

Constitution

1. Name of the Association

The name of the Association is New Zealand Needs Assessment Service Coordination Association Incorporated (in these **Rules** referred to as the '**Association**').

2. Charitable status

The Association is registered as a charitable entity under the Charities Act 2005.

3. Definitions

- 3.1 In these **Rules**, words have the meaning set down in the Act. In all other instances, unless the context requires otherwise, the following words and phrases have the following meanings:
- 3.2 '**Act**' means the Incorporated Societies Act 2022 or any Act which replaces it (including amendments to it from time to time), and any regulations made under the Act or under any Act which replaces it.
- 3.3 '**Annual General Meeting**' means a meeting of the **Members** of the **Association** held once per year which, among other things, will receive and consider reports on the **Association's** activities and finances.
- 3.4 '**Chair**' means the **Committee Member** responsible for, among other things, overseeing the governance and operations of the **Association** and chairing **General Meetings**.
- 3.5 '**Committee**' means the **Association's** governing body.
- 3.6 '**Committee Member**' means a member of the **Committee**, including the **Chair**.
- 3.7 '**Deputy Chair**' means the **Committee Member** elected or appointed to deputise in the absence of the Chair.
- 3.8 '**General Meeting**' means either an **Annual General Meeting** or a **Special General Meeting** of the **Association**.

- 3.9 **‘Interested Member’** means a member who is interested in a matter for any of the reasons set out in section 62 of the Incorporated Societies Act 2022.
- 3.10 **‘Interests Register’** means the register of interests of Officers, including **Committee Members**, kept under these **Rules**.
- 3.11 **‘Member’** means a person properly admitted to the **Association** in accordance with these **Rules** and who has not ceased to be a member of the **Association**.
- 3.12 **‘Financial Member’** means a person who has paid all **Association** membership fees in full.
- 3.13 **‘Voting Member’** means a person who meets the criteria of **‘Principal Member’** and **‘Financial Member’** and whose membership entitles them to vote under these **Rules**.
- 3.14 **‘Notice’ to Members** includes any notice given by post, courier or email.
- 3.15 **‘Register of Members’** means the register of **Members** kept under these **Rules**.
- 3.16 **‘Rules’** means the rules in this Constitution.
- 3.17 **‘Secretary’** means the **person appointed to be** responsible for, among other things, keeping the **Register of Members**, the **Register of Interests**, and recording the minutes of **General Meetings** and **Committee** meetings.
- 3.18 **‘Special General Meeting’** means a meeting of the **Members**, other than an **Annual General Meeting**, called for a specific purpose or purposes.
- 3.19 **‘Working Days’** mean as defined in the Legislation Act 2019. Examples of days that are not **Working Days** include, but are not limited to, the following — a Saturday, a Sunday, Waitangi Day, Good Friday, Easter Monday, ANZAC Day, the Sovereign’s birthday, Te Rā Aro ki a Matariki/Matariki Observance Day, and Labour Day.

4. Purposes

- 4.1 The **Association** is established and maintained exclusively for charitable purposes (including any purposes ancillary to those charitable purposes), namely to benefit those in need in Aotearoa, New Zealand by:
- i. supporting needs assessment and coordination services to deliver best practice to the population of Aotearoa New Zealand;
 - ii. identifying common issues across services that work with individuals to assess needs and goals and coordinate services;
 - iii. providing the basis for the exchange of information in the disability, personal health, health of older persons, mental health and other sectors;
 - iv. developing, promoting and supporting professional standards for a service involved in assessment, planning, funding and/or service coordination services;
 - v. facilitating and providing training and to identify such needs through research and recognised best practice; and
 - vi. Any other activities that contribute to the above purposes.
- 4.2 Any income, benefit, or advantage must be used to advance the charitable purposes of the **Association**.
- 4.3 No **Interested Member** is allowed to take part in, or influence any decision made by the **Association** in respect of payments to, or on behalf of, the **Interested Member** of any income, benefit, or advantage.
- 4.4 Any payments made to an **Interested Member** must be for goods and services that advance the charitable purpose and must be reasonable and comparable to payments that would be made between unrelated parties.

5. Tikanga / Culture

- 5.1 The tikanga or culture of the **Association** is as follows:
- i. Honoring our obligations under Te Tiriti o Waitangi;
 - ii. Supporting people to live their best lives through access to relevant funding and supports;

- iii. Ensuring services support an individual's rights to be met; and
- iv. Proving equitable access to services and these **Rules** shall be interpreted having regard to that tikanga or culture.

6. Act and Regulations

Nothing in this Constitution authorises the **Association** to do anything which contravenes or is inconsistent with the Act, any regulations made under the Act, or any other legislation.

7. Registered office

The Registered Office of the **Association** shall be at such place in New Zealand as the **Committee** from time to time determines, and changes to the Registered Office shall immediately be notified to the Registrar of Incorporated Societies in a form and as required by the Act.

8. Power to Borrow Money

The **Association** has the power to borrow to acquire property and funds, and to use the funds of the **Association** as the **Association** may consider from time to time advisable for any purpose or objective of the **Association**.

9. Other powers

In addition to its statutory powers, the **Association** may (subject to exercising the care and skill that a prudent person of business would exercise in managing the affairs of others) for the purposes of carrying on any operation within the scope of its objects:

- i. use its funds to pay the costs and expenses to advance or carry out its objects;
- ii. employ or contract with such people as may be appropriate; and
- iii. invest in any investment.

10. Members

10.1 Minimum Number of **Members**

The **Association** shall maintain the minimum number of **Members** required by the **Act**.

10.2 Types of **Members**

The classes of membership and the method by which **Members** are admitted to different classes of membership outlined below.

10.2.1 **Principal Member**

A **Principal Member** is an organisation that holds a contract or agreement to provide assessment, planning, funding and/or service coordination services within a specified region. An organisation may hold one principal membership for each area that they deliver services. The area must have clearly defined geographical boundaries. An organisation may hold more than one principal membership for the same geographical region if the service is delivered to a different population group i.e. Health of Older Person's versus Mental Health related needs. Each **Principal Member** is entitled to one vote at **General Meetings**.

10.2.2 **Associate Member**

An **Associate Member** is an organisation that does not hold a contract to provide assessment, planning, funding and/or service coordination services but provides services that are aligned with these services. Associate membership is granted on the approval of a majority vote of the committee. An Associate Member is not entitled to vote at **General Meetings**.

10.2.3 **Individual Member**

An **Individual Member** is not a holder of a contract to provide assessment, planning, funding and/or service coordination services, nor an associate member organisation but is a natural person who provides services aligned with these services, either individually or for or on behalf of an organisation which provides such services. A **Principal Member** or **Associate Member** may purchase individual memberships for any number of people who would be entitled to non-voting membership privileges. Individual membership is

granted on the approval of a majority vote of the committee.

10.3 Becoming a member: consent

10.3.1 Every applicant for membership must consent in writing to becoming a **Member**.

10.3.2 An applicant for membership must complete and sign any application form, supply any information, or attend an interview, as may be reasonably required by the **Committee** regarding an application for membership.

10.3.3 The **Committee** may accept or decline an application for membership. The **Committee** must advise the applicant of its decision (but is not required to provide reasons for that decision).

11. Obligations and rights

11.1 Every **Member** shall provide the **Association** with that **Member's** name and contact details (including postal address, telephone number(s), and any email address) and promptly advise the **Association** of any changes to those details.

11.2 Membership does not confer on any **Member** any right, title, or interest (legal or equitable) in the property of the **Association**.

12. Other obligations and rights

12.1 All **Members** (including **Committee Members**) shall promote the interests and purposes of the **Association** and shall do nothing to bring the **Association** into disrepute.

12.2 A **Member** is only entitled to exercise the rights of membership (including attending and voting at **General Meetings**, accessing or using the **Association's** premises, facilities, equipment and other property) if all subscriptions and any other fees have been paid to the **Association** by their respective due dates, but no **Member** is liable for an obligation of the **Association** by reason only of being a **Member**.

12.3 Any **Member** that is a body corporate shall provide the **Secretary** with the name and contact details of the person who is the organisation's authorised

representative, and that person shall be deemed to be the organisation's proxy for the purposes of voting at **General Meetings**.

- 12.4 The **Committee** may decide what access or use **Members** may have of or to any premises, facilities, equipment or other property owned, occupied or otherwise used by the **Association**, including any conditions of and fees for such access or use.

13. Subscriptions and fees

- 13.1 The annual subscription and any other fees for membership for the then current financial year shall be set by resolution of a **General Meeting** (at which it may also be decided whether payment can be made by periodic instalments).
- 13.2 Any **Member** failing to pay the annual subscription (including any periodic payment), any levy, or any capitation fees, within 3 calendar month(s) of the date the same was due for payment shall be considered as unfinancial and shall (without being released from the obligation of payment) has no membership rights and shall not be entitled to participate in any **Association** activity or to access or use the **Association's** premises, facilities, equipment and other property until all the arrears are paid. If such arrears are not paid within 6 calendar months of the due date for payment of the subscription, any other fees, or levy the **Committee** may terminate the **Member's** membership (without being required to give prior **Notice** to that **Member**).

14. Ceasing to be a member

- 14.1 A **Member** ceases to be a **Member**:
- i. on death (or if a body corporate on liquidation or deregistration, or if a partnership on dissolution of the partnership); or
 - ii. by resignation from that **Member's** class of membership by **notice** to the **Secretary**; or
 - iii. on termination of a **Member's** membership under these **Rules** with effect from (as applicable):
 - a. the date of death of the **Member** (or if a body corporate from the date of its liquidation or deregistration, or if a partnership from the date of its dissolution), or

- b. the date of receipt of the **notice** of resignation by the **Secretary** (or any subsequent date stated in the **notice** of resignation), or
- c. the date of termination of membership under these **Rules**, or
- d. the date specified in a resolution of the **Committee**.

15. Obligations on resignation

- 15.1 A **Member** who resigns, or whose membership is terminated under these **Rules**:
- i. remains liable to pay all subscriptions and other fees to the **Association's** next balance date;
 - ii. shall cease to hold himself or herself out as a Member of the **Association**;
 - iii. shall return to the **Association** all material provided to **Members** by the **Association** (including any membership certificate, badges, handbooks and manuals); and
 - iv. shall cease to be entitled to any of the rights of an **Association Member**.

16. Becoming a member again

- 16.1 Any former **Member** may apply for re-admission in the manner prescribed for new applicants, and may be re-admitted only by resolution of the **Committee**.
- 16.2 However, if a former Member's membership was terminated following a dispute resolution process, the applicant may be re-admitted only by a **General Meeting** on the recommendation of the Committee.

17. General Meetings

17.1 Annual General Meetings

An **Annual General Meeting** shall be held once a year on a date and at a location determined by the **Committee** and consistent with any requirements in the **Act**, and the **Rules** relating to the procedure to be followed at **General Meetings** shall apply.

17.2 Annual General Meetings: business

The business of an **Annual General Meeting** shall be to:

- i. confirm the minutes of previous **Association Meeting(s)**;
- ii. adopt the annual report on **Association** business;
- iii. adopt the financial report on the finances of the **Association**, and the annual financial statements;
- iv. set any subscriptions for the current financial year;
- v. consider any motions;
- vi. election of **Committee Members**; and
- vii. consider any general business.

The Committee must, at each **Annual General Meeting**, present the following information:

- viii. an annual report on the affairs of the **Association** during the most recently completed accounting period,
- ix. the annual financial statements for that period, and
- x. **notice** of any disclosures of conflicts of interest made by Committee **Members** during that period (including a brief summary of the matters, or types of matters, to which those disclosures relate).

17.3 Special General Meetings

17.3.1 **Special General Meetings** may be called at any time by the **Committee** by resolution. The **Committee** must call a **Special General Meeting** if the **Secretary** receives a written request signed by at least 25 per cent of **Members**. Any resolution or written request must state the business that the **Special General Meeting** is to deal with.

17.3.2 The **Rules** relating to the procedure to be followed at **General Meetings** shall apply to a **Special General Meeting**, and a **Special General Meeting** shall only consider and deal with the business specified in the **Committee's** resolution or the written request by **Members** for the Meeting.

17.4 Procedure

17.4.1 The Committee shall give all **Members** at least 30 Working Days' **Notice** of any **General Meeting** and of the business to be conducted at that **General Meeting**.

17.4.2 The **General Meeting** and its business will not be invalidated simply because one or more **Members** do not receive the **Notice** of the **General Meeting**.

- 17.4.3 All **Principal Members** may attend, speak and vote at **General Meetings**:
- i. in person; or
 - ii. by a signed original written proxy in favour of some individual entitled to be present at the meeting and received by, or handed to, the **Secretary** before the commencement of the General Meeting; or
 - iii. through the authorised representative of a body corporate as notified to the **Secretary**; and
 - iv. No other proxy voting shall be permitted.
- 17.4.4 All other financial **Members**, but not **Principal Members** shall have the right to speak but not vote at **General Meetings**.
- 17.4.5 No **General Meeting** may be held unless at least 40 percent of eligible **Principal Members** attend. This will constitute a quorum.
- 17.4.6 If, within half an hour after the time appointed for a meeting a quorum is not present, the meeting – if convened upon request of **Members** – shall be dissolved; in any other case it shall stand adjourned to a day, time and place determined by the **Chair** of the **Association**, and if at such adjourned meeting a quorum is not present those present in person or by proxy shall be deemed to constitute a sufficient quorum. Any decisions made when a quorum is not present are not valid.
- 17.4.7 **General Meetings** may be held at one or more venues using any real-time audio, audio and visual, or electronic communication that gives each member a reasonable opportunity to participate.
- 17.4.8 Except as otherwise provided in these **Rules**, any person chairing a **General Meeting** has a deliberative and, in the event of a tied vote, a casting vote.
- 17.4.9 Any person chairing a **General Meeting** may:
- i. With the consent of any that **General Meeting** adjourn the **General Meeting** from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place;
 - ii. Direct that any person not entitled to be present at the Meeting, obstructing the business of the Meeting, behaving in a disorderly manner, being abusive, or failing to abide by the directions of the chairperson be removed from the Meeting; and
 - iii. In the absence of a quorum or in the case of emergency, adjourn the Meeting or declare it closed.

17.5 Procedure

17.5.1 The Committee may put forward motions for the **Association** to vote on ('Committee Motions'), which shall be notified to **Members** with the **notice** of the **General Meeting**.

17.5.2 Any Member may request that a motion be voted on ('Member's Motion') at a **General Meeting**, by giving **notice** to the **Secretary** at least 30 Working Days before that meeting. The Member may also provide information in support of the motion ('Member's Information').

17.6 Minutes

Minutes must be kept by the **Secretary** of all **General Meetings**.

18. Committee

18.1 Composition

The **Committee** will consist of not fewer than 5 and not more than 8 **Committee Members** who are:

- i. elected **Members**; and
- ii. natural persons; and
- iii. not disqualified by these **Rules** or the Act; and
- iv. representative of the geographical regions of Aotearoa New Zealand and the various funders who purchase the services of Principal **Members**.

The **Committee** will include:

- v. a **Chair** elected by a majority of **Principal Members**,
- vi. a Deputy **Chair** appointed by a majority of **Committee Members**, and
- vii. Non-elected roles that are appointed by the **Committee Members** to fill vacancies and skill gaps.

18.2 Qualifications

Prior to election or appointment, every **Committee Member** must consent in writing to be a **Committee Member** and certify in writing that they are not disqualified from being appointed or holding office as a **Committee Member** by these **Rules** or the **Act**.

The following persons are disqualified from being appointed or holding office as a **Committee Member**:

- i. a person who is under 16 years of age;
- ii. a person who is an undischarged bankrupt;
- iii. a person who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, the Financial Markets Conduct Act 2013, or the Takeovers Act 1993;
- iv. a person who is disqualified from being a member of the **Committee** of a charitable entity under section 31(4)(b) of the Charities Act 2005,
- v. a person who has been convicted of any of the following, and has been sentenced for the offence, within the last 7 years:
 - vi. an offence under subpart 6 of Part 4,
 - vii. a crime involving dishonesty (within the meaning of section 2(1) of the Crimes Act 1961),
 - viii. an offence under section 143B of the Tax Administration Act 1994,
 - ix. an offence, in a country other than New Zealand, that is substantially similar to an offence specified in subparagraphs (i) to (iii),
 - x. a money laundering offence or an offence relating to the financing of terrorism, whether in New Zealand or elsewhere,
- xi. a person subject to:
 - a. an order under section 108 of the Credit Contracts and Consumer Finance Act 2003; or
 - b. a forfeiture order under the Criminal Proceeds (Recovery) Act 2009; or
 - c. a property order made under the Protection of Personal and Property Rights Act 1988, or whose property is managed by a trustee corporation under section 32 of that Act; or
 - d. a person who is otherwise disqualified from being a member of the Committee of a charitable entity under section 16 of the Charities Act 2005.

18.3 Election or appointment

The election of **Committee Members** shall be conducted as follows:

- 18.3.1 **Committee Members** shall be elected during **Annual General Meetings**. However, if a vacancy in the position of any **Committee Member** occurs between **Annual General Meetings**, that vacancy shall be filled by resolution of the **Committee** (and any such appointee must, before appointment, supply a signed consent to appointment and a certificate that the nominee is not disqualified from being appointed or holding office as a **Committee Member** by these **Rules** or the **Act**).

- 18.3.2 A candidate's written nomination, accompanied by the written consent of the nominee (who must be a financial member) with a certificate that the nominee is not disqualified from being appointed or holding office as a **Committee Member** by these **Rules** or the **Act**, shall be received by the **Secretary** at least 20 **Working Days** before the date of the **Annual General Meeting**. If there are insufficient valid nominations received, further nominations may be received from the floor at the **Annual General Meeting**.
- 18.3.3 Votes shall be cast in such a manner as the person chairing the Meeting determines. Voting may take place online prior to the meeting, provided all voting **Members** have access to the voting system.
- 18.3.4 Two **Members** (who are not nominees) or non-**Members** appointed by the **Chair** shall act as scrutineers for the counting of the votes and destruction of any voting papers.
- 18.3.5 In the event of any vote being tied, the tie shall be resolved by the incoming **Committee** (excluding those in respect of whom the votes are tied).

18.4 Term

- 18.4.1 The term of office for all **Committee Members** shall be 2 year(s), expiring at the end of the Annual **General Meeting** in the year corresponding with the last year of each **Committee Member's** term of office.
- 18.4.2 No **Committee Member** shall serve for more than 3 consecutive terms.
- 18.4.3 No **Chair** shall serve for more than 2 consecutive terms as **Chair**.

18.5 Removal

- 18.5.1 Where a complaint is made about the actions or inaction of a **Committee Member** (and not in the **Committee Member's** capacity as a Member of the **Association**) the following steps shall be taken:
- i. The **Committee Member** who is the subject of the complaint, must be advised of all details of the complaint;
 - ii. The **Committee Member** who is the subject of the complaint, must be given adequate time to prepare a response;
 - iii. The complainant and the **Committee Member** who is the subject of the complaint, must be given an adequate opportunity to be heard; either in writing or at an oral hearing by the **Committee** (excluding the

- Committee Member** who is the subject of the complaint) if it considers that an oral hearing is required;
- iv. Any oral hearing shall be held by the **Committee** (excluding the **Committee Member** who is the subject of the complaint), and/or any oral or written statement or submissions shall be considered by the **Committee** (excluding the **Committee Member** who is the subject of the complaint);
 - v. If the complaint is upheld the **Committee Member** may be removed from the **Committee** by a resolution of the **Committee** or of a **General Meeting**, in either case passed by a two-thirds majority of those present and voting.

18.6 Cessation of Committee Membership

18.6.1 A Committee Member shall be deemed to have ceased to be a **Committee Member** if that person ceases to be a **Member** and was appointed in a membership position.

18.6.2 Each **Committee Member** shall within 10 **Working Days** of submitting a resignation or ceasing to hold office, deliver to the **Secretary** all books, papers and other property of the **Association** held by such former **Committee Member**.

18.7 Functions

From the end of each **Annual General Meeting** until the end of the next **Annual General Meeting**, the **Association** shall be governed by the **Committee**, which shall be accountable to the **Members** for the advancement of the **Association's** purposes and the implementation of resolutions approved by any **General Meeting**.

18.8 Officers' Duties

At all times each **Committee Member**:

- i. shall act in good faith and in what he or she believes to be the best interests of the **Association**;
- ii. must exercise all powers for a proper purpose;
- iii. must not act, or agree to the **Association** acting, in a manner that contravenes the **Act** or these **Rules**;
- iv. when exercising powers or performing duties as a **Committee Member**, must exercise the care and diligence that a reasonable person with the same responsibilities would exercise in the same circumstances taking into account, but without limitation, the nature of

- the **Association**, the nature of the decision, the position of the **Committee Member** and the nature of the responsibilities undertaken by him or her;
- v. must not agree to the activities of the **Association** being carried on in a manner likely to create a substantial risk of serious loss to the **Association** or to the **Association's** creditors, or cause or allow the activities of the **Association** to be carried on in a manner likely to create a substantial risk of serious loss to the **Association** or to the **Association's** creditors; and
 - vi. must not agree to the **Association** incurring an obligation unless he or she believes at that time on reasonable grounds that the **Association** will be able to perform the obligation when it is required to do so.

18.9 Powers

Subject to these **Rules** and any resolution of any **General Meeting** the Committee may:

- i. exercise all the **Association's** powers, other than those required by the **Act** or by these **Rules** to be exercised by the **Association** in **General Meeting**; and
- ii. enter into contracts on behalf of the **Association** or delegate such power to a **Committee Member**, sub-committee, employee, or other person; and
- iii. appoint a **Chair** and **Deputy Chair** from within the **Committee Members**.

18.10 Sub-committees

The **Committee** may appoint sub-committees consisting of such persons (whether or not **Members** of the **Association**) and for such purposes as it thinks fit. Unless otherwise resolved by the **Committee**:

- i. the quorum of every sub-committee is half the members of the sub-committee but not less than 2;
- ii. no sub-committee shall have power to co-opt additional members;
- iii. a sub-committee must not commit the **Association** to any financial expenditure without express authority; and
- iv. a sub-committee must not further delegate any of its powers.

18.11 General issues

18.11.1 The Committee and any sub-committee may act by resolution approved in the course of a conference call using audio and/or audio-visual

technology or through a written ballot conducted by email, electronic voting system, or post, and any such resolution shall be recorded in the minutes of the next Committee meeting.

- 18.11.2 Other than as prescribed by the Act or these **Rules**, the Committee or any sub-committee may regulate its proceedings as it thinks fit.
- 18.11.3 Subject to the Act, these **Rules** and the resolutions of **General Meetings**, the decisions of the Committee on the interpretation of these **Rules** and all matters dealt with by it in accordance with these **Rules** and on matters not provided for in these **Rules** shall be final and binding on all **Members**.

19. Conflicts of interest

- 19.1 In this clause 19, Matter means anything arising in the **Association's** performance of its activities or exercise of its powers, or any arrangement, agreement, or contract (in this clause 19, a Transaction) made or entered into or proposed and entered into by the **Association**.
- 19.2 An Officer or a member of the Committee and/or member of a sub-committee who is an Interested Member in respect of any Matter being considered by the **Association**, must disclose details of the nature and extent of the interest (including any monetary value of the interest if it can be quantified) to the Committee and or sub-committee; and in an Interests Register kept by the Committee.
- 19.3 Disclosure must be made as soon as practicable after the member of the Committee and/or sub-committee becomes aware that they are interested in the Matter.
- 19.4 A member of the Committee and/or sub-committee who is an Interested Member regarding a Matter:
- i. must not vote or take part in the decision of the Committee and/or sub-committee relating to the Matter; and
 - ii. must not sign any document relating to the entry into a Transaction or the initiation of the Matter; but
 - iii. may take part in any discussion of the Committee and/or sub-committee relating to the Matter and be present at the time of the decision of the Committee and/or sub-committee (unless the Committee and/or sub-committee decides otherwise).

- 19.5 A member of the Committee and/or sub-committee who is prevented from voting on a Matter may still be counted for the purpose of determining whether there is a quorum at any meeting at which the Matter is considered.
- 19.6 Where 50 per cent or more of **Committee Members** are prevented from voting on a matter because they are interested in that matter, a **Special General Meeting** must be called to consider and determine the matter, unless all **non-interested members** agree otherwise, and where 50 per cent or more of the members of a sub-committee are prevented from voting on a matter because they are interested in that matter, the **Committee** shall consider and determine the matter.

20. Committee meetings

20.1 Frequency

The **Committee** shall meet at least quarterly at such times and places and in such manner (including by audio, audio and visual, or electronic communication) as it may determine and otherwise where and as convened by the **Chair**.

20.2 Procedure

The quorum for Committee meetings is at least half the number of Committee **Members**.

21. Records

21.1 Register of Members

The **Secretary** shall keep an up-to-date **Register of Members**, recording for each **Member** their name, contact details, the date they became a **Member**, and any other information required by these **Rules** or prescribed by Regulations under the **Act**.

21.2 Contents of Register of Members

The information contained in the **Register of Members** shall include each **Member's**:

- i. postal address;
- ii. phone number (landline and/or mobile);
- iii. email address (if any);
- iv. the date the **Member** became a **Member**;
- v. occupation; and
- vi. whether the **Member** is financial or unfinancial.

Every **Member** shall promptly advise the **Secretary** of any change of contact details.

21.3 Access to Register of Members

With reasonable **notice** and at reasonable times, the **Secretary** shall make the **Register of Members** available for inspection by **Members** and **Committee Members**. However, no access will be given to information on the **Register of Members** to **Members** or any other person, other than as required by law.

21.4 Interests Register

The **Secretary** shall maintain an up-to-date register of the interests disclosed by Officers.

21.5 Access to other information

21.5.1 A **Member** may at any time make a written request to the **Association** for information held by the **Association**.

The request must specify the information sought in sufficient detail to enable the information to be identified.

21.5.2 The **Association** must, within a reasonable time after receiving a request:

- i. provide the information; or
- ii. agree to provide the information within a specified period; or
- iii. agree to provide the information within a specified period if the **Member** pays a reasonable charge to the **Association** (which must be specified and explained) to meet the cost of providing the information; or
- iv. refuse to provide the information, specifying the reasons for the refusal.

- 21.5.3 Without limiting the reasons for which the **Association** may refuse to provide the information, the **Association** may refuse to provide the information if:
- i. withholding the information is necessary to protect the privacy of natural persons, including that of deceased natural persons; or
 - ii. the disclosure of the information would, or would be likely to, prejudice the commercial position of the **Association** or of any of its **Members**; or
 - iii. the disclosure of the information would, or would be likely to, prejudice the financial or commercial position of any other person, whether or not that person supplied the information to the **Association**; or
 - iv. withholding the information is necessary to maintain legal professional privilege; or
 - v. the disclosure of the information would, or would be likely to, breach an enactment; or
 - vi. the burden to the **Association** in responding to the request is substantially disproportionate to any benefit that the member (or any other person) will or may receive from the disclosure of the information; or
 - vii. the request for the information is frivolous or vexatious.
- 21.5.4 If the **Association** requires the Member to pay a charge for the information, the **Member** may withdraw the request, and must be treated as having done so unless, within 10 **Working Days** after receiving notification of the charge, the **Member** informs the **Association**:
- i. that the **Member** will pay the charge; or
 - ii. that the **Member** considers the charge to be unreasonable.

Nothing in this **Rule** limits Information Privacy Principle 6 of the Privacy Act 2020.

22. Finances

22.1 Control and management

- 22.1.1 The funds and property of the **Association** shall be:
- i. controlled, invested and disposed of by the **Committee**, subject to these **Rules**; and
 - ii. devoted solely to the promotion of the objects and purposes of the **Association**.

22.2 Balance date

The **Association's** financial year shall commence on 1 July of each year and end on 30 June (the latter date being the **Association's** balance date).

23. Dispute Resolution

23.1 Raising disputes

23.1.1 Any grievance by a **Member**, and any complaint by anyone, is to be lodged by the complainant with the **Secretary** in writing and must provide such details as are necessary to identify the details of the grievance or complaint. All **Members** (including the **Committee**) are obliged to cooperate to resolve disputes efficiently, fairly, and with minimum disruption to the **Association's** activities.

23.1.2 The complainant raising a grievance or complaint, and the **Committee**, must consider and discuss whether a grievance or complaint may best be resolved through informal discussions, mediation or arbitration. Where mediation or arbitration is agreed on, the parties will sign a suitable mediation or arbitration agreement.

23.1.3 The resolution of all disputes must be conducted in a manner that is consistent with natural justice.

23.2 Investigating disputes

23.2.1 This rule concerns any grievances of **Members** relating to their rights and interests as **Members**, and any complaints concerning the alleged conduct or discipline of **Members**, collectively referred to as "disputes."

23.2.2 These disputes procedures are designed to enable and facilitate the fair, prompt and efficient resolution of grievances and complaints.

23.2.3 Rather than investigate and deal with any grievance or complaint, the **Committee** may:

- i. appoint a sub-committee to deal with the same; or
- ii. refer the same to an external arbitrator, arbitral tribunal, or external visitor (or referee), so long as minimum standards of natural justice and the following requirements under this rule are satisfied.

23.2.4 The **Committee** or any such sub-committee or person considering any grievance or complaint is referred to hereafter as the "decision-maker".

23.2.5 The decision-maker:

- i. shall consider whether to investigate and deal with the grievance or complaint, and
- ii. may decline to do so (for instance, if the decision-maker is satisfied that the complainant has insufficient interest in the matter or otherwise lacks standing to raise it; the matter is trivial or does not appear to disclose material misconduct or material; the matter raised appears to be without foundation or there is no apparent evidence to support it; some damage to **Members'** interests may arise; or the conduct, incident, event or issue has already been investigated and dealt with by the **Association**).

23.2.6 Where the decision-maker decides to investigate and deal with a grievance, the following steps shall be taken:

- i. The complainant and the **Member**, or the **Association** which is the subject of the grievance, must be advised of all details of the grievance;
- ii. The **Member**, or the **Association** which is the subject of the grievance, must be given an adequate time to prepare a response;
- iii. The complainant and the **Member**, or the **Association** which is the subject of the grievance, must be given an adequate opportunity to be heard, either in writing or at an oral hearing if the decision-maker considers that an oral hearing is required; and
- iv. Any oral hearing shall be held by the decision-maker, and/or any written statement or submissions shall be considered by the decision-maker.

23.2.7 Where the decision-maker decides to investigate and deal with a complaint, the following steps shall be taken:

- i. The complainant and the **Member** complained against must be advised of all allegations concerning the **Member**, and all details of the complaint.
- ii. The **Member** complained against must be given an adequate time to prepare a response.
- iii. The **Member** complained against must be given an adequate opportunity to be heard, either in writing or at an oral hearing if the decision-maker considers that an oral hearing is required.
- iv. Any oral hearing shall be held by the decision-maker, and/or any written statement or submissions shall be considered by the decision-maker.

23.2.8 A **Member** may not make a decision on or participate as a decision-maker in regards to a grievance or complaint, if 2 or more **Committee Members**, or the decision-maker, consider that there are reasonable grounds to infer that the person may not approach the grievance or complaint impartially, or without a predetermined view. Such a decision must take into account the context of the **Association** and the particular case, and may include consideration of facts known by the other **Members** about the decision-maker, so long as the decision is reasonably based on evidence that proves or disproves an inference that the decision-maker might not act impartially.

23.3 Resolving disputes

23.3.1 The decision-maker may:

- i. dismiss a grievance or complaint, or
- ii. uphold a grievance and make such directions as the decision-maker thinks appropriate (with which the **Association** and **Members** shall comply),
- iii. uphold a complaint and:
 - a. reprimand or admonish the **Member**, and/or
 - b. suspend the **Member** from membership for a specified period, or terminate the **Member's** membership, and/or
 - c. order the complainant (if a **Member**) or the **Member** complained against, to meet any of the **Association's** reasonable costs in dealing with a complaint.

24. Winding up

24.1 Process

24.1.1 The **Association** may be wound up, or liquidated, or removed from the Register of Incorporated Societies in accordance with the provisions of the **Act**.

24.1.2 The **Secretary** shall give **Notice** to all **Members** of:

- i. the proposed motion to wind up the **Association** or remove it from the Register of Incorporated Societies, and
- ii. the **General Meeting** at which any such proposal is to be considered,
- iii. the reasons for the proposal, and
- iv. any recommendations from the **Committee** in respect to such **Notice** of motion.

24.1.3 Any resolution to wind up the **Association** or remove it from the Register of Incorporated Societies must be passed by a two-thirds majority of all **Members** present and voting.

24.2 Surplus assets

24.2.1 If the **Association** is wound up, or liquidated, or removed from the Register of Incorporated Societies, no distribution shall be made to any **Member**, and if any property remains after the settlement of the **Association's** debts and liabilities, that property must be used to further a charitable purpose or purposes as defined in section 5(1) of the Charities Act 2005.

25. Alterations to the Rules

25.1 Amending these Rules

25.1.1 The **Association** may amend, add to or replace these **Rules** at a **General Meeting** by a resolution passed by a simple majority of those **Members** present and voting.

25.1.2 Any proposed motion to amend or replace these **Rules** shall be signed by at least 25 per cent of eligible **voting Members** or a **resolution passed by the Committee to present revised Rules to the Members** and given in writing to the **Secretary** at least 30 **Working Days** before the **General Meeting** at which the motion is to be considered and accompanied by a written explanation of the reasons for the proposal.

25.1.3 At least 15 **Working Days** before the **General Meeting** at which any amendment is to be considered the **Secretary** shall give to all **Members** **Notice** of the proposed motion, the reasons for the proposal, and any recommendations the **Committee** has.

25.1.4 When an amendment is approved by a **General Meeting** it shall be notified to the Registrar of Incorporated Societies in the form and manner specified in **the Act** for registration and shall take effect from the date of registration.

25.1.5 When an amendment is approved by a **General Meeting** it shall be provided to Charities Services within 3 months of the date of the amendment.

26. Other

26.1 Contact person

26.1.1 The **Association** shall have at least 1 but no more than 3 contact person(s) whom the Registrar can contact when needed.

The **Association's** contact person must be:

- i. At least 18 years of age; and
- ii. An Officer; and
- iii. Ordinarily resident in New Zealand; and
- iv. Not disqualified under the Act from holding that office; and
- v. shall include the **Chair**

26.1.2 Any change in that contact person or that person's name or contact details shall be advised to the Registrar of Incorporated Societies within 20 **Working Days** of that change occurring, or the **Association** becoming aware of the change.