



**CONSTITUTION FOR
REFLEXOLOGY
NEW ZEALAND**

**Amended and Adopted
at the
ANNUAL GENERAL MEETING
June 2015**

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1. NAME

The name of the Association shall be “Reflexology New Zealand Incorporated” (RNZ Incorporated).

2. OBJECTS

RNZ Incorporated is a National Organisation committed to enhancing the professionalism of Reflexology in order to achieve excellence in the delivery of professional health care to the community at large, by means including the following :

(i) Education

To develop and uphold standards for the education of Reflexologists and to develop, implement and evaluate ongoing education for its members.

(ii) Support

To provide a support network for its members, creating a co-operative climate and encouraging input from all members.

(iii) Research

To co-ordinate and encourage its members to review literature, plan, implement, evaluate and publish research relevant to Reflexology practice.

(iv) Register

To compile, maintain and make available a Register of Reflexologists.

(v) Newsletter

To publish a regular newsletter to keep its members informed concerning Reflexology in New Zealand and the world.

(vi) Public Forum

To make representations to relevant authorities on issues of concern to Reflexologists and to serve as an Advisory Body for such authorities.

(vii) Code of Ethics

To encourage members to uphold in the highest regard the Code of Ethics of RNZ Incorporated.

(viii) Operation

To operate as a non-profit, non-political, professional body.

(ix) Communication

To maintain contact and co-operate with other Affiliations within New Zealand and overseas having aims and objectives in whole or in part similar to those of RNZ Incorporated, thus enhancing the work of RNZ Incorporated.

3. MEMBERSHIP

Reflexology New Zealand shall consist of:

- (i) Professional Member
- (ii) Accredited Training Provider
- (iii) Affiliate Member
- (iv) Student Member
- (v) Life Member

The criteria governing each membership category shall be as follows:

(i) Professional Member: Being persons who have met the standards of qualification and practice recognised by RNZ, and determined by the Membership Committee namely being:

- (a) Completion of a Reflexology Training Course recognised by RNZ and having paid the appropriate subscription as determined at an Annual General Meeting of the Association;
- or
- (b) Producing appropriate documentation including Certification or equivalent to the RNZ examination, assessment or certification process meeting the Membership standards (Rule 4) approved by the Association and having paid the appropriate subscription as determined at an Annual General Meeting of the Association.

Financial Professional Members shall be entitled to:

- (1) Nominate officers
- (2) Serve on the National Council
- (3) Vote at General Meetings either in person or by proxy or by postal ballot as shall be determined by the National Council providing all moneys due and payable by the member to the Association have been paid
- (4) Receive such other benefits as shall be determined by RNZ from time to time.
- (5) Consent to their name and practice being published for the public.
- (6) Apply for membership to the Natural Health Practitioners of New Zealand Incorporated on payment of appropriate fee.
- (7) Obtain Insurance cover through Natural Health Practitioners of New Zealand Incorporated on payment of appropriate fee.
- (8) Use the initials MRNZ ("M" referring to Member) and appropriate logo as determined by RNZ

(ii) Accredited Training Provider: Being training providers of Reflexology who have met the Standards of RNZ as determined through an Audit, namely being:

- (a) By making application for Approved Training Provider membership and having paid the appropriate Fee as determined at an Annual General Meeting of the Association.
- (b) Producing appropriate documentation for assessment as required on the Audit compliance form and providing access for a physical audit by the RNZ Auditor.

Approved Training Providers shall be entitled to:

- (1) Have a free listing on the RNZ website.
- (2) Have their status as an approved training provider listed on the education providers' website page.
- (3) Have their students entitled to free student membership of RNZ
- (4) A certificate stating they are an ATPRNZ
- (5) Use the appropriate RNZ Logo as determined by RNZ

Students of an ATP shall be entitled to:

- (1) Free Student membership of RNZ.
- (2) Receive all benefits of RNZ Student membership.

(iii) Affiliate Member: Being persons who have paid a subscription who are interested in Reflexology and who may or may not have completed any Reflexology training.

Affiliate Members shall be entitled to:

- (1) Nominate officers
- (2) Vote at General Meetings either in person or by proxy or by postal ballot as shall be determined by the National Council providing all moneys due and payable by the member to the Association have been paid
- (3) Receive such other benefits as shall be determined by the National Council of RNZ from time to time

(iv) Student Member: Being persons who are:

- (a) Currently undertaking a course in Reflexology recognised by RNZ.

Student Members shall be entitled to:

- (1) Nominate officers
- (2) To be nominated as Student Delegate to National Council

- (3) Vote
- (4) Upon application and payment of appropriate fee obtain Insurance cover through Natural Health Practitioners of New Zealand Incorporated
- (5) This membership Category may be held for a maximum of three years.

(v) Life Members: Being persons who have consistently promoted Reflexology and supported the purposes of the Association.

- (1) Nomination for selection may be made by colleagues in writing to the Secretary no later than 28 days prior to the Association's AGM.
- (2) Nomination acceptance shall be by a two thirds majority at an Annual General Meeting.

Life Members shall be entitled to:

- (1) Nominate officers
- (2) Serve on the National Council
- (3) Vote at General Meetings either in person or by proxy or by postal ballot as shall be determined by the National Council.
- (4) Receive such other benefits as shall be determined by the RNZ National Council from time to time
- (5) Providing current Professional Standards are met shall be entitled to all the rights and responsibilities of a Professional Member
- (6) Pay no subscription.

Membership Register

- (i) The Register shall be available for inspection on request by any members. A current list of Registered members will be circulated annually to all members in the Newsletter or Journal. The Professional members list will be available to the public and listed on the Association website.
- (ii) Reflexologists on the Professional members register may not claim or represent themselves as 'MRNZ', in connection with any form of promotion, advertising or references, unless they meet the (CPD) Continuing Professional Development requirements and hold a current annual practising certificate issued by the Council.

4. MEMBERSHIP APPLICATIONS

- (a) An application by a person to become a member of Reflexology New Zealand:
 - (i) Shall be made in writing in a form determined by National Council
 - (ii) Shall be lodged with the Secretary who will forward Professional and Student applications to the Membership Committee.

- (iii) Shall be accompanied by proof of qualification as appropriate
 - (iv) Shall be accompanied by the signed declaration and appropriate application fee or annual subscription
- (b) Membership applications which meet the criteria of RNZ will be presented by the membership co-ordinator at the next meeting of the National Council. A two-thirds majority vote of Council members shall constitute an acceptance of the application.
- (c) Upon an application being approved, the Secretary or Membership Committee shall immediately notify the applicant in writing
- (d) The Secretary shall enter the applicant's name in the Register of Members and the applicant shall then be deemed to be a member.
- (e) A right, privilege or obligation of a person by reason or membership of RNZ:
- (i) May not be transferred to another person
 - (ii) Terminates upon cessation of membership whether by death or resignation or expulsion.
- (g) **Subscriptions**
- (i) Subscriptions for the following fiscal year shall be set at the Annual General Meeting
 - (ii) The expiry date of all subscriptions will be 30th June
 - (iii) Subscriptions are due to be paid in full after the AGM or within 30 days after the renewal form or invoice has been sent out
 - (iv) A 50% reduction applies to new membership applications received within the last quarter of the membership year. (1st April – 30th June)
 - (v) If people with overseas addresses wish to be contacted by ordinary mail, an additional charge for postage and handling will be added to their annual subscription. The committee will set this additional fee on an annual basis, based on the anticipated costs applied by the providers of the postal system.

5. RESIGNATION OF MEMBERS

- (a) A member shall be deemed to have resigned if:
- (i) The member notifies the Secretary in writing of the decision to resign. Unless otherwise stated this will take effect immediately upon receipt of written resignation
 - (ii) The member has failed to remit the outstanding subscription within three (3) calendar months of the subscription becoming due and payable. This may be waived at the discretion of the National Council.

- (b) The Secretary shall forthwith enter the date of resignation of the member in the Register of Members
- (c) The resigning member shall immediately cease all advertising and referenced associations to RNZ as a registered member including the use of the RNZ logo.

6. EXPULSION OF MEMBERS

Complaints and Discipline Procedure

- (a) Subject to the Rules of RNZ, the National Council may, by a two thirds majority vote, expel a member from the Association if, following a report from the disciplinary committee it is of the opinion that the member:
 - (i) Has refused or neglected to comply with the Rules of the Association; or
 - (ii) Has been guilty of conduct unbecoming a member or prejudicial to the interests or purposes of the RNZ
 - (iii) Is an undischarged bankrupt, or has a conviction for dishonesty within the last 7 years, or has been convicted of an offence punishable by imprisonment for 2 years or more
 - (iv) Is subject to a property order under the *Protection of Personal and Property Rights Act 1988*
 - (v) Is prohibited from being a director or taking part in the management of an incorporated or unincorporated body under the *Companies Act 1993*, the *Securities Act 1978*, the *Securities Markets Act 1988* or the *Takeovers Act 1993*.

7. DISCIPLINE AND APPEALS

- (a) A complaint is any notification that a member of the association, by any act or omission, has conducted himself/herself in a manner contrary to the rules of RNZ or, if the member is a Professional Member, that his or her conduct appears to be contrary to the Health and Disability Services Consumers Code of Rights or where appropriate, to the Code of Ethics of the Natural Health Practitioners of New Zealand (Inc.) or is in some respect no longer competent to function as a member or as a Professional Member.
- (b) On receipt of a complaint the Secretary will notify National Council who will review the complaint and determine whether it should be referred to the Health and Disability Commissioner if it is a potential breach of the Code of Rights, or establish a Disciplinary Committee to investigate the complaint, taking into consideration any potential conflicts of interest.
- (c) No action in respect of a complaint shall be taken by RNZ if the matter complained of is referred to or determined by the Health and Disability Services Commissioner, or the Natural Health Practitioners of New Zealand Incorporated, and if action has been commenced by RNZ it shall cease forthwith

- (d) A Disciplinary Committee shall be formed, as required, to deal with complaints, disputes, suspension and expulsion following receipt of a complaint by the Secretary related to an Association member.
- (e) An Appeals Committee shall be formed, as required, to hear appeals against a decision of a Disciplinary Committee or Membership Committee regarding accreditation. Appointed members shall not have participated in the Disciplinary Committee or Membership Committee decision making that led to the appeal. In any case referred to it, the decision of the Appeals Committee shall be final.

(f) Disciplinary Committee

- (i) A Disciplinary Committee will comprise five registered members who may or may not be members of the RNZ National Council. The chairperson will be a member of National Council and present regular reports to the Council.
- (ii) The Disciplinary Committee shall have power to deal with the complaint taking into consideration the principles of natural justice and procedural fairness in the investigative process.
- (iii) The Disciplinary Committee shall contact the complainant to confirm the details of the complaint and obtain any further information or clarification required.
- (iv) The Disciplinary Committee shall notify that member in writing, to the last address that member notified to RNZ, that RNZ has received a complaint and outline the nature of the complaint and/or provide a copy of the complaint. The Committee will include an invitation to the member to respond in writing and that a response be received by RNZ within a minimum of ten working days of the notification being sent to the member.
- (v) The Disciplinary Committee shall consider the member's response, if any, and other relevant evidence, and determine whether there is a need to formally hear the complaint with representation from both the member and the complainant.
- (vi) Having considered all the evidence, the Disciplinary Committee may:
 - (i). Dismiss the complaint;
 - (ii). Discipline the member;
 - (iii). Require the member to take certain action or undertake training
 - (iv). Suspend the member
 - (v) Remove the member from the register.
 - (vi) Or other action as may be required.
- (vii) A report from the Disciplinary Committee will be made to the National Council outlining the complaint, findings and any recommended action. The Chairperson of the Disciplinary Committee shall release sufficient information as may be required by the National Council for ratification.
- (viii) RNZ shall advise the member promptly in writing of the decision of the Disciplinary Committee. If the decision is that membership be terminated or that other disciplinary measures be applied, the grounds for termination or other disciplinary measures shall be stated and the member shall be notified of the correct appeal procedure.

- (ix) If no response is received from the member within the appeal period disciplinary measures as have been determined shall take effect. If the member is also a chartered practitioner of the Natural Health Practitioners of New Zealand Incorporated (Inc.), RNZ shall also notify the Natural Health Practitioners of New Zealand Incorporated, of its decision where the matter is one concerning the member's practice.
- (x) If the member elects to appeal, his or her membership commitments shall continue until the appeal procedure has been concluded.

(g) Appeals Committee

- (i) The Appeals Committee shall comprise three persons, at least two of whom shall be RNZ members.
- (ii) If a member wishes to appeal a decision of the Disciplinary Committee or the Membership Committee in respect of discipline or accreditation, notification of such wish to appeal must reach RNZ not later than 10 working days following notification of the decision of the Disciplinary Committee or the Membership Committee.
- (iii) A date shall be set by the Appeals Committee to hear the appeal not less than 21 days or more than 42 days after such notification is received by RNZ and the Appeals Committee shall notify the member immediately of the date, place, and time that the appeal is to be heard.
- (iv) A member may elect to present his or her case in person before the Appeals Committee, or be represented or accompanied by some other person.
- (v) The Appeals Committee may by resolution, and only on the grounds already notified to the member, confirm the termination of membership or any other disciplinary measure or vary either of these as it shall consider appropriate. The member shall be promptly sent a copy of the resolution and the grounds for such resolution.
- (vi) If the member is also a chartered practitioner of the Natural Health Practitioners of New Zealand Incorporated Inc., RNZ shall also notify the appropriate Charter body of its decision where the matter concerns the member's practice.

8. ALTERATION OF THE RULES OF THE ASSOCIATION

- (i) The rules of the Association may be altered, amended, rescinded or repealed and new rules may be made by the Association in an annual or special general meeting provided that no alteration in the rules shall be allowed if in any way the alteration alters the charitable nature of the objects of the Association
- (ii) A resolution altering the rules shall be passed by a two thirds majority, provided that due notice has been given to members in writing of the intention to seek alteration at least twenty one (21) days prior to the meeting

9. ANNUAL GENERAL MEETING

- (a) The Annual General Meeting (AGM) shall be held every year within three months of the end of the financial year, i.e. within 3 months from 31 March at such date, time and place as the Conference Organising Committee or National Council shall determine. The decision will be confirmed by National Council.
- (b) Notification
 - (i) Notification by post or electronic mail to every member of the Association, not less than twenty one days prior to the date of the meeting. Such notice shall be deemed to have been delivered two days after it is posted or emailed and non-receipt of any such notice by any member shall not invalidate the proceedings of any meeting.
 - (ii) Any member desiring to move at the Annual General Meeting any motion on any matter shall notify the Secretary in writing at least thirty five (35) days before the date of the Annual General Meeting. The Secretary shall, within not less than twenty one (21) days, include any such notice on the Agenda to each member.
- (c) The purpose of the Annual General Meeting shall be:
 - (i) To confirm the Minutes of the preceding Annual General Meeting and of any other General Meeting held since that meeting.
 - (ii) To receive the report of the National Council for the preceding year.
 - (iii) To receive the Audited financial statements for the preceding year.
 - (iv) To elect the officers of the Association. Current members shall retire from office but shall be eligible at the AGM.
 - (v) To transact any special business of which notice is given in accordance with these rules, namely being:
 - (a) Members will vote on any resolution which may be duly submitted to the meeting. Urgent notices of motion will be received at the beginning of the meeting for consideration by the National Council and discussed under General Business.
 - (b) For all resolutions and issues required to be voted upon – the mode of voting shall be by a show of hands and include proxy votes unless a secret ballot is requested by no less than three members, then a secret ballot may be adopted at the sole discretion of the Chairperson.
 - (c)
 - (i) Every member present shall be entitled to one vote and in the result of equality, the Chairperson shall have a second or casting vote.
 - (ii) A proxy vote shall be acceptable for any motion providing the motion has been circulated as per 9(b) (ii). The registration form for a proxy vote must be in the hands of the Secretary of RNZ before the start of the meeting at which it is proposed to be used. The form appointing a

proxy shall be signed by the member making the appointment and shall be on the prescribed RNZ form or the proxy vote will be deemed void.

(iii) Proxy voting at an AGM is only permitted on remits circulated at least 21 days prior to AGM.

(d) At all AGMs, 15% of financial voting members shall constitute a quorum. In the event of full membership numbers being less than 20 persons a quorum will consist of 5 financial voting members.

(e) The financial year starts on 1st April and ends on 31st March.

10. SPECIAL GENERAL MEETING

- (a) A Special General Meeting (SGM) shall be called upon the requisition in writing of any ten members stating the purpose for which the meeting is required.
- (b) A SGM may be called by the National Council as and when required on giving twenty one days notice and will inform all members about the object of the meeting
- (c) At all SGMs, 15% of current financial voting members shall constitute a quorum or in the event of membership numbers being less than 20, 5 financial voting members shall constitute a quorum.
- (d) A special general meeting may be conducted electronically in accordance with the rules governing SGMs. At the conclusion of discussion a vote on the proposal may be taken using electronic methodology. The results of which will be conclusive in accordance with the voting requirements under these rules governing SGMs.
- (i) A SGM may from time to time make provision for postal/electronic votes to determine a matter, except that if ten members of the Association eligible to vote request, within a week of notification of a postal/electronic vote, that a SGM be called to determine the issue, this request shall take precedence over a postal/electronic vote.
- (ii) The motion to be determined by postal/electronic vote shall be circulated to all members eligible to vote at their last notified postal or email address. Any members wishing to have their views publicised shall forward these to the secretary in writing within two weeks of such notification and the secretary shall then immediately make these available by post or email to the Association membership.
- (iii) Votes (on the form provided by the secretary for the motion) may be forwarded to the secretary by email or by post. At the end of thirty days after initial notification, votes shall be counted by the National Council and the result shall be notified to the RNZ membership.
- (iv) A two thirds majority of received votes is required for a motion to be passed by postal/electronic vote.

11. NATIONAL COUNCIL

- (a) The National Council:
 - (i) Shall administer the national business and affairs of the Association on behalf of the members and meet in person or teleconference at least quarterly.
 - (ii) Has power, subject to these Rules, to perform all such acts and things as appear to the National Council to be essential for the proper management of the business and affairs of the Association
 - (iii) Shall have power to establish sub-committees and to appoint members to such sub-committees and such sub-committees shall report to the National Council in such manner as it requires
 - (iv) May delegate its powers to such other members or groups of members as it may from time to time determine
- (b)
 - (i) The National Council shall consist of a minimum of 5 members as elected at the Annual General Meeting.
 - (ii) Positions shall include: President, Vice President, Secretary, Treasurer, and a minimum of 1 committee member at large. Should a secretary and/or treasurer not be elected, a majority of members present at the Annual General Meeting may agree National Council appoint an affiliate member or a non-member to the office/s. S/he shall be appointed for such term and at such remuneration as National Council may think fit. S/he will be a non-voting member of National Council and will attend all meetings of National Council. If deemed appropriate the National Council may co-opt members at subsequent National Council meetings.
 - (iii) At each AGM all Members of the National Council shall retire according to rule 11 (b) (x) and elections shall be held at the meeting to fill such positions. Any registered financial member may nominate another registered member to the National Council at the Annual General Meeting provided that the registered member so nominated is financial and present at the meeting and accepts the nomination. All candidates for all positions shall have the opportunity to address the members, prior to the election, on what they have to offer and why they should be elected to the position. In the event that a nomination to the National Council position is not forthcoming at the Annual General Meeting the position shall remain vacant and the National Council will at its first meeting appoint someone to the position from within the membership.
 - (iv) All National Council members shall be financial Professional/Life Members and shall be elected for one year. Any Student Delegate appointed, co-opted or elected to National Council is an exception to the requirement to be a professional/life member.
 - (v) The Executive Members of the Council are: President, Vice President, Secretary, Treasurer, Membership Chairperson, Education Chairperson.

- (vi) Committee positions on the National Council may be decided among the elected members themselves.
 - (vii) Any member of the National Council who is absent from three (3) consecutive meetings, can be asked for their resignation.
 - (viii) The National Council shall appoint a member to fill any temporary vacancy on the National Council until the permanent officer can resume his/her position on the Council.
 - (ix) In the event of a casual vacancy occurring on the National Council, the National Council may appoint a member of the Association to fill the vacancy and the member so appointed shall hold office, subject to these Rules, until the next Annual General Meeting following the date of the member's appointment.
 - (x) Each member of the Executive shall hold office for 12 months and may seek re-election provided that no member of the Executive shall hold the same office continuously for longer than three consecutive terms.
 - (xi) No member shall be elected to more than one position.
- (c) **Responsibilities of National Executive Officers shall be:**
- (i) **President:**
 - (a) To chair all meetings. In the event of his/her absence the Vice President shall take the chair
 - (b) To open and close all meetings
 - (c) To sign respective Minutes of meetings chaired
 - (d) To prepare the Annual Report for the Annual General Meeting (AGM)
 - (ii) **Vice President**
 - (a) To support the President in administering the affairs of RNZ
 - (b) To chair meetings in the absence of the President
 - (c) To sign respective Minutes of meetings chaired
 - (iii) **Secretary**
 - (a) Responsible for the preparation and circulation of the Minutes of the resolutions and the proceedings of each General Meeting and meetings of the National Council and of maintaining such records electronically or in books provided for the Purpose. All Minutes are to be presented to the Chairperson of the said meeting for signing. Such Minutes when signed, shall in all cases and for all purposes whatever, without proof or otherwise, be binding upon the Association and upon every member and officer thereof.

- (b) Maintain and keep all books, documents, records and correspondence of the Association.
 - (c) Keep secure the Association Seal and records to which the seal has been attached.
 - (d) The Secretary shall keep and maintain a Register of members recording:
 - (i) Full name and address
 - (ii) Date of qualification and details of that qualification
 - (iii) Date of entry of the name of each member
 - (iv) Date of any resignation.
 - (e) Responsible for updating the Registrar of Incorporated Societies as required by legislation.
- (iv) **Treasurer**
- (a) To collect, receive and bank all moneys due to the Association and make all payments authorised by the National Council
 - (b) To keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association
 - (c) To prepare periodical financial reports as directed by the National Council and for Annual General Meeting
 - (d) To keep under control all securities and financial records of the Association
 - (e) To prepare books for the Auditor appointed by the National Council who shall not be a member of the Association and who shall audit the books and accounts of the Association at least once in each year prior to the Annual General Meeting
- (d) **Honorarium:** That an honorarium be *offered* to the President, Secretary and Treasurer. The honorarium will be based on a recommendation from the auditor following his/her auditing of the annual financial accounts, and approval for payment passed at the AGM. The payment will be offered to the officers as listed above, who have served on the committee for the year that just ended on 31 March.

12. REGIONAL GROUP REPRESENTATION

- (a) Regional Groups may be formed for the purposes of:
 - (i) Assisting and supporting local members in any given area
 - (ii) Promoting Reflexology and its members
 - (iii) Organising seminars, training and meetings in accordance with (i) and (ii)

above

- (b) (i) Each Regional Group is a branch of RNZ but has autonomy and is financially independent from RNZ
- (ii) Each Regional Group may be represented by a delegate from their membership at Annual or Special General Meetings.
- (iii) Each Regional Group will have voting rights at any AGM or SGM. The Ratio is: 1 Vote for 5 –15 members, 2 votes for 16 – 25 members, 3 votes for 26 –35. These members must be financial members of RNZ.
- (c) Each Regional Group shall run its affairs in accordance with the RNZ Constitution
- (d) A Regional Group must have a minimum of three financial members of RNZ, including one professional member of RNZ. A proposal of intent shall be made to the National Council for deliberation and approval containing details as to the region/area the group is to cover.
- (e) The Regional Committee officers shall be namely:
 - (i) Chairperson
 - (ii) Secretary
 - (iii) Treasurer

Duties and obligations of the above said Committee will comply with RNZ Constitution requirements as listed under Clause 11 (c) (i) President; (iii) Secretary; (iv) Treasurer

- (f) Regional Committees shall not have any authority to make decisions on behalf of the National Committee
- (g) (i) Membership to Regional Groups is open to all membership categories of RNZ, providing that all moneys duly payable to RNZ are adhered to
- (ii) Financial Regional Group members who meet the requirements of (i) above shall have voting rights within the Regional Group they are registered with
- (iii) Non RNZ Inc. persons are able to attend a maximum of five meetings before being required to obtain membership from RNZ. During this time they have no voting rights within the regional group.
- (h) Annual subscriptions to Regional Groups shall be determined at the Annual General Meeting of each individual group and are payable to that group
- (i) Each Regional Group will have a representative (who holds office within that Regional Group) to co-ordinate with the National Council members responsible for Internal Communication and CPD.
- (j) A copy of Minutes of meetings shall be forwarded to the National Council member responsible for Internal Communication.

- (k) A current Register of members must be forwarded to the National Council member responsible for Internal Communication annually or as deemed necessary for record keeping.
- (l) Regional Groups take turns in organising and hosting the RNZ AGM (with or without conferences).

13. THE SEAL

The Seal of RNZ Incorporated will be held by the Secretary and may be signed by any Two of the Executive officers, being Secretary and one other executive member on the appropriate documents; full records of all documents to be filed in RNZ records by Secretary.

14. CONTROL AND INVESTMENT OF THE FUNDS OF THE ASSOCIATION

- (a) The Treasurer shall be responsible for duties of moneys accountability as outlined in 11 – National Council, Clause (c) iv (a) – (e).
- (b) All cheques and withdrawal slips shall be signed by any two of the following four officers: President, Vice President, Treasurer, Secretary
- (c) The National Council shall appoint an Auditor who shall not be a member of the Association and shall audit the books and accounts of the Association at least once in each year prior to the AGM
- (d) The National Council shall, if required, hire or remunerate any person or company for services in or about the formation, organization, extension, promotion, training and business of the Association
- (e) The National Council shall, if required, charge a fee to organizations or individuals seeking the assistance of the Association by way of educative material or presentations
- (f) The National Council shall receive koha, subscription dues, subsidies, grants, endowments, legacies, bequests or donations from individuals or organizations whether the money, goods or services offered are in response to services provided by the Association or otherwise; provided that the Association may decide by consensus to reject any receipt of the above listed if the acceptance of it would for any reason compromise the objectives of the Association
- (g) The National Council may as and when necessary authorise the payment of reasonable out of pocket expenses of any member of the Association which shall be paid from Association funds
- (h) No person shall have any proprietary right to any of the property or funds of the Association
- (i) PAYMENTS TO MEMBERS: No member or person associated with a member of RNZ shall derive any income, benefit or advantage from RNZ where they can materially influence the payment of the income, benefit or advantage.

- (j) The funds of the Association shall be held in any account(s) with such financial institutions as decided by the Association
- (k) No financial commitments are to be entered into and no payment made without the prior approval of the Association at a specified General Meeting
- (l) Unredeemable purchase or expenses in excess of NZ (\$1,500 fifteen hundred NZ dollars) must be approved by a General Meeting (excluding National Conference costs).

15. THE WINDING UP OF THE ASSOCIATION

- (a) In the event of RNZ Incorporated being wound up the National Council shall thereupon proceed to realise the property of the register and after discharge of all liabilities shall decide at a Special General Meeting the distribution or transference of the property to one or more charitable societies, associations, or organisations within New Zealand as determined by the majority of members of RNZ Inc. present at the meeting according to the rules of RNZ Inc. at or before the time of dissolution.
- (b) The Society, in the event of winding up, will be wound up in terms of Section 24 of the Incorporated Societies Act 1908
 - (i) If the Society members decide it shall be wound up, they shall do so by passing a resolution to that effect at a General Meeting. The resolution shall be passed by a simple majority of all the valid votes cast by members voting at the General Meeting in person
 - (ii) If such a resolution is passed, a second General Meeting must be called not earlier than thirty days from the first meeting, to pass a resolution, again by simple majority, to confirm the earlier decision to wind up the society
 - (iii) If the resolution is lost then the earlier decision lapses
 - (iv) If a confirming resolution is passed, the members must appoint one or more liquidators to wind up the affairs of the Society.

16. REGISTERED OFFICE

The secretary will notify the Registrar of Incorporated Societies of any change in the registered office for RNZ Incorporated.

17. STANDARDS OF PRACTICE

- (a) Standards of practice determined by the Association shall be binding on all members.
- (b) Standards of practice may be amended or added to at a General Meeting properly convened for the purpose provided that any such amendment or addition is accepted by not less than a two thirds majority of these members voting.
- (c) Standards of practice to be agreed upon by all Professional, Student and Life

members by way of signed declaration, shall be:

- (i) To adopt work practices which meet the requirements of the Privacy Act 1993, Health and Safety in Employment Act 1992, Consumer Guarantees Act 1993 and (where appropriate) the Accident Compensation Act 2001.
- (ii) To conduct him or herself at all times so as to ensure a proper regard for the interests of clients
- (iii) To avoid conduct which will bring discredit on the profession
- (iv) To display their annual practising certificate
- (v) To maintain client confidentiality at all times
- (vi) Not to make false claims as to treatment outcomes and benefits
- (vii) Never to publicly slander any member of the Register nor practitioners of any other associated modality or profession
- (viii) Not to influence a person for the purpose of changing practitioners
- (ix) To advertise in a professional manner, that is to the approved guidelines of the Register
- (x) To strictly adhere to the Code of Ethics and Code of Practice of RNZ Incorporated as published.

18. INTERPRETATION OF RULES

In any case or should any matter arise as to the interpretation of these rules, the same shall be determined by the National Council whose decision shall be final.