

NEW ZEALAND CHRISTIAN COUNSELLORS' ASSOCIATION (NZCCA)



RULES OF THE ASSOCIATION

REVISED: 2 September 2023

CONTENTS

NAME2

REGISTERED OFFICE.....2

OBJECTS.....2

MEMBERSHIP.....3

REGISTER OF MEMBERS, STUDENT AFFILIATES AND AFFILIATES.....5

LEVELS OF PARTICIPATION5

CESSATION OF MEMBERSHIP, STUDENT AFFILIATE OR AFFILIATE.....9

OFFICERS AND COMMITTEE11

POWERS.....13

INCOME.....14

SUBSCRIPTIONS15

ETHICS COMMITTEE15

MEMBERSHIP COMMITTEE15

ALTERATIONS TO THE NZCCA RULES OF THE ASSOCIATION16

GENERAL MEETINGS.....17

POSTAL / EMAIL VOTES18

FINANCE19

INDEMNITY20

WINDING UP.....20

GENERAL.....21

ADVERTISING AND PROMOTION21

REGIONAL GROUPS – FINANCIAL MANAGEMENT21

NEW ZEALAND CHRISTIAN COUNSELLORS' ASSOCIATION

NZCCA RULES OF THE ASSOCIATION

1. THE New Zealand Christian Counsellors' Association is a Society incorporated under the Charitable Trusts Act 1957 (or any enactment or amendment thereof or in substitution therefore).

NAME

2. THE name of the Society is 'New Zealand Christian Counsellors' Association' (hereinafter referred to as 'the Association').

REGISTERED OFFICE

3. THE registered office of the Association shall be situated at such place as the Executive Committee (hereinafter referred to as the Executive) determines, and if changed, will notify the Registrar.

OBJECTS

- 4.(i) THE objects for which the Association is established are to be exclusively charitable and shall be carried out only in New Zealand. They are:
 - (a) to build upon the foundational beliefs of the Christian faith in God, whose triune nature is relationship and community; and who, in the ministry, death and resurrection of Jesus Christ, has acted to bring wholeness and healing, now realised in human experience through the presence and work of the Holy Spirit, the giver of life.
 - (b) to be an effective influence on the therapeutic professions whilst always seeking to ensure that such activities are respectful of individual rights of choice and belief.
 - (c) to serve the whole body of Christ and the wider community by encouraging members to share their gifts and be open to the giftedness of others.

- (d) to encourage members to be role models in their personal and professional lives through seeking to know, love and serve Jesus and one another.
 - (e) to promote the professional training of Members, Affiliates and Student Affiliates.
- (ii) THE Association will give practical expression to the aims in clause 4 (i) by providing a national focus through the following:
- (a) being a recognised accredited body for counsellors.
 - (b) encouraging and providing standards of training and developing ethical guidelines for counselling within a Christian ethos.
 - (c) maintaining a register of membered Christian Counsellors (hereinafter referred to as 'Counsellors') and establish links with similar organisations nationally and internationally.
 - (d) establishing an educational resource for Christian Counsellors and encouraging research, professional interaction and fellowship.
- (iii) TO establish services to the community required by the objects and to contract with Government or other organisations or fund providers to establish such services.
- (iv) TE TIRITI O WAITANGI / THE TREATY OF WAITANGI
- (a) The Association regards Te Tiriti o Waitangi / The Treaty of Waitangi (hereinafter referred to as Te Tiriti as a fundamental document in the establishment of an equitable society in Aotearoa, New Zealand.
 - (b) The Association is committed to ensuring members are aware of, and sensitive to, bicultural issues and have attended Te Tiriti bi-cultural workshops.
 - (c) The Association is committed to developing relationships with Tangata Whenua.

MEMBERSHIP

- 5(i) THE Association shall consist of such members interested or engaged in the furtherance of the objects of the Association, who are qualified to become a Full or Provisional Member (as defined in clause 7) and who agree to abide by the NZCCA Code of Ethics and Practice of the Association currently in force (hereinafter referred to as 'the NZCCA Code of Ethics and Practice') and admitted to membership as herein provided.

- (ii) ANY person wishing to be a member of the Association shall make written application. Such application shall be considered and determined by the Membership Committee which may accept any such application or may decline any such application. The Membership Committee reserves the right to conduct an interview as part of the application process for which a fee will be charged.
- (iii) MEMBERSHIP of the Association shall not entitle the members as such to any right, title, or interest in the property of the Association.
- (iv) ANNUAL PRACTICE COMPETENCE:
 - a) Whilst the Association is not a statutory body, it is charged with being able to vouch for the acceptable standards of practice of its members. To that end it has been and will continue to be proactive in assisting its members to:
 - (i) Annually review their practice; and
 - (ii) Complete documentation that can be held for a period of five (5) years both by members and the Association as a record that a review process has been undertaken.
 - b) The Association will continue to define practice competence and evolve quality assurance programmes.
 - c) Members must submit an Annual Practice Review that shows evidence of meeting the supervision and professional development requirements for continued membership of the Association.
- (v) NO member of the Association shall have the power to commit the Association in any way whatsoever. Any member so doing will be held fully and personally liable for such actions unless duly authorised by the Executive in writing to so commit the Association.
- (vi) NO liability shall be or is imposed on the members of the Association in respect of any contract, debt or other obligation duly incurred by the Association.
- (vii) THE rights and privileges of any member of the Association shall be personal and shall not be transferable by his or her own act.

- (viii) THE Executive, in authority over the Membership Committee, may create different classes or types of membership and set the criteria or qualifications for each class or type of membership.
- (ix) A frameable A5 sized Certificate of Membership will be issued on acceptance as a Full Member of the Association. Full members will also receive an A5 sized frameable 'Annual Certificate of Practice' once they have met the annual requirements for membership. This certificate is valid for the current membership year. A Provisional Member will receive the equivalent.

When using the NZCCA credentials: Provisional members must specify the category of membership they hold, Name, Counsellor, Provisional Member, NZCCA. Provisional members will receive an A5 sized frameable 'Provisional Membership Certificate'. This certificate is valid for the current membership year and will be renewed once the annual membership requirements are met.

REGISTER OF MEMBERS, STUDENT AFFILIATES AND AFFILIATES

- 6(i) THE Association Co-ordinator or other appointed officer of the Association shall keep a register of Members, Student Affiliates and Affiliates which shall record the full names, telephone numbers and addresses of all Members, Student Affiliates and Affiliates.
- (ii) The Membership Committee will present names of applicants they approve for various levels of membership to the Executive who will then formally accept them, note in the minutes and the Co-ordinator will place their names on appropriate membership lists.
- (iii) A current list of Provisional and Full Members who approve the publication of their details is published on the Association website.

LEVELS OF PARTICIPATION

- 7(i) **AFFILIATE:** Person of good character who is interested in counselling but does not meet the criteria for any level of membership. Affiliates are encouraged to be familiar with but are not required to sign the following: NZCCA Rules of the Association, NZCCA Code of Ethics and Practice, and 'Who We Are' Statement. Affiliates are not members

and may not identify themselves as members; neither are they permitted to use this level of NZCCA participation to suggest they have any NZCCA endorsement to practice counselling. They do not have voting rights. Being accepted as an Affiliate, or remaining on the Register of Affiliates, shall be at the discretion of the Executive.

- (ii) **AFFILIATE ORGANISATION:** A social service organisation wanting to provide the benefits of Affiliate membership to their staff. Affiliate Organisations and their staff are not members and may not identify themselves as members. They do not have voting rights. Being accepted as an Affiliate Organisation, or remaining on the Register of Affiliates, shall be at the discretion of the Executive.

- (iii) **STUDENT AFFILIATE:** Person of good character who is currently enrolled in an NZQA approved or university-based counselling training programme in New Zealand. Student Affiliates are encouraged to be familiar with but are not required to sign the following: NZCCA Rules of the Association, NZCCA Code of Ethics and Practice and 'Who We Are' Statement. Student Affiliates are not members and may not identify themselves as members. Student Affiliates may only identify themselves as Student Affiliates of NZCCA. Student Affiliates will not have voting rights. Being accepted as a Student Affiliate, or remaining on the Register of Student Affiliates, shall be at the discretion of the Executive.

- (iv) **PROVISIONAL MEMBER:** Person of good character who accepts and agrees to abide by the NZCCA Rules of the Association, NZCCA Code of Ethics and Practice, Supervision Statement, and 'Who We Are' Statement. Applicants for Provisional Membership will have successfully completed, or be in their final year of, a suitable NZQA Level 7 equivalent (degree) programme. They will also have completed two hundred (200) supervised counselling practice hours and have fulfilled any additional criteria as specified by the Executive or Membership Committee. Provisional member status may only apply for three (3) years.

Provisional Members can only identify themselves as:

Name, Counsellor, Provisional Member, NZCCA.

Provisional Members possess full voting rights. Provisional members who are students are requested to present evidence of the completion of their qualification to the NZCCA office when they have received their certification.

- (v) **FULL MEMBER:** Person of good character who accepts and agrees to abide by the NZCCA Rules of the Association, NZCCA Code of Ethics and Practice, Supervision Statement, and 'Who We Are' Statement. Applicants for Full Membership will have successfully completed a suitable NZQA Level 7 equivalent (degree) programme. They will have also completed four hundred (400) supervised counselling practice hours of which at least two hundred (200) are post-graduate and will fulfil any additional criteria as specified by the Executive or Membership Committee.

Full members of the Association shall be entitled to use the following title:

Name, Role, Registered with NZCCA
and/or
Name, Role, MNZCCA

Full members possess full voting rights.

- (vi) **LIFE MEMBER:** In exceptional cases a person may be awarded Life Membership by the Executive. This person will be someone who has made a considerable contribution to counselling within the Christian community of New Zealand. Life members will retain full membership of the Association and will receive an Annual Practising Certificate as long as they meet ongoing Annual Review requirements (excluding payment of membership fees). When a Life Member ceases to meet the requirements of the Annual Review process they will be regarded as 'non-practising Life Members' and will not receive an Annual Practising Certificate.
- (vii) **ACADEMIC MEMBER:** Existing Full Members of NZCCA or another approved clinical professional association who are not currently in clinical practice, but are Academics engaged in the education of Counsellors, may apply for membership under this clause. Membership will be considered on a case-by-case basis and broader parameters for

supervision may be negotiated. All members under this clause will be required to comply with an annual review process.

Academic members will be entitled to identify themselves as:

Academic Member, NZCCA

- (viii) **PRACTISING RETIREE MEMBER:** Full Members over the age of 65 years who are seeing an average of 5 clients or fewer per week (up to 20 client hours per month) may apply to continue their membership under this clause. For this membership category, professional development requirements are reduced to a minimum of 20 hours (including at least one workshop). Supervision requirements for this membership category are the same as for full membership.

Members under the age of 65 years may apply for inclusion under this clause if there are exceptional circumstances causing them to be nearing the end of their working life. Any decision for inclusion for exceptional circumstances will be at the discretion of the Membership Committee, on a case-by-case basis.

- (ix) **MEMBERSHIP ON HOLD:** A Full Member who ceases supervised practice in New Zealand for a period of up to three (3) years may place their membership on hold by notifying the Association in writing prior to commencement, thereby maintaining their relationship with the Association. This may be extended up to five (5) years at the discretion of the Executive.

A Provisional Member who ceases supervised practice in New Zealand for a period of up to one (1) year may place their membership on hold by notifying the Association in writing prior to commencement, thereby maintaining their relationship with the Association. This may be extended up to three (3) years at the discretion of the Executive.

If membership is put on hold for a period of longer than six (6) months, the membership fees are reduced to 50%. The member may return to membership of the Association by completing the 'Off Hold Membership Form' in conjunction with their supervisor and satisfying any other requirements of the Membership Committee.

Members who are on hold for periods in excess of one year will need to complete an

On-Hold Membership Review on an annual basis. At the end of the On-Hold period, membership, if not reinstated, will be terminated.

- (x) **EXCEPTIONAL CIRCUMSTANCES CLAUSE:** The following applicants may be accepted as members by the Executive: Persons of good character who demonstrate competency to the level of full membership, and who:
 - (a) have been in practice for at least eight (8) years.
 - (b) have conducted at least 2000 hours of supervised counselling practice.
 - (c) have received at least 50 hours of supervision from a supervisor who has a professional membership recognised by the Executive.
 - (d) accept and agree to abide by the NZCCA Rules of the Association, NZCCA Code of Ethics and Practice, and 'Who We Are' Statement.
 - (e) fulfill any additional criteria as specified by the Executive.

- (xi) **TRANSITIONAL SUBSCRIBER:** Person of good character who has completed an NZQA approved or university-based counselling training programme in New Zealand, who intends to apply for Provisional Membership, but does not yet have the required two hundred (200) supervised counselling practice hours. Transitional Subscribers are encouraged to be familiar with but are not required to sign the NZCCA Rules of the Association, 'Who We Are' Statement, and the NZCCA Code of Ethics and Practice. Transitional Subscribers are not members and may not identify themselves as members, neither are they permitted to use this level of NZCCA participation to suggest they have any NZCCA endorsement to practice counselling. Transitional Subscribers will not have voting rights. Being accepted as a Transitional Subscriber, or remaining on the Register of Transitional Subscribers, shall be at the discretion of the Executive, and is for a maximum period of twelve (12) months.

CESSATION OF MEMBERSHIP, STUDENT AFFILIATE OR AFFILIATE

- 8. ANY membership status, Student Affiliate or Affiliate status shall cease:
 - (i) for Members by written resignation delivered by a member to the Co-ordinator such resignation to take effect from date of the letter, which will be presented by the Co-ordinator at the next succeeding meeting.

- (ii) for Student Affiliates or Affiliates upon the Executive receiving a written request to this effect from the Student Affiliate or Affiliate.
- (iii) where a Member, Student Affiliate or Affiliate fails to pay the annual subscription (if any) thirty (30) days after being notified by the Co-ordinator that they are past due, and the Executive shall after such period have passed a resolution confirming that such membership, Student Affiliate or Affiliate status shall cease (the Executive not being obliged to give any further notice to the Member, Student Affiliate or Affiliate other than that given by the Co-ordinator. Notification under this clause is deemed to have been sent to the Member, Student Affiliate or Affiliate if posted to the last recorded address in the register of Members, Student Affiliates or Affiliates.
- (iv) pursuant to a recommendation made by either the Ethics Committee or the Membership Committee AND when such recommendation is also ratified by the Executive. Should the Executive thus resolve to expel a member then the member shall forfeit all rights and interests in the property of the Association but shall continue to be liable for any unpaid subscriptions or monies owing by them to the Association at the date of expulsion.
- (v) where a member fails to meet the criteria or qualifications for members (either as a Full or Provisional Member', as defined in clause 7) in which case membership shall cease as from the date of the next Annual General Meeting. The Executive shall have power to refuse to renew any membership of a member who is no longer qualified. Any such member shall be entitled (subject to meeting criteria) to become an Affiliate.
- (vi) where a member fails to give evidence of competency by submitting a satisfactorily completed Annual Practice Review Summary form by 31 May each year.
- (vii) where a recommendation has been made by the Ethics Committee AND such recommendation has been ratified by the Executive, and the decision for expulsion occurs as a result of misconduct or discipline, as outlined in the NZCCA Code of Ethics and Practice 3.5 as follows:

3.5. Counsellors may be subject to termination/alteration of membership if they:

- 3.5.1. are charged with or convicted of any crime.
- 3.5.2 are disciplined by another professional organisation.
- 3.5.3. are deemed no longer competent to practise.
- 3.5.4. are found to be not acting in according with this Code or the NZCCA Rules of the Association.
- 3.5.5. In the event of a member being the subject of a formal complaint pursuant to the NZCCA Complaints Procedure, membership may be suspended or restricted at the discretion of the Executive.
- 3.5.6. Members are responsible for notifying the Association if they are subject to any of the circumstances in 3.5.1, 3.5.2, 3.5.3. and 3.5.4 above.

Should the Executive thus resolve to expel a member then the member shall forfeit all rights and interests in the property of the Association but shall continue to be liable for any unpaid subscriptions or monies owing by them to the Association at the date of expulsion.

OFFICERS AND COMMITTEE

9. THE affairs of the business, administration and management of the Association shall be vested in an Executive Committee (called the 'Executive'). The Executive shall be made up as follows:
- (i) by a minimum of six (6) and maximum of twelve (12) named people who shall be fully paid-up members of the Association for at least twelve (12) months on or before the date of appointment.
 - (ii) each Executive member shall be elected at an Annual General Meeting by majority vote. Voting shall be by secret ballot.
 - (iii) each Executive member shall be elected for a period of three (3) years.
 - (iv) members retiring from the Executive shall be eligible for re-election for a further term of three (3) years or one (1) year, subject to sub-clause (ix). The length of term shall be determined and communicated to members prior to voting.

- (v) the Executive may co-opt and appoint up to three additional members (who may or may not be members of the Association) but who shall not have voting rights.
- (vi) at the first meeting of the Executive, following the Annual General Meeting, the Executive shall appoint from the Executive, at its discretion either one Chairperson, or two Co-Chairpersons. If any such person is not an elected Executive member, then such person shall have the right to attend all meetings of the Executive and take part in all deliberations but shall not have a vote at such meetings. The Executive shall regulate its own proceedings but shall meet at least four (4) times a year on designated dates agreed to.
- (viii) the Co-ordinator shall have the right to attend all meetings of the Executive and take part in all deliberations but shall not have a vote at such meetings.
- (viii) any five (5) voting members of the Executive shall constitute a quorum. Voting may be carried out by postal or email ballot in accordance with Rule 16.
- (ix) any Executive member who has served two consecutive terms shall only be eligible for re-election by a vote of 75% of those present at the Annual General Meeting.
- (x) the Executive vote or poll on any resolution shall be recorded by the Co-ordinator in the minutes.
- (xi) subject to subclause (xiv) the Executive may vote on any Executive member retiring before the expiry of his or her term co-opt and appoint a substitute member. The substitute member shall have full voting rights and shall continue in office until the next Annual General Meeting. If elected the member shall complete the term of the retired member.
- (xii) subject to subclause (xiv) if less than nine (9) members are elected then the Executive may co-opt and appoint members (who are members of the Association) to the Executive to fill any vacancy. They shall have full voting rights. The term of the appointment is until the next Annual General Meeting.

- (xiii) the Executive will ensure that the Association is constituted as a legal entity under the appropriate 'Act'.
- (xiv) the power of the Executive shall be restricted to filling in no more than three (3) vacancies in the event of there being more than three (3) vacancies the Executive shall call a special meeting to elect further members.
- (xv) sub-committee reports will be regularly tabled at Executive meetings. These reports will be circulated with the agenda prior to the meeting.
- (xvi) in addition to between six (6) to twelve (12) members of the Executive, up to two (2) student representatives can be invited to join Executive meetings. One can represent students from the South Island and Wellington region, the other represents students in North Island, excluding the Wellington region. The student representatives shall have no voting rights.

POWERS

10. THE Association shall, in addition to the powers implied by the general law of New Zealand, or contained in any statute also have power:
 - (i) to purchase, take on, lease or exchange, hire or otherwise acquire lands, buildings and any real and personal estate or other property or any interest in the same.
 - (ii) to improve, manage, contract or engage agents and appoint representatives to execute the duties of the association pursuant to its aims and objectives, work, develop and maintain or sell, lease, let, under-let, exchange, surrender, borrow money on mortgage, charge, dispose of, or otherwise deal with and turn to account all or any of the property for the time being of the Association or in which the Association has an interest; to lend, invest or deposit money on mortgage or any security or without security and to erect, construct, alter and maintain any buildings or chattels.
 - (iii) to receive any gift of money or property for any of the purposes and objects in the NZCCA Rules of the Association whether subject to any special trust or not so that the Association may nevertheless decline to accept any gift or donation or to take over any

property which has annexed to it any condition or obligation not approved by the Association.

- (iv) to carry on any business relevant to the aims of the Association.

INCOME

- 11(i) It is declared that in the carrying on of any relevant business under the NZCCA Rules of the Association and in the exercise of any power authorising the remuneration of members no benefit or any income of any kind shall be afforded to, or received, gained, achieved or derived by any of the persons specified in paragraphs (a) to (d) of the second proviso to section 61(27) of the Income Tax Act 1976 (or any enactment in amendment thereof or in substitution therefore), where that person is able, by virtue of that capacity as such person specified therein, in any way (whether directly or indirectly) to determine, or to materially influence in any way the determination of, the nature or the amount of that benefit or advantage or that income or the circumstances in which it is or is to be so received, gained, achieved, afforded, or derived, except as specifically exempted by that section.
- (ii) Any income, benefit or advantage shall be applied to the charitable purposes of the Association.
- (iii) No member or person associated with a member of the Association shall derive any income, benefit or advantage from the organisation where they can materially influence the payment of the income, benefit or advantage. Except where that income, benefit or advantage is derived from:
 - (a) professional services to the organisation rendered in the course of business charged at no greater rate than current market rates; or
 - (b) interest on money lent at no greater rate than current market rates.
- (iv) The provisions and effect of this clause shall not be removed from the NZCCA Rules of the Association and shall be included and implied into any document replacing the NZCCA Rules of the Association.

SUBSCRIPTIONS

- 12(i) The annual fees for Members, and subscriptions for Student Affiliates and Affiliates shall be determined by the Executive. Notice of the annual fees and subscriptions shall be sent by the Co-ordinator three (3) months prior to the expiry of the current financial year.
- (ii) Members and Affiliates may choose to pay their fees and subscriptions by automatic payment over three (3) or six (6) months. There will be an administration charge for those choosing this option.
- (iii) Members: Payment of fees alone does not constitute the renewal of membership for a subsequent year.
- (iv) Fees for new members are payable from the beginning of the quarter (January, April, July, October) during which they receive a letter from the Association confirming that their membership application has been successful.

ETHICS COMMITTEE

13. THE Ethics Committee shall consist of a minimum of three (3) persons appointed by the Executive and one of whose members is an elected member of the Executive. The Ethics Committee shall have the power and authority to act in the following matters:
 - (i) to investigate and adjudicate on all disputes and allegations involving Provisional and Full Members who have allegedly contravened the NZCCA Code of Ethics and Practice. The Ethics Committee will convene and determine its own procedure in each case in accordance with the Complaints Procedure.

MEMBERSHIP COMMITTEE

14. THE Membership Committee shall consist of a minimum of three (3) NZCCA members appointed by the Executive and one of whose members is an elected member of the Executive. The Membership Committee shall have the power and authority to act in the following matters:

- (i) determine membership and annual review processes,
- (ii) process and approve or decline membership applications, and
- (iii) process annual membership renewals.

ALTERATIONS TO THE NZCCA RULES OF THE ASSOCIATION

- 15(i) These NZCCA Rules of the Association may be altered, added to or rescinded at an Annual General Meeting or Special General Meeting of the Association of which written notice has been given in the same manner provided for the holding of General Meetings stating the nature of the proposed alteration addition or rescission to the NZCCA Rules of the Association. The notices may be combined into the one notice.
- (ii) A resolution to an Annual General Meeting or Special General Meeting of the Association as to the alteration, addition or rescission of the NZCCA Rules of the Association shall be passed by a two thirds majority of the members present at the Meeting.
 - (iii) The Executive may from time to time make, repeal and amend all such policies and procedures (not inconsistent with the NZCCA Rules of the Association) as they shall think expedient for the internal management and well-being of the Association. All such policies and procedures shall be binding upon the members until repealed by the Executive or set aside by a resolution of a general meeting of the Association. A register of such policies and procedures shall be kept by the Co-ordinator.
 - (iv) No alteration, addition, or rescission of the NZCCA Rules of the Association may be made:
 - (a) which would permit any part of the property or assets of the Association to be applied to purposes which are not exclusively charitable purposes within the Law of New Zealand.
 - (b) to the NZCCA Rules of the Association 11 and 20 unless it is first approved in writing by the Department of Inland Revenue.

GENERAL MEETINGS

- 16(i) An Annual General Meeting for members of the Association shall be held at the discretion of the Executive. A minimum of fourteen (14 days), written notice of the date and place of the holding of such an Annual General Meeting or of any Special General Meetings shall be given in writing to all paid up members.
- (ii) At the Annual General Meeting of the Association the membership shall:
- (a) consider and if thought fit adopt the minutes of the last Annual General Meeting.
 - (b) consider and adopt if thought fit the Annual Report and Balance Sheet.
 - (c) elect Executive members for the ensuing year under Clause 9.
 - (d) consider and discuss such other business as may be brought forward in accordance with the NZCCA Rules of the Association.
 - (e) appoint an auditor for the next financial year.
- (iii) A member wishing to bring any motion before the Annual General Meeting shall give written notice thereof to the Co-ordinator on or before five (5) days immediately preceding the date of the meeting and no motion shall come before the meeting unless notice thereof has been so given. The Chairperson must be advised prior to the meeting of any other business to be discussed at the meeting. Furthermore, business raised during the meeting may be allowed for discussion:
- (a) at the discretion of Chairperson, or
 - (b) if majority of members deem it urgent.
- (iv) Special general meeting. The Executive may at any time for any special purpose call a special general meeting, and they shall do so forthwith upon the requisition in writing of any 15% of paid-up members stating the purposes for which the meeting is required.
- (v) Voting at all General meetings shall be by a show of hands or as otherwise directed by the Chairperson. In the event of equality, the Chairperson shall have a second or casting vote, and when the Chairperson role is shared by means of Co-chairs, that casting vote shall rest with the Co-chair who is chairing the meeting at the time of the vote. Save where otherwise provided in these 'NZCCA Rules of the Association any motion

submitted to a Meeting shall be deemed to be carried if the majority of the numbers present and entitled to vote, vote in favour thereof.

- (vi) Quorum. The quorum at all general meetings shall be as follows:
 - (a) For motions proposing any repeal or amendment of the NZCCA Rules of the Association – a quorum to be no less than 20 members.
 - (b) For the repeal of any policies and procedures– a quorum to be no less than 20 members.
 - (c) For all other business– a quorum to be no less than 20 members.
- (vii) A member may in writing appoint any other member as their proxy to vote on their behalf at any meeting of the Association.
- (viii) In the event of exceptional circumstances where an AGM cannot be attended by members in person, members may attend an AGM meeting using current available technology such as Zoom or Skype. All other rules for AGM's and SGM's will continue to apply.

Voting may be undertaken electronically via means that ensure votes are received anonymously and that the voter is eligible to vote.

POSTAL / EMAIL VOTES

- 17(i) A member may exercise the right to vote at a meeting by casting a postal or email vote in accordance with the provisions of this clause.
- (ii) A member may cast a postal or email vote on all or any of the matters to be voted on at the meeting by sending a notice of the manner in which he or she votes to the chairperson of the Executive. The notice must reach that person not less than 48 hours before the start of the meeting.
- (iii) If a vote is taken at a meeting on a resolution on which postal or email votes have been cast, the chairperson of the meeting must:
 - (a) on a vote by show of hands, count each member who has submitted a postal or email vote for or against the resolution.

- (b) on a poll, count the votes cast by each member who has submitted a postal or email vote for or against the resolution.
- (iv) The Chairperson of a meeting must call for a poll on a resolution on which the Chairperson holds sufficient postal or email votes that if a poll were taken the result could differ from that obtained on a show of hands.
- (v) The Chairperson of a meeting must ensure that a certificate of postal or email votes held by the Chairperson is annexed to the minutes of the meeting.

FINANCE

18. THE Association shall collect all fees and subscriptions for members and shall be entitled to retain the money obtained from such fees and subscriptions for use at its discretion for the promotion of the objects of the Association. It may also retain and use at its discretion any moneys it may raise by its own special efforts provided that all such usage shall be in accordance with the objects of the Association.
- (i) The Association in furtherance of its objects shall have full power to borrow or raise money and to secure payment of the same, or the satisfaction or performance of any obligation or liability to be undertaken or incurred by the Association and in particular by mortgage upon the whole or any part of the Association's property or assets whatever, whether present or future, and to pay interest on any borrowed moneys provided however that no lender proposing to take a mortgage or to advance money on mortgage charge or take up debentures or any form of security shall be concerned to see to the application of the money secured or lent or to enquire into the propriety of the giving of any mortgage charge or the issuing of any debenture or the regularity of any meeting or other acts of the Executive or Association preliminary to or on the occasion of the giving of any mortgage charge or the issue of any debentures.
 - (ii) All funds of the Association shall be paid into a bank account to the credit of the Association within seven (7) days of receipt of the same. The accounts shall be subject to the direction of and shall be operated by the Co-ordinator and any two (2) members of the Executive. A monthly financial summary will be provided to the Executive.

- (iii) The financial year of the Association shall end on the 30th of June of each year.
- (iv) Each year the accounts shall be audited by an auditor appointed at the preceding Annual General Meeting.
- (v) Surplus funds of the Association shall be devoted in all cases to the furtherance of the objects of the Association as set out in the NZCCA Rules of the Association. Pending the utilisation of these funds they may be deposited with any savings bank or trading bank operating in New Zealand.

INDEMNITY

19. EVERY member of the Executive and of the Ethics Committee, and every officer, and servant of the Association shall be indemnified by the Association from and against all losses and expenses incurred by them by reason of any contract entered into or action, or deed done by them as such officer, member or servant in or about the discharge of their duties, except such as happened from their own wilful act or omission.

WINDING UP

20. THE Association may be wound up voluntarily or in any other manner provided for by the Charitable Trusts Act 1957 and the regulations thereunder (or any act or regulations made in substitution therefore). Upon such winding up the surplus assets remaining after payment of all costs debts and liabilities of the Association shall be applied to such exclusively charitable organisation in New Zealand as the Executive may decide and whose objects are similar to those of the Association. If the Executive is unable to make a decision the assets shall be disposed of in accordance with the directions of the High Court pursuant to Section 27 of the Charitable Trusts Act 1957 (or any enactment in amendment thereof or in substitution therefore).

GENERAL

21(i) The Executive shall have full power to adjudicate upon any relevant matter not covered by the existing NZCCA Rules of the Association.

(ii) The Executive's decision is final in all matters regarding interpretation of the NZCCA Code of Ethics and Practice and shall not be subject to review.

ADVERTISING AND PROMOTION

22. ADVERTISING in the newsletter, by email or on the website will be accepted from individuals and organisations with following conditions:

that NZCCA Executive has the right to decline any advertising. Individuals and groups may advertise on a fair price basis with an extra charge for mailing out brochures and flyers with the Association's newsletter.

REGIONAL GROUPS – FINANCIAL MANAGEMENT

23(i) Regional groups may choose to set up their own system of financial management and administer their own finances including auditing and meeting statutory requirements. The national office may take no responsibility for the financial management of these groups.

(ii) Alternatively, the national office will open a bank account for a region and payments and receipts for that region will be administered through the national office and reported as part of the national audited accounts.

(iii) Donations given to the association for general use will be received by the national office and disbursed in accordance with the donor's wishes to the region concerned. Hence donors will receive a valid tax receipt for that donation from the national executive charitable trust.