



TIASA

RULES

and

CONSTITUTION



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GENERAL**1.0 NAME**

The name of the Association shall be the "**Tertiary Institutes Allied Staff Association Incorporated**", hereinafter called the Association or TIASA.

2.0 REGISTERED OFFICE

There shall be a Registered Office of the Association which shall be situated at the National Office, 1st Floor, 1122 Pukaki Street, Rotorua, or at any other place as may be decided from time to time by the National Executive of the Association. Notice of every change of address of Registered Office or Postal Address of the Association shall be notified to the Registrar of Incorporated Societies, and members of the Association, by the Secretary.

3.0 OBJECTS

The objects of the Association shall be:

- (a) To protect, maintain, and enhance the needs and interests of members and their families in relation to their conditions of employment, standard of living, economic and social interests, and quality of life.
- (b) To further the just concerns, rights and interests of members of the Association in any way which seems to the Association to be necessary or desirable.
- (c) To enter into Collective Agreements with employers relating to wages, conditions and other employment related matters on behalf of its members.
- (d) To negotiate on a National, Industry, Regional or Workplace basis.
- (e) To exercise all legal rights, powers and entitlements, provided for by legislation.
- (f) To join, affiliate with, associate with or cooperate with any organisation having objects or interests similar to or associated with the objects of the Association, for the pursuit of common interests.
- (g) To formulate policies and initiate changes for the acquisition and improvement of the occupational and functional skills of workers, those who have been workers, and those who are to be workers.
- (h) To enter into contracts including contracts for the sale, purchase, or lease of real and personal property, and to invest the funds of the Association.
- (i) To encourage full and active participation of members in the affairs of the Association, the workplace, and the community.
- (j) To formulate policies and initiate change for the human, social, economic, cultural, educational, and technological advancement of workers, their families, and the community.
- (k) To safeguard the rights of Maori members through the promotion of an adherence to the four articles of Te Tiriti o Waitangi as they apply to TIASA members.
- (l) To undertake any other lawful activity consistent with the above objects.

MEMBERSHIP, SUBSCRIPTIONS & DISCIPLINARY MATTERS

4.0 MEMBERSHIP

4.1 Membership Rule

Membership of the Association shall be open to all persons employed or engaged to be employed in New Zealand by:

- (a) the Chief Executive Officer, Council, or other governing body of the Polytechnic;
- (b) the Chief Executive Officer, Council, or other governing body of any technical institute;
- (c) the Chief Executive Officer, Council or other governing body of any Community College;
- (d) the Vice-Chancellor, President, Chief Executive Officer or other governing body of any University, Wananga or Tertiary Sector provider.
- (e) the controlling body or trustees of any corporation, trust or enterprise which is established by any of those listed in (a), (b), (c) and (d) above.
- (f) any other body, trust, Corporation or enterprise.

As approved from time to time by Annual Meeting/Conference in the first instance, or by the National Executive.

There shall be honorary members of the Association in accordance with Clause 4.2.

There shall be associate members in accordance with Clause 4.3.

4.2 Honorary Life Membership

- (a) The Association may elect as an honorary life member, any member whom it desires to honour in recognition of his/her services to the Association.
- (b) Any member or ex-member may be nominated for honorary life membership by written application from any financial member to the National Executive, and the nomination shall be submitted to next Annual Meeting/Conference of the Association to be decided on. Honorary life membership shall be conferred if the nominated is supported by Annual Meeting/Conference.
- (c) An honorary life member may attend and speak at any meeting of the Association, but shall not have the right to vote.
- (d) An honorary life member shall not be required to pay the Association any fees, levies, or charges, or to make any contributions to the funds of the Association.

4.3 Associate Members

Ordinary members may, upon retirement or termination of their employment, be entitled to make application to the National Executive for associate membership of the Association.

Associate members shall be entitled to non-industrial membership services.

Associate members shall pay a proportion of the National subscription as determined by the National Executive from time to time.

5.0 FULL MEMBERS

A Full Member is a financial member within the meaning of the rules, whose employer is defined under Clause 4, and who has authorised TIASA to bargain on his/her behalf.

A full member shall be entitled to attend or participate in any meeting, ballot, or the business affairs of the Association.

Where a full member ceases to be employed in any occupation to which the membership rule relates, her/his membership of the Association shall be deemed to be terminated and she/he shall be entitled, on giving written notice to the Secretary within 14 days of such termination, to a proportional refund of any subscription paid in advance. Provided that where a member considers that she/he has been unjustifiably dismissed, and within one month of the date of dismissal requests the Association to pursue a Personal Grievance on her her/his behalf in terms of the relevant agreement, she/he shall be deemed to be a member at the time of such request.

5.1 Financial Members

- (a) A financial member is any member of the Association who is not in arrears for more than three months with the payment of any fee, subscription, levy or contribution required to be paid under these rules.
- (b) A financial member who is not a full member shall be entitled to participate in any ballot, annual general meeting, or any meeting of general concern to TIASA members, but he or she shall NOT be entitled to participate in any:
 - (i) Stopwork meeting; or
 - (ii) Meetings relating to a current or proposed Collective Employment Agreement.
- (c) A person who does not meet the requirements of Clause 5.1(a) is not a financial member of the Association, and shall not be entitled to attend or take part in any meeting, ballot or the business affairs of the Association, unless the National Executive in its absolute discretion otherwise determines.

This discretion may be exercised only if the member fails to meet the requirements of clause 5.1 by reason of:

- (i) illness;
 - (ii) injury by accident;
 - (iii) want of employment; or
 - (iv) other misfortune.
- (d) Contributions or any dues in arrears may, with the consent of the National Executive, be sued for by the Secretary, or any person or firm authorised by him/her to do so.

5.2 Admission to Membership

- (a) Any person employed or engaged to become employed within the categories of workers defined in the Membership rule shall become a member of the Association, without ballot or election, on making written application to the Secretary, and that application being accepted, and shall thereafter pay all dues and contributions due from the date of joining.
- (b) Financial membership will commence when the first membership fee deduction is received by the Association.
- (c) Full membership will commence on a financial member's signing of a TIASA bargaining authority.

5.3 Entrance Fees, Subscriptions

- (a) An entrance fee may be charged, the amount of which shall be fixed from time to time by the National Executive, provided that the entrance fee shall not exceed 10 percent of the Associations annual subscriptions.
- (b) Each member shall pay a subscription of such amount as shall be fixed at the Annual Meeting/Conference of the Association. Payment of each subscription will normally be by way of deductions fortnightly from wages/salaries, but may be paid annually to the

Secretary/Treasurer, in which case it shall be paid in advance, or in any other method approved by the National Executive.

- (c) Each member becomes liable for the payment of the appropriate subscription on being enrolled as a member.
- (d) All subscriptions shall be paid to the National Office. The National Office will, on a quarterly basis, return to Branches 3% of the subscriptions received from that Branch.

5.4 Levies

- (a) The National Executive may recommend that a levy be imposed on members of the Association for a specified purpose, provided such a recommendation shall take effect only by resolution of members at Annual Meeting/Conference, General, or Special Meetings, or by a ballot of members. Any such levy shall be kept in a separate account.

5.5 Subscription Waive

The National Executive may, at its discretion, waive or reduce the subscription of any members of the Association.

6.0 REGISTER OF MEMBERS

The Secretary of the Association shall keep a Register of members, containing, in respect of each financial member, the following information:

- (a) the member's full name;
- (b) the address of the member's workplace;
- (c) the member's occupation;
- (d) the Collective or Individual Agreement applicable to the member.
- (e) the date on which the member joined the Association.

7.0 TERMINATION OF MEMBERSHIP

7.1 Resignation of Membership

Any member may resign from the Association at any time by giving not less than two weeks previous notice to the Secretary of her/his intention to do so, and paying all monies properly due by her/him to the Association up to the expiry date of such notice. Provided that any amount standing to the credit of a member resigning shall be refunded to them.

7.2 Disciplinary Matters

- (a) It shall be an offence against these rules and be subject to disciplinary procedure hereunder for any member to do any or all of the following:
 - (i) knowingly act in a manner contrary to the rules of the Association;
 - (ii) knowingly act in a manner contrary to the policies of the Association made in accordance with these rules;
 - (iii) misappropriate Association money or property;
 - (iv) knowingly divulge information confidential to the Association or the business of the Association (such information being confidential to members and/or the Executive, unless otherwise authorised by the Executive);
 - (v) tamper or attempt to tamper with the results of any election conducted in accordance with the rules;
 - (vi) wilfully ignore a lawful resolution of the Association;
 - (vii) assault an Officer, Executive member, delegate, organiser, or member of the Association;
 - (viii) make an unfounded charge against a fellow member without just cause or excuse.

- (b) A member who commits any or all of the above offences may, at the discretion of the National Executive, have one of the following penalties imposed:
- (i) A fine not exceeding the equivalent of an annual subscription;
 - (ii) Suspension and/or expulsion from membership of the Association;
 - (iii) If a member of the National Executive, suspended or expelled from that office.

The Executive must take into account the nature of the offence in question together with the past conduct of the member concerned when imposing any penalty. Suspension or Expulsion from membership should be considered only in the event of:

- a serious offence being proven; or
- the recurrence of any of the above offences by the member(s) concerned; or
- the non-payment of a fine which has been imposed under these rules.

- (c) Where an Officer or financial member wishes to make a charge against another member or members, alleging that an offence in terms of clause (a) of this rule has been committed, that person shall report the matter in writing to the Secretary. The report must be received within a month of the alleged offence and must state the evidence on which allegation is based.
- (d) Any report received by the Secretary under (c) will be forwarded to the alleged offender(s) who shall provide written response/defence to the complaint. Such response must be received by the Secretary within 14 days of the alleged offender having been sent the complaint.

The report and any response/defence received by the Secretary under (c) and (d) shall be referred to a Sub-Committee of the National Executive for investigation.

Where the Sub-Committee determines that there is merit in the complaint, the matter shall be referred to the next full meeting of the National Executive.

Those appearing before the Executive will have the right to:

- be represented by an agent who may be a delegate or another member (s)
- make verbal and written statements in support of their cases;
- call witnesses

- (e) The complainant(s) and the member(s) named in the complaint shall present themselves before the Executive at the time fixed. The Executive shall at all times during the hearing of any such matter, act in an impartial manner so as to ensure that every opportunity is afforded both parties to present their cases and tender any relevant evidence, either orally, or in writing, or through witnesses.
- (f) Where any member of the Executive is involved in any capacity in any complaint brought before the Executive, she/he shall not participate in the hearing in her/his role as a member of the Executive.
- (g) The Executive shall report its findings and make recommendations within 14 days of the date of hearing the complaint. The complainant(s) and the member(s) named in the complaint shall also be sent a copy of the Executive's report which when the offence has been proven shall contain the penalty imposed by the Executive and the reason for its decision. The report shall require the member(s) concerned to comply with its decision and/or the penalty imposed. The member(s) concerned must also be warned that any repetition of the same offence or non-payment of a fine within the period stipulated might result in further disciplinary action being taken by the Executive, which may include suspension or expulsion from membership of the Association.
- (h) Any member who is fined, suspended or expelled under this rule may appeal against the Executive's decision within 14 days of the date of the decision. The appeal must be lodged with the Secretary in writing, setting out the grounds and reason for the appeal.
- (i) Any notice of appeal received by the Secretary shall be referred to an appeal committee, which shall review the finding and recommendation of the Executive on the matter.
- (j) The appeal committee shall consist of:

- (i) a person appointed by the member(s) who is/are appealing;
- (ii) a person appointed by the Association; and
- (iii) an independent chairperson, selected by the persons appointed under (i) and (ii) above or if those persons cannot agree a person nominated by a mediator.

None of the appeal committee shall have been previously involved in imposing any penalty in relation to the original complaint, and shall not have any personal interest in the matter.

- (k) The appeal committee will hear the appeal in the same manner prescribed for the hearing of a complaint by the Executive in clauses (e) to (f) of this rule. The appeal committee shall meet as soon as possible after the date of receipt of the appeal notice. The original parties to the complaint shall have the right to attend and be heard also.
- (l) The appeal committee shall report its findings and recommendation to the Executive within 14 days of the date of the appeal hearing. The decision of the majority of the appeal committee shall be the decision of the committee, and shall be final and binding. The appeal committee's decision shall either:
 - (i) rule in favour of the Executive's original decision; or
 - (ii) rule against the Executive's original decision; or
 - (iii) vary the Executive's original decision to the extent that it considers necessary.
- (m) The Executive shall not commence to implement any findings and recommendations on any complaint until the period for appeals has expired, or the outcome of any appeal on the matter is known.

7.3 Expulsion of Non-Financial Members

The Secretary may expel any member who has all or part of her/his subscription or any fine or levy payable under these rules, unpaid three months after the debt is struck. Expulsion shall not free such person from liability for the arrears due.

MANAGEMENT OF THE UNION

8.0 MANAGEMENT STRUCTURE / NATIONAL OFFICERS OF THE ASSOCIATION

8.1 Eligibility for Election

Any member of the Association, shall be eligible for election as an Officer, provided that she/he has been nominated and seconded by full members of the Association. All nominations shall be in writing, signed by the Proposer and Secunder, and accompanied by the consent of the Nominee.

8.2 National Officers and National Executive of the Association

The Association shall have Officers and National Executive, consisting of:

- 8.2.1 President
- 8.2.2 Vice President
- 8.2.3 Kaumatua
- 8.2.4 Kuia
- 8.2.5 Women's Representative, who must be a woman
- 8.2.6 Kaituhono, who must be Maori
- 8.2.7 Six other members

8.2.8 Secretary/Chief Executive

8.3 Election of National Officers

8.3.1 Elections will be held biennially at the annual meeting/conference of the association.

8.3.2 The Secretary shall call for nominations by Branch circular to each Branch member for the Offices of President, Vice President, Women's Representative, and National Executive members, not less than 21 days before the closing date for nominations which shall be not later than 2 months prior to Annual Meeting/Conference.

8.3.3 Where the number of valid nominations does not exceed the number of positions to be filled, the candidates shall be declared duly elected unopposed by the Returning Officer.

8.3.4 Where an election is required, the secretary shall act as returning officer who will in turn, conduct a secret ballot of bona fide delegates attending Annual Meeting/Conference except that in the case of Kaituhono, who is nominated from Hui-A-Tau, for ratification at Annual Meeting/Conference.

8.4 Duties and Powers of the Officers and National Executive

The Officers of the Association shall be the President, Vice-President, Women's Representative; and Kaituhono, and their duties and powers shall be:

8.4.1 President:

The President shall be the official head of the Association, and shall:

- (a) preside at all meetings of the Association, Annual Meeting/Conference, and of the National Executive;
- (b) be entitled to and may exercise a deliberative vote, and in the event of an equality of voting, a casting vote also, at all meetings at which she/he presides;
- (c) ensure that the Secretary and other Officers attend to their respective duties, and that the business of the Association is properly and efficiently conducted;
- (d) make public statements on behalf of the Association;
- (e) supervise the affairs and execution of the policies of the Association.

8.4.2 Vice President:

- (a) The Vice President shall assist the President in carrying out the duties pertaining to her/his office, and in her/his absence, shall exercise the President's powers, and shall perform the duties of President. Otherwise, the Vice President shall not exercise any of the functions prescribed by these Rules for the President.
- (b) In the absence of both the President and Vice President, meetings of the Association shall appoint a Chairperson. When presiding in the absence of the President and Vice President, the Chairperson shall exercise the President's functions.

8.4.3 Women's Representative:

The Women's Representative shall represent the views of women members of the Association at National level:

- (a) be a spokesperson for the Association on issues concerning women;
- (b) ensure the Association's policies and communications reflect the needs of women members;
- (c) give a women's perspective and analysis on all Association matters.

The Women's Representative shall have full voting rights.

8.4.4 Kaituhono:

The Kaituhono shall represent the views of Maori members of the Association at National level:

- (a) be a spokesperson for the Association on issues concerning Maori;
- (b) ensure that the Association's policies and communications reflect the needs of Maori members;
- (c) give a Maori perspective and analysis on all Association matters.

The Kaituhono shall have full voting rights.

8.4.5 National Executive:

The National Executive shall meet at least three times a year, and at such other times as the President may decide. The quorum for all meetings of the National Executive shall be the majority of those entitled to be present.

8.4.6 On taking office, each Officer and National Executive member shall continue in office until she/he is succeeded in a subsequent election, is removed from office in accordance with these rules, resigns, or dies.

8.4.7 The National Executive may establish and maintain one or more special committees, and may delegate to such committees the administration of any matter in which the Association is concerned or interested. Any special committee may include persons who are not members of the National Executive.

8.4.8 It shall be the duty of every member of the National Executive to attend every Executive meeting, and any member absent without just cause from two consecutive meetings shall be liable to forfeit her/his position on the National Executive.

8.4.9 Powers and functions of the National Executive shall include:

- (a) deciding financial matters;
- (b) managing and controlling the property of the Association;
- (c) directing the policy of the Association;
- (d) taking disciplinary action against members of the Association in terms of these Rules.
- (e) taking such action between Annual Meeting/Conferences as it considers necessary in the interest of the Association and its members.

8.4.10 Signatories:

Any two of President; Vice President; or Secretary of the association, and two nominated staff from the Associations' Accountants shall have signing rights in respect of cheques or withdrawals of any of the Associations funds.

9.0 SECRETARY

9.1 Duties and Powers of the Secretary

- (a) The Secretary will not stand for election, but shall be a salaried employee, appointed by the National Executive of the Association on such terms and conditions as it may think appropriate. The Secretary shall not have voting rights.
- (b) The Secretary shall be considered to be the Chief Executive Officer and Treasurer of the Association, and shall be entitled to attend all meetings of the Association.
- (c) The Secretary shall act in the discharge of her/his duties under the direction and control of the National Executive, and without limiting her/his duties and powers, these shall include:

- (i) Calling and attending all meetings of the Association and of the National Executive, and taking the minutes of any such meeting, at the direction of the elected Officers;
- (ii) Preparation and presentation of a report on the business and proceedings of the Association during the two years prior to the Annual Meeting/Conference. Report to be presented at the Annual Meeting/Conference.
- (iii) Conducting the correspondence and affairs of the Association.
- (iv) Maintaining a register of the names, occupations, and addresses of members, as required by Rule 6.
- (v) Compliance with the law and all lawful instructions as may be given or required to be done by a meeting of the Association or by these Rules.
- (vi) Performing any such other duties consistent with the Office of Secretary including the day to day control of staff of the Association.

9.2 In his or her capacity as Treasurer, the Secretary shall, under the direction and control of the National Executive:

- (a) Supervise the preparation of the financial report, including balance sheet, statement of income and expenditure and audit report and present such to the Annual Meeting/Conference of the association.
- (b) Prepare a report on the business and proceedings of the Association during the year prior to the Annual Meeting/Conference, for presentation at the Annual Meeting/Conference.
- (c) Collect and receive all monies due to the Association, and give a receipt in a form approved by the National Executive.

Perform any such other duties consistent with the office of Treasurer, and prescribed by the National Executive.

9.3 The National Secretary **shall not** exercise any of the following powers:

- (a) determining matters of TIASA's policy;
- (b) determining financial policies or allocations, other than secondary allocations related to the efficient and effective operation of the National Office;
- (c) taking disciplinary action against members or Officers of the Association;
- (d) Removing of elected Officers of TIASA and the filling of any vacancies.

10.0 MAORI STRUCTURE

10.1 Te Hononga Maori

- (a) All Maori members of TIASA are to be known as Te Hononga Maori.
- (b) Te Hononga Maori Hui A Tau will meet annually. In Annual Meeting/Conference year, Te Hononga Maori will meet prior to Biennial Conference, and will be bound by this Constitution subject to cultural appropriateness.
- (c) Te Hononga Maori will select a committee which will consist of the Kaumatua, Kuia, Kaituhono and other Maori full members (up to a maximum of 8) so that it is representative of Maori in the Association.
- (d) (i) The Committee of Te Hononga Maori members shall be entitled to attend the Association's Annual Meeting/Conference and where there are Te Hononga Maori

remits before the Annual Meeting/Conference, they shall have full speaking and voting rights, in respect of such remits, irrespective of whether they are accredited delegates or observers from their own Branch to that Annual Meeting/Conference, or not.

- (ii) The Committee of Te Hononga Maori members in such cases shall be granted full speaking rights in respect of all other business of Annual Meeting/Conference, but shall not be entitled to vote in respect of that business.
- (iii) The provisions of Clause 13.6, relating to speaking rights, shall not apply in such cases.

10.2 Kaumatua and Kuia

- (a) Te Hononga Maori through the National Executive, will announce the Association's Kaumatua and Kuia at the Association's Annual Meeting/Conference.
- (b) The Kaumatua and Kuia will provide an umbrella of knowledge, set Tikanga for the Association and keep an ever watchful eye on operations, and provide support for the elected Kaituhono and Te Hononga Maori as appropriate. While the Kaumatua and Kuia roles are similar in most respects, it is acknowledged that there are traditional differences/responsibilities. The roles are complementary to the Associations Officers.
- (c) The Kaumatua and Kuia will have the right to attend and vote at the Association's Annual Meeting/Conference at a National level.

11.0 VACANCIES

Should any office or position in the Association become vacant for any reason, such office or position shall be filled in the following ways:

- (a) Where a casual vacancy arises in respect of the President, the Vice President shall become President until the next Annual Meeting/Conference.
- (b) Where a casual vacancy arises in respect of the Vice President, the National Executive will appoint an acting Vice President from amongst its number to act in that office for the unexpired portion of the term.
- (c) Where a casual vacancy arises in respect of other National Executive positions, the National Executive may appoint a person to fill the vacancy for the unexpired portion of the Term.

12.0 REMOVAL OF OFFICERS

12.1 Should any member believe that an Officer, National Executive Member, or Auditor appointed by Annual Meeting/Conference has committed a serious misdemeanour or breach of trust, including disability, bankruptcy or misappropriation of Association funds, and desires the removal of that Officer or position holder, the member shall report in writing to the President or Secretary.

12.2 On receipt of such complaint or allegation, the President or Secretary shall convene a meeting of the National Executive so as to discuss the matter and allow the person(s) accused to provide a defence.

12.3 In the event of the National Executive determining that there is merit in the complaint or allegation, immediate steps shall be taken to convene a Special Annual Meeting/Conference to which the matter shall be reported, and at which the person(s) complained against shall be given the opportunity of speaking in their own defence. The National President or other person presiding shall not be entitled to a casting vote on any resolution within the scope of this rule.

12.4 The National Executive shall have power at any time to suspend any Officer, Executive Member or Auditor, pending the holding of the Special Annual Meeting/Conference.

- 12.5** Where a majority of delegates present at the Special Annual Meeting/Conference determine by secret ballot that the complaints or allegations have been substantiated and vote in favour of removal, in the case of the Auditor, she/he shall be deemed to be removed forthwith. In the case of an Officer or Executive Member, she/he shall be deemed to be removed forthwith.
- 12.6** Notwithstanding the above, the Executive of the Association shall have the power to remove from office any Officer, Executive Member or Auditor on the grounds of disability, bankruptcy, misappropriation of Association funds, or criminal conviction likely to bring the Association into disrepute.
- 12.7** Where the above procedures are invoked against any Officer, Member of the Executive or Auditor, the principles of natural justice must be observed, i.e. she/he must be advised of the allegations against her/him, and be given the opportunity to speak in her/his defence.

MEETINGS

13.0 ANNUAL MEETING/CONFERENCE

13.1 The Annual Meeting/Conference of the Association shall be held no later than 31st December each year. The venue for the Annual Meeting/Conference will be determined by the National Executive.

The business of the Annual General Meeting shall include but not be limited to:

- The presentation of the Annual Financial Report, including Balance Sheet, Statement of Income and Expenditure and Audit report, for adoption by members of the Association.
- The Election of Officers of the Association as required (see Rules 8.3).
- Setting the subscription amount payable by members of the association.
- Any other General Business.

13.2 The Annual Meeting/Conference of the union shall be, subject only to a ballot of the membership of the union, the highest decision-making and policy forming body of the association.

13.3 The Annual Meeting/Conference shall be the controlling and administrative authority of the association. The National Executive shall, when Annual Meeting/Conference is not in session, and subject to the decision of the Annual Meeting/Conference, be responsible for the affairs of the association, including the control and investment of funds.

13.4 Attendance at Annual Meetings/Conference shall comprise the Officers/National Executive of the Association; Te Hononga Maori Committee; members selected by branches; Chief Executive; and ER Advisors.

13.5 13.5 Voting entitlement at Annual Meetings/Conference shall be on the following basis:

Branches with 5-60 members.....	2 votes
Branches with 61-100 members.....	3 votes
Branches with 101-200 members.....	4 votes
Branches with 201-300 members.....	5 votes
Branches with 301-400 members.....	6 votes
Branches with 401-500 members.....	7 votes
Branches with over 500 members.....	8 votes

Branch voting entitlement shall be based on each Branch’s Membership as declared by the National Office, one calendar month prior to Annual Meeting/Conference.

- 13.6** The Secretary shall, at least one calendar month before Annual Meeting/Conference, advise each member by circular, the date of the meeting and the business to be brought forward at that meeting, and in the case of a Special Annual Meeting/Conference, no business shall be transacted other than that specified in circular convening the Annual Meeting/Conference.
- 13.7** Only Financial Members of the Association may attend Annual Meetings/Conference as non-voting observers. Such members will do so at their own expense or, where selected by a Branch to attend, at the Branch's expense.
- 13.8** The National Secretary/Chief Executive shall attend and speak at Annual Meetings/Conference but shall not have voting rights.
- 13.9** Delegates from the respective Branches to the Annual Meeting/Conference shall be elected in accordance with Rule 15.9.
- 13.10** No delegate shall be deemed to have been duly elected until notice in writing of the election signed by the Secretary of the Branch has been received by the National Secretary.
- 13.11** Officers and members of the National Executive, except the Secretary, shall be ex-officio members of the Annual Meeting/Conference, and entitled to speak and vote on any matter under discussion. The President shall be entitled to a casting vote in the event of equality of voting on any matter, other than an election or appointment to, or removal from office.
- 13.12** Unless two or more delegates request a secret ballot, and except as otherwise expressly provided in these Rules in the case of the election to or the removal from office, voting shall be by a show of hands.
- 13.13** On a request supported by the majority of Delegates present at Annual Meeting/Conference, any question under consideration by an Annual Meeting/Conference shall be referred to members to be decided by them by ballot. The method of voting shall be determined by each branch and the aggregate vote shall be the decision of Annual Meeting/Conference.
- 13.14** A Special Annual Meeting/Conference may be called by the National Executive and a Special Annual Meeting/Conference shall be called on the requisition of 4 members of the National Executive, or the requisition of 100 members of the association. The requisition shall state the business to be considered and no business other than that set out in the requisition shall be considered at such Special Annual Meeting/Conference.
- 13.15** Twenty-five persons entitled to be present shall constitute a Quorum at all meetings of Annual Meeting/Conference, provided that not less than twelve Branches are represented thereat.
- 13.16** The minutes of the preceding Annual Meeting/Conference of TIASA will be prepared and supplied to Branches no later than eight weeks before the next Annual Meeting/Conference.
- 14.0** **REMITTS TO BIENNIAL CONFERENCE**
- 14.1** The Secretary shall call for remits by Branch circular no later than 8 weeks before the Annual Meeting/Conference.
- 14.2** Remits from Branches shall be in the hands of the Secretary no later than 4 weeks before Annual Meeting/Conference.
- 14.3** A complete draft of remits will be forwarded to all Branches at least 21 days prior to Annual Meeting/Conference.
- 14.4** The time provisions can be amended by National Executive resolution if considered necessary.
- 14.5** A remit presented to the Annual Meeting/Conference as laid down by this rule, shall be defined as a resolution from the National Executive of the Association or a resolution from a Branch of the Association, which has been adopted at a meeting the National Executive or a meeting of the Branch.

14.6 Remits other than those involving Constitutional change may be amended from the floor of the Annual Meeting/Conference.

15.0 BRANCHES

15.1 In any Polytechnic/Institute, where there are more than 15 members, a Branch will be formed within two calendar months of membership reaching 15.

15.2 In any Polytechnic/Institute, where there are less than 15 members, a Branch will be formed within two calendar months of membership reaching 15.

15.3 In any Polytechnic/Institute, where there is no Branch, the members may form a sub-Branch of an existing Branch, with the consent of the National Executive.

15.4 Annual Meeting/Conference shall have the power to establish Branches of the Association. Between Annual Meeting/Conference, the National Executive shall have power to provisionally recognise new Branches. Branches so provisionally recognised shall be entitled to send delegates to National meetings and the Association Annual Meeting/Conference.

15.5 At any time a Branch is unable to obtain the quorum required by these rules, or is, in the opinion of the National Executive, unable to function as a Branch for whatever reason, the National Executive shall have the power to convene a special meeting of members of the Branch for the purpose of electing Branch Officers and/or committee members and/or conducting any necessary business of the Branch. Any election at such meeting shall be by majority of those present in person at the meeting. Pending such election, the National Executive shall have the power to appoint Officers to carry out the duties of Branch Officers, but such person shall not have voting rights. Any such elections or appointments shall be valid and effective, as if those persons had been elected in accordance with Rule 15.7.

15.6 Branch Meetings

15.6.1 The Annual General Meeting of the Branch shall be held at least three months prior to the Annual Meeting/Conference of the Association on a date selected by the Branch Executive or by 30 June, whichever is earlier.

15.6.2 Branches shall hold ordinary general meetings at least twice a year.

15.6.3 Special general meetings for specific purposes shall be called by the Branch Executive as required. Within three days of receiving a written request, of at least ten Branch members, a special general meeting shall be called, giving members at least seven days notice of such meeting, and including in the notice the business to be discussed. No other business shall be discussed.

15.6.4 The Branch Executive shall meet at least 6 times a year.

15.6.5 The Branch Chairperson shall preside at all meetings of the Branch. In the absence of the Chairperson, the chair shall be taken by the Deputy Chairperson.

15.6.6 The quorum of a Branch Annual General Meeting or Ordinary or Special General Meeting shall be 25% of the Branch membership or 40 members, whichever is the lesser.

15.6.7 The quorum for Branch Executive meetings shall be half the number of the Executive.

15.7 Officers and Executive of the Branch

15.7.1 The Officers of the Branch shall be:

- Chairperson
- Deputy Chairperson

- Secretary and/or Treasurer
- Maori Representative

- 15.7.2 The Branch Executive shall consist of the Officers of the Branch, and such number of other Branch members as may be determined from time to time, but shall not be less than three. All positions shall be elected annually at the Annual General Meeting, and those elected shall take office forthwith.
- 15.7.3 Any Full member shall be eligible for nomination. Nominations for the above positions shall be called for at least 21 days prior to the AGM and shall be in the hands of the Secretary at least 10 days prior to the AGM. Where nominations received are less than the number of vacant positions, additional nominations may be received at the AGM. Written nominations shall be circulated to all members at least one week prior to the AGM.
- 15.7.4 The Branch Executive shall, subject to the rules of the Association, manage the affairs of the Branch between General Meetings.
- 15.7.5 It shall be the duty of the Branch Executive to provide organisation in its Branch for the purpose of giving effect to the objects of the Association.
- 15.7.6 The duties of the Maori Representative include:
- promoting TIASA to all Maori within the Branch
 - organising recruitment aimed specifically at Maori
 - liaising, where appropriate, with Maori Representatives at other Branches
 - identifying barriers to Maori participating fully in TIASA and proposing and seeking ways to remove such barriers.
- 15.7.7 A Branch Executive shall be controlled by Branch meetings and shall obey all lawful instructions and perform all meetings, provided however, that it shall always abide by the provisions of these Rules and any resolution or direction of Annual Meeting/Conference and/or the National Executive.

15.8 Casual Vacancy

- 15.8.1 Where a casual vacancy arises in respect of the Chairperson, the Deputy Chairperson shall become Chairperson until the next Annual General Meeting provided that the unexpired portion of the term does not exceed six months. If the unexpired portion exceeds six months, there shall be an election for the position.
- 15.8.2 Where a casual vacancy arises in respect of the Deputy Chairperson, the Branch Executive may appoint a person from among its number to act in that office for the expired portion of the term, provided that the unexpired portion does not exceed six months. If the unexpired portion exceeds six months, there shall be an election held for the position.

15.9 Delegates to Annual Meeting/Conference

- 15.9.1 Nominations for Branch Delegates to Annual Meeting/Conference shall be called for in accordance with Rule 15.7.3.
- 15.9.2 Delegates to Annual Meeting/Conference shall be elected at the Annual General Meeting of the Branch.

15.10 Management of Branch Funds

- 15.10.1 The Branch funds will be held in any form approved by the Branch Executive but will be subject to Association Policy.
- 15.10.2 The Branch Chairperson, Deputy Chairperson and Secretary/Treasurer shall be empowered to operate the Branch bank account. Any two of whom shall have signing rights in respect of the withdrawal of any funds so invested.

15.10.3 The Branch Treasurer will prepare the Annual Financial Report, duly audited (where required by Clause 24) and present to the Branch Annual General Meeting.

15.10.4 The Branch funds shall be used to further the objects of the Association.

16.0 BALLOTS AND VOTING

16.1 Whenever a ballot or a secret postal ballot is required by these Rules, the Secretary shall act as Returning Officer, and the President or the Chairperson shall advise her/him in writing of the question to be decided.

16.2 Any candidate, or other person with a recognised interest in the matter may each appoint a scrutineer and the Returning Officer shall afford each scrutineer all reasonable facilities for so doing.

16.3 Where the National Executive decides that the ballot shall be conducted as a postal ballot, a ballot paper shall be forwarded to each financial member.

16.3.1 The ballot paper shall show clearly the names of the candidates for election, or the question to be voted on and state the method of voting and a time within which such ballot paper is to be returned to the Returning Officer at a specified address, which shall not be less than 14 days from the due date.

16.4 As soon as possible after the expiry of the time fixed in accordance with this rule, the Returning Officer shall count the votes, and, setting aside all invalid papers, shall ascertain, in the case of an election of Officers or position holders, the total number of votes received by each candidate at the election, and shall declare those candidates, not exceeding in number the vacancies to be filled, who have received the highest number of votes, to be duly elected. In other cases she/he shall declare the state of the voting, and the question shall be deemed to be carried or lost as the requisite majority of valid votes are cast.

16.5 Where there is an equality of votes between candidates, and the addition of a vote would entitle any of those candidates to be declared elected, the Returning Officer shall determine by lot which candidate shall be elected.

16.6 The majority necessary to carry any proposal submitted to members of the Association by way of a ballot shall be by a majority of the votes cast by those members who voted in the postal ballot.

16.7 Where the National Executive or Branch Executive decides, or these rules require, that there be a secret ballot, it shall be held as follows:

(a) Every Branch shall, in accord with 15.6.1 of these Rules, hold a meeting at which the Returning Officer shall distribute ballot papers to all financial members requiring them.

(b) The cumulative vote of members attending their respective Branch meeting shall be the decision of the Association.

16.8 Special Voting

16.8.1 Any member eligible to vote in a secret ballot at a meeting of the Association may apply to the Returning Officer for a special vote or proxy vote. Such application must be made at least seven days prior in the case of Branch AGM or Special Meeting. In the case of CEA ratification meetings, applications may be received up to the commencement of the meeting.

16.8.2 The Returning Officer shall issue a ballot paper to the applicant if the applicant:

- (a) is wholly or partially blind;
- (b) is unable to read or write (whether because of physical handicap or otherwise);
- (c) has severe difficulty in reading or writing;
- (d) is so ill or so infirm that attendance to vote at the meeting is precluded; or

- (e) is a woman and is unable to attend to vote at the meeting by reason of pregnancy or recent childbirth.

16.8.3 The Returning Officer may issue a ballot paper to the applicant if:

- (a) the applicant has a religious objection to voting on the day of the week on which the meeting is to be held;
- (b) the employer of the applicant requires the applicant to work during the hours when the special meeting is to be held; or
- (c) the Returning Officer is satisfied that on any other grounds, attendance to vote at the special meeting will cause the applicant hardship or undue inconvenience.

16.8.4 The Returning Officer may refuse an application on any of the grounds in 16.8.3 if more than one Special meeting is to be held to vote on the ballot, and there is another meeting the applicant could easily attend.

16.8.5 Every ballot paper issued to an applicant so that the applicant may exercise a special vote shall be issued at least one clear day before the day of the meeting, and the Returning Officer shall, at the time of the issue of the vote, inform the applicant of the time by which it must be returned, which time shall be no later than the commencement of the meeting.

16.9 Procedures in Respect of Disputed Ballots

16.9.1 Where a claim is made that there has been an irregularity in, or in connection with, a ballot:

- (i) In the case of a ballot taken at the Association's biennial Annual Meeting/Conference, by not less than six delegates to Annual Meeting/Conference; and
- (ii) In the case of any other ballots, conducted nationally under these rules, in which financial members are eligible to vote, by not less than 10% or fifty of those financial members, whichever is the lesser.
- (iii) In the case of ballots conducted at Branch meetings in which financial members are eligible to vote, by not less than 10% or fifty of those financial members whichever is the lesser.

16.9.2 Where there is an application regarding a ballot under 16.9.1(i) above:

- (i) The application shall be made to the National President; and
- (ii) The National President shall require the Returning Officer and National Officers to recount the ballot. Where a National Officer has applied for an inquiry in accordance with sub clause (i), that National Officer shall not take part in the recount of the ballot.
- (iii) Specify the irregularity which is claimed to have occurred; and
- (iv) State the facts relied on in support of the application.

16.9.3 Where there is an application regarding a ballot under 16.9.1(ii) above:

- (i) The application shall be made in writing to the Chief Executive.
- (ii) The Chief Executive shall inform the National President and National Executive of the application; and
- (iii) The National President and National Executive shall convene a subcommittee to conduct an inquiry into the matter.

16.9.4 Where there is an application regarding a ballot taken at Branch meetings:

- (i) The application shall be made to the Branch Secretary or, if that is inappropriate, to the Branch Chairperson.
- (ii) The Branch Secretary or Branch Chairperson shall call a Branch Committee meeting and;
- (iii) The Branch Committee shall convene a subcommittee to conduct an inquiry.

16.9.5 Applications regarding ballots under 16.9.1(ii) and 16.9.1(iii) above shall:

- (i) Be in writing within 14 days of the ballot;
- (ii) Specify the ballot in respect of which that application is made;
- (iii) Specify the irregularity which is claimed to have occurred; and
- (iv) State the facts relied on in support of the application.

16.9.6 Where the Subcommittee convened to conduct the inquiry has determined that an irregularity has occurred the National Executive or the Branch Committee may make one or more of the following resolutions:

- (i) Declaring the ballot, or any step taken in or in connection with the ballot to be void;
- (ii) Declaring a person purporting to have been elected not to have been elected;
- (iii) Directing a new ballot to be held or any step in connection with the ballot, to be taken again, in accordance with these Rules;
- (iv) Directing the taking of such safeguards as the National Executive or the Branch Committee considers necessary against irregularities in or in connection with -
 - 1) any such new ballot;
 - 2) any such steps ordered to be taken again; and
 - 3) any uncompleted steps in the ballot;

and the appointment of a person to act as a Returning Officer instead of or in conjunction with the Returning Officer (if any) under these Rules, and to exercise such powers as the National Executive or the Branch Committee directs;

- (v) Declaring the true result of the ballot.

16.9.7 The Subcommittee shall report back within fourteen days of being convened.

16.10 Preservation of Ballot Papers

The Association and every Officer of the Association or Branch of the Association who is able to do so shall take all reasonable steps to ensure that all ballot papers, envelopes, lists and other documents used in connection with, or relevant to, any ballot conducted by the Association are preserved and kept at the registered office of the Association, or (if the ballot relates to a Branch of the Association) at the office of that Branch, for a period of at least one year after the completion of the ballot, or, where an enquiry is instituted in relation to the ballot, until at least one month after the determination of the inquiry.

16.11 Voting at Meetings of the Association

16.11.1 At any meeting of the Association, the voting on any issue shall be determined as follows:

- (a) Each member present shall be entitled to one vote.
- (b) A majority of votes cast shall determine all questions.

- (c) Where there is an equality of voting, the Chairperson shall have a casting vote in addition to the deliberative vote.
- (d) In the first instance, a voice vote shall be taken. At the request of any member present, a show of hands shall be taken.

16.11.2 Before any matter is voted on, any member present may require that the vote be taken by secret ballot.

16.11.3 Where a vote is taken by secret ballot, the provisions of these rules, suitably modified, shall apply.

16.12 Voting at Ratification Meetings

16.12.1 Voting will be by secret ballot and will comply with National Executive Policy as amended from time to time.

17.0 AMENDMENT OR REPEAL OF RULES

17.1 The Rules of the Association may from time to time be amended or repealed by one of the following means:

- (a) As a remit at Annual Meeting/Conference.
- (b) By the National Executive subject to the approval of a majority of Branches.
- (c) By a ballot of all members and being passed by a majority.

17.2 Any amendment to the Rules shall come into effect only when registered by the Registrar of Incorporated Societies.

ADMINISTRATIVE REQUIREMENTS

18.0 SUPPLY OF RULES

18.1 Rules of the Association

Updated copies of the Rules shall be available on request to all members of the Association for inspection at all Branches.

18.2 Supply of Rules to New Members

Where requested, an up to date copy of the Association rules shall be supplied, without charge, to each person who joins the Association.

18.3 Supply of Amendments to Rules to Financial Members

A copy of any amendment made to these Rules shall be made available to Branches of the Association, without charge, within 30 days of the amendment being made.

19.0 SUPPLY OF ANNUAL REPORT, ANNUAL ACCOUNTS, AUDITOR'S CERTIFICATE TO FINANCIAL MEMBERS, AND RESOLUTIONS

19.1 The Association shall supply one copy of the Association's Annual Report to each financial member who requests a copy of it.

19.2 The Association shall supply one copy of the latest Income and Expenditure Account and Balance sheet, together with the Auditor's Report on the accounts to each financial member of the Association who requests a copy of that Account and Balance sheet.

19.3 The Association shall supply one copy of any resolution passed at any meeting of the Association to each financial member who requests a copy of that resolution.

20.0 CUSTODY AND USE OF THE SEAL OF THE ASSOCIATION

20.1 There shall be a seal of the Association on which the full name of the Association shall be engraved or otherwise permanently marked in legible characters.

20.2 The seal shall be kept in the safe custody of the Association and shall only be affixed by resolution of the National Executive of the Association and every instrument to which the seal is affixed shall be signed by a member of the National Executive and the President, or should she/he be unavailable, by two members of the Executive. Furthermore, the Secretary shall ensure that the a seal register is kept in which the Secretary shall record the date and a brief description of the instrument to which the seal has been affixed.

20.3 Notwithstanding the foregoing, the Secretary may, with the authority of the National Executive, affix the seal of the Association for the purpose of recovery of monies on behalf of the Association in pursuance of industrial cases on behalf of the Association such shall be notified to the next National Executive meeting and be entered in the seal register.

20.4 The Annual Meeting/Conference shall have the power by resolution to alter or renew the seal where this is necessary. Annual Meeting/Conference may delegate this power to the National Executive.

21.0 EXECUTION OF INSTRUMENTS

21.1 The Association may enter into agreements with any employer or employers relating to any matter or thing affecting any industrial matter, or for the prevention or settlement of an industrial dispute between the Association and any employer. Provided that all such agreements shall be either referred to or reported to the National Executive which shall, wherever practicable, report on those agreements to meetings of the Association.

21.2 The Association may, by resolution of the National Executive, make any other legal documents as is necessary for the conduct of the Association's affairs. Provided that the seal of the Association shall be affixed to such documents in accordance with the provisions of these rules.

22.0 REPRESENTATION

22.1 The Association may be represented in any proceedings before the Employment Tribunal, the Employment Court, the Arbitration Commission, or any other formal proceedings by any person or persons, so authorised from time to time by the National Executive of the Association.

23.0 FINANCE

23.1 The financial year of the Association shall end on 31 March each year.

23.2 The funds of the Association shall be under the control of the National Executive, and shall be applied to the payment of expenses incurred in the general management of the Association, and in carrying out the objects of the Association.

23.3 The National Executive may invest accumulated funds not immediately required for any of the Association's objects.

24.0 ACCOUNTS AND AUDIT

24.1 An Auditor, who shall be a member of the New Zealand Society of Accountants, and not a member of the Association, shall be appointed by the National Executive.

24.1.1 The Auditor shall be paid such fee as may be agreed by the National Executive.

24.2 Every annual income and expenditure account and balance sheet shall be signed by the secretary of the Association and shall, together with the auditor's report on the accounts, be presented to the next succeeding Annual Meeting/Conference of the Association held after the date of that report.

24.2.1 The auditor will have access to all Association books, papers, accounts, statements, documents, receipts, and securities required by the auditor to carry out the duties of audit. The auditor will also be given such information and explanation as may reasonably be required.

24.2.2 Every annual income and expenditure account and balance sheet shall be signed by the secretary of the Association and shall, together with the auditor's report on the accounts, be presented to the next succeeding biennial Annual Meeting/Conference of the Association held after the date of that report.

24.3 Delivery of Accounts and Auditor's Certificate to Registrar

The Association shall, within three months of its Annual Meeting/Conference, deliver to the Registrar of Incorporated Societies a copy of the accounts for those financial years, together with a certificate signed by the auditor that the auditor:

- (a) has carried out the audit of the accounts of the Association;
- (b) has seen in the course of the audit, approved financial statements of the Branches (if any) of the Association for the last preceding account period with any reports made on those accounts. Or, in the case of Branches whose accumulated funds are \$2,500 or more for the account period, audited accounts with any reports made by the Branch auditor on those accounts; and -
- (c) has duly reported on those accounts to the Association.

24.4 The Secretary/Treasurer of each Branch of the Association shall provide the National Secretary of the Association with a copy of the financial statement of the Branch, along with any report on the accounts, by the 1st of August each year. Any Branch failing to provide this financial statement by 1st August each year, will forfeit the right to any capitation for the period until the documents are produced, provided that in special circumstances, such action can be waived by the National Executive.

24.5 Any member having an interest in the funds of the Association, may inspect the accounting records and register of Officers of the Association, without payment of any fee, at all reasonable hours, upon her/him giving seven days notice in writing to the Secretary, provided that any member shall be entitled to make such an inspection not more frequently than once every six months.

25.0 DISSOLUTION

25.1 The Association may be dissolved by a resolution to that effect passed by a postal ballot of all members.

25.2 The assets of the Association shall be applied first in payment of all liabilities of the Association.

25.3 The surplus assets shall be disposed of in such resolution or resolutions as shall be passed by a postal ballot of all members after a final audit of the books and accounts of the Association has been conducted.

25.4 In the event of the winding up of the Association, the accumulated funds and property of the Association shall be transferred to such non-profit organisation or organisations, with objects similar to those of the Association, as the members of the Association may decide, or in default of such decision or failure to agree then as the Judge of the High Court may decide.

No distribution of the accumulated funds or property of the Association shall be distributed for the benefit of any member.

25.5 No addition to or alteration of the non-profit aims, personal benefits or dissolution clause shall be approved without the Inland Revenue's consideration and;

The provisions and effect of this clause shall not be removed from these rules/constitution and shall be included and implied into any document replacing these rules/constitution.

26.0 AMALGAMATION

26.1 The Association may be amalgamated with another union/organisation by a resolution to that effect passed by a postal ballot of all financial members. The majority required to carry a vote on amalgamation shall be two-thirds of the votes cast.

26.2 The Associations National Executive shall determine the procedure for amalgamation which shall include:

- 26.2.1 a process for the separate membership of the organisations to become a common membership of one organisation
- 26.2.2 a process for the separate properties and incomes of the organisations to become common to the one organisation
- 26.2.3 the protection of any benefits to TIASA or its members or its staff as party to any contract whether of employment, otherwise or as the beneficiary (ies) of any trust
- 26.2.4 the protection of the democratic rights of TIASA members

26.3 In implementing the amalgamation decisions in accordance with the above requirements of TIASA the National Executive shall have the power to:

- 26.3.1 make amendments to this Constitution
- 26.3.2 request that the Association be dissolved by the Registrar pursuant to Section 28 of the Incorporated Societies Act 1908
- 26.3.3 take any other actions not inconsistent with TIASA objects and in the interests of the common membership of the organisation that it deems necessary."

27.0 STANDING ORDERS

27.1 Order of Business / Conduct of Meetings

The order of business at meetings of the Association as far as reasonably practicable, shall be as follows:

- (a) Apologies
- (b) Reading and confirming of Minutes
- (c) Matters arising out of the Minutes
- (d) Reports
- (e) Discussion of Motions
- (f) General Business
- (g) Notices of Motion
- (h) Correspondence

27.2 Motions

All motions shall be duly proposed and seconded and:

- (a) be of an affirmative character;
- (b) be withdrawn only by leave of the proposer and seconder;
- (c) may be adjourned to a further meeting;
- (d) may be amended by striking out certain words;

- (e) may be amended by adding certain words;
- (f) may be amended before a decision is arrived at.

When a motion has been proposed and seconded, the Chairperson shall at once proceed to take votes unless some member rises to oppose it, or to propose an amendment.

27.3 Amendments

Only one amendment shall be entertained at the one time.

- (a) if an amendment is carried, it shall be held to take the place of the original and becomes a substantive motion;
- (b) if an amendment is lost, other amendments may follow;
- (c) an amendment for adjournment of the question can be proposed only when a motion for adjournment specifies a time of adjournment to;
- (d) a member shall not be permitted to move an amendment after resuming his seat subsequent to speaking to a motion or adjournment.

27.4 Speakers

All speeches shall be addressed to the Chair.

- (a) if two or more members rise at the same time, the Chairperson shall at once decide who has the floor;
- (b) no more than two members shall speak in succession, either for or against any question before the meeting, and if at the conclusion of the second speaker's remarks no member rises to speak on the other side, the question shall be put to a vote of the meeting;
- (c) the seconder of a motion or amendment may do so pro forma, and reserve her/his right of speaking to the question till later;
- (d) a member can only speak once upon any question before the Association except:
 - (i) in reply to an original motion;
 - (ii) in explanation or correction of some matter during debate; or
 - (iii) to raise a point of order;
- (e) when a point of order is raised, the member raising it shall state her/his point clearly in a few words, and if a member is speaking, such member shall take her/his seat until the point of order is decided. The Chairperson shall decide the matter promptly and not allow any discussion.
- (f) Time Limit: The mover of any original motion shall be allowed five minutes to introduce it, and given five minutes to reply. No other member shall be allowed to speak for more than five minutes at any one time.
- (g) Division: every member of the union present at a division shall record her or his vote.

27.5 Notices of Motion

Any member may give notice for a future meeting by reading such notice to any one meeting. Should the meeting at which the notice of motion is tabled approve the forwarding of that notice to the next meeting, it shall be the duty of the Secretary to include that notice in the agenda for the next meeting. Such notice of motion shall take precedence in the order in which it stands, unless otherwise ordered by the Association. It will lapse if the member, or some other member authorised on her or his behalf by written authority, is not present when the order of the day for such notice is read at the meeting corresponding to that at which it was originally proposed.

27.6 Questions Superseded

A question before the Chair may be superseded by agreeing to a motion, or to a motion "that the question be now put" and the Chairperson shall forthwith put such motion to the meeting without discussion.

27.7 Suspension of Standing Orders

The Standing Orders may be suspended only by an urgent matter brought down to a meeting by the Executive or by the unanimous consent of the meeting.

28.0 OPERATIVE DATE

28.1 These Rules shall come into force when registered by the Registrar of Incorporated Societies.

29.0 TRANSITIONAL PROVISIONS

29.1 All persons holding office or position under the Rules in force immediately prior to the date on which these Rules come into force, shall continue to hold office under these Rules until they are required to resign, or they vacate the office or position. They shall be eligible for re-election under these Rules.

30.0 CANCELLATION OF REGISTRATION

30.1 The Association will not apply to the Registrar of Incorporated Societies for the Voluntary Cancellation of the registrations of the Association, unless:

- (a) The Association has first sent to each financial member of the Association written notice of its intention to make the application; and
- (b) No objections are received or a majority of the financial members of the Association support the application.

Signed:

Shelley Weir (Ms) - National President

Dated:
