

**HAVELOCK SCHOOL BOARD OF TRUSTEES - MARLBROUGH**  
**School & Community Library Constitution ~ 6.71**

**1 NAME**

- .1 The name of the library will be the **Havelock School and Community Library**, comprising the Havelock School Library and the Havelock Community Library abbreviated within the context of this constitution to the "Library."

**2 OBJECTIVES**

- .1 To provide library services and internet access to Havelock School students, the staff and residents of the wider community.
- .2 To provide Havelock School and the community with the opportunity to integrate and co-operate through the sharing of the library facilities.
- .3 To provide school students with the opportunity to learn about the functions of a library through co-operative use.
- .4 To use the funds of the library to further the objectives of the library.
- .5 To keep pace with current library trends re information technology, link with the school's computer network, Marlborough Libraries on-line services developments and the National Library Electronic Information Resources (EPIC - the school being the signatory to this contract).

**3 MEMBERSHIP**

- .1 Those eligible to become members of the library shall be of three classes;
  - a) students of Havelock School
  - b) staff of Havelock School; and,
  - c) residents and their families within the wider Havelock area.
- .2 Membership of the Library shall be forfeited by any member who, in the opinion of the committee, has breached the provisions of the constitution or any rules existent.

**4 ORGANISATION AND MANAGEMENT**

- .1 Organisation and management of the library shall be the responsibility of the Library Committee who are to work for the best interests of the community and Havelock School.
- .2 Library Committee - The Library Committee shall comprise the following members;
  - a) Havelock School - The Principal and/or one other staff member who shall ordinarily be the Teacher in Charge of Library (TiC Library).
  - b) The Community - The community shall be represented by at least three eligible members elected at the Annual General Meeting.  
[Should such a member appointed under this clause cease such membership, the committee shall have the power to co-opt an eligible member to fill the vacancy.]
  - c) Local Authority - The Marlborough District Council as the territorial authority shall be entitled to be represented by one member. (Historically this has been the District Librarian.)
- .3 Committee: The committee shall elect from its members a chairperson, a secretary and treasurer.
- .4 Quorum: A quorum shall comprise three committee members.
- .5 Public Statements: Any member making a public statement or presenting themselves as an official representative of the Library is to have prior authority of the committee or the chairperson.
- .6 Rules: The committee shall establish and maintain rules for the proper conduct of the Library.



- .7 Committee Meetings: The committee shall decide the frequency of its meetings and the manner of their conduct, except that there shall be at least one meeting each half-year. In the event of a dispute within the committee, recognised Parliamentary Rules of Debate will apply.
- .8 Observers: The committee shall welcome to its general meetings those library members who wish to observe its proceedings.

## 5 MEETINGS

- .1 An **Annual General Meeting** shall be held in Term One for the purpose of electing a committee as provided for in clause 4.2 and reporting the previous year's operations. The minimum age for voting and standing for election for the Library Committee shall be 16.
  - a) Report on the state of the Library and its finances:
    - a report shall be provided for the AGM on the **usage** of the Library, the **state and quality of the stock** therein;
    - a reviewed or audited financial statement including a Statement of Income and Expenditure; and,
    - any other matters considered appropriate by the committee
- .2 **Special General Meetings:**

May be called in accordance with the following procedures;

  - a) Members may require the committee to convene a Special General Meeting by delivering to that committee a requisition signed by ten members of voting age stating plainly the reason for the meeting. The committee shall, upon receipt of the requisition, convene a meeting within 30 days. Notice of such a meeting shall indicate the purpose of the requisition and the names of its sponsors.

## 6 FINANCE

- .1 General: The committee shall have the power to raise funds for the purposes of the Library.
- .2 Havelock School element: Funds for this element shall be the responsibility of the Principal who, in consultation with the committee shall take action appropriate to the policies of funding the school operations.
- .3 The Community element:
  - a) Funds for this element will be the responsibility of the committee who will raise finance by such means as it considers appropriate.
  - b) An annual budget will be prepared and presented for approval at the annual meeting.
  - c) All monies received on account of the Havelock School and Community Library shall be paid into its account/s established at a reputable banking institution.
    - (i) Any income, benefit or advantage shall be applied to the charitable purposes of the organisation.
    - (ii) 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 whatsoever.
    - (iii) Any such income paid shall be reasonable and relative to that which would be paid in an *arm's length* transaction (being the open market value).
    - (iv) The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.
  - d) All accounts for purchases for the library shall be approved by the committee prior to payment. Payments made by cheque and/or electronically shall be



- signed/authorised by any two of three approved committee members appointed by the committee and who have been elected in terms of clause 4.2.
- e) Monthly statements will be presented at each committee meeting (quarterly).
- f) A reviewed or audited Statement of Income and Expenditure and full financial report will be presented to the AGM for adoption and be available to the general public. The reviewer shall be a suitably qualified person.
- g) The financial report needs to be lodged with Charities (IRD) following the AGM.

## **7 STAFFING**

- .1 Servicing the work encompassed within the community library element shall be the responsibility of the committee. This is likely to take the form of a small part-time position funded by the committee, paid via the school's payroll processing agent and claimed quarterly from the committee by the school.
- .2 Servicing the work encompassed within the school library element shall be the responsibility of the principal in consultation with the TiC Library. This is likely to take the form of a small part-time position funded by the school and paid via the school's payroll processing agent.  
(There is advantage in both positions being held by the same employee thereby making both positions more tenable. This person would be employed under the Schools' Support Staff Collective Employment Agreement.)
- .3 The TiC Library (designated by the Principal), shall be responsible for the school elements of the Library.
- .4 One member of the Library Committee, or a volunteer/s under the oversight of a member of the library committee, shall be responsible for the organisation of the roster of library volunteers.

## **8 BOOK STOCK & INTERNET ACCESS**

- .1 The selection and/or purchase of the school component of the books for the Library shall be the delegated responsibility of the Teacher in Charge of the Library (TiC Lib). S/he should consult as appropriate with staff, the Community Librarian, School Librarian, committee and/or Principal regarding the available finance and other matters of a policy nature relevant to the selection of book stock to ensure that the two elements of the Library are kept in harmony.
- .2 Supplementary bulk and special loans of book stock will be made from the Marlborough District Library. A committee member, or a volunteer/s under the oversight of a member of the library committee, is to be responsible for these loans.
- .3 Use of the internet shall be within the terms of the school's Cybersafety Policy (5.71). Should inappropriate material be accessed the matter will be referred to the Library Committee and the member's access to the Library denied until resolved.

## **9 PREMISES**

- .1 The joint use Library shall be housed in the building provided for the same purpose by the community and Marlborough District Council which is located in the grounds of Havelock School.
- .2 The provision of additional shelving and furniture needed for the Library shall be the responsibility of the committee.
- .3 Building maintenance, security, heating, power and cleaning shall be the responsibility of the school.



**10 SUPPLY OF STATIONERY AND LIBRARY SUNDRIES**

- .1 The purchase of library stationery and other similar items will be jointly shared by the committee and the school.

**11 PUBLIC OPENING TIMES**

- .1 The committee shall decide suitable opening times however, the Library may be closed by the committee or its delegated representative on any occasion.

**12 AMENDMENTS TO RULES**

- a) These Rules may be amended, added to or rescinded at any Annual General Meeting or Special General Meeting called for that purpose and all provisions relating to such meeting shall apply.
- b). Any amendments made shall not affect the charitable objects, personal benefits or winding up clauses.
- c) An authenticated copy of the Rules and by-laws of the Association incorporating all amendments shall be kept by the Secretary and shall at all times be available to members for perusal.
- d) Should the Constitution be amended a copy must be lodged with Charities (IRD) in keeping with the Library's charitable status.

**13 DISSOLUTION**

- .1 The joint Library shall be wound up if;
- a) at a Special Public Meeting of which due notice has been given, a two thirds majority of eligible voters present passes a resolution to this effect, *and*;
  - b) passed by resolution of the Board of Trustees of Havelock School.
- .2 In the event of the joint Library being dissolved, an arbitrator nominated by the Library Committee shall decide the percentage of assets to be uplifted from the Library by the community element.

**14 DISPOSITION OF PROPERTY ON WINDING-UP**

- .1 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 some other charitable organisation or body having objects similar to the objects of the first organisation – for some other charitable purpose within New Zealand.

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Formally Adopted *February 2013*

To be Reviewed *2018*

Library Chairperson

Principal

BoT Chairperson