRESENTATIVE

DATE

.....
SECONDARY SCHOOL REPRESENTATIVE, YEAR 9-13 STUDENTS

DATE

.....
REPRESENTATIVE OF SCHOOLS WITH YEAR 7 & 8 STUDENTS

DATE

.....
PRIMARY SCHOOL REPRESENTATIVE, YEAR 1 – 6 STUDENTS

DATE

.....
FAIR ADMINISTRATOR(S) AND PUBLICITY

DATE