



RULES

THE NEW ZEALAND ASSOCIATION FOR TRAINING AND DEVELOPMENT INC

(This copy of the rules replaces the Rules prior to November 2009)

1. TITLE

The name of the organisation is the NEW ZEALAND ASSOCIATION FOR TRAINING AND DEVELOPMENT INCORPORATED herein referred to as the Association.

2. OBJECTS

The New Zealand Association for Training and Development (NZATD) is New Zealand's recognised professional association on workplace learning and performance / training and development issues.

- 1) To foster the development of professional competence and high standards of performance of members.
- 2) To promote understanding of training and development and its contribution to the performance of individuals and organisations.
- 3) To advance recognition of the Association as the authoritative organisation in New Zealand in all matters involving or affecting the training and development of people.

3. POWERS

The Association shall have the powers to do all such lawful things as may be appropriate in pursuit of its objects.

In particular, the Association may:

- a) admit, retain, suspend, and expel members;
- b) establish and dissolve branches;
- c) set fees and subscriptions;
- d) establish and assess grades of membership;
- e) formulate codes of professional practice;
- f) advise educational institutions and other organisations on any matters relating to training and human resource development;
- g) organise meetings, seminars, conferences, courses and the like;
- h) publish journals, papers, articles, reports and books;
- i) encourage and assist research into training and human resource development;
- j) affiliate or co-operate with organisations having similar or associated objects to those of the Association, and seek and accept representation to and from such organisations;

- k) engage such persons as may be necessary for the purposes of the Association;
- l) grant awards, prizes and certificates and make and accept gifts of money or things;
- m) raise, spend, grant, borrow, lend and invest money;
- n) buy, sell, rent or lease property.

4. MEMBERSHIP

- a) An individual becomes a Member of the Association and shall be affiliated to their nominated Branch.
- b) All applicants for membership shall complete an application form as prescribed by the National Executive, including agreement to abide by the Rules of the Association endorsement of the Code of Professional Practice.
- c) The application form and the annual subscription will be forwarded to the National Office of the Association.

5. NON-PROFESSIONAL MEMBERSHIP

There are four categories of non-professional membership:

- a) **INDIVIDUAL** membership is for individuals who seek all the benefits of belonging to the Association. This is the usual entry point for membership of the Association and is open to everyone. Individual members receive all membership benefits.
- b) **STUDENT** membership is a discounted membership available to individuals enrolled in full time education and/or training. Proof of full time education and/or training is required. A Student member may not be in full time paid employment. A Student member receives all membership benefits.
- c) **GROUP MEMBERSHIP** applies where a group of 5 or more people apply for individual membership with NZATD in any given year. They are each eligible for a 20% discount on the individual rate. Discounts to existing members do not apply until renewal where a fifth or subsequent employee of an organisation becomes a member and therefore the Group membership rate applies to that person(s). Five new applicants may join together and receive the discount immediately. **GROUP** is defined as being employed in a full or part time capacity by a registered company, partnership, charity or not-for-profit organisation. The Group rate does not apply to informal business or personal relationships, such as a group of sole traders who do not have a legal business connection or external contractors working for a company where the company's employees have Group status. Any exceptions (such as charity or not-for-profit volunteers) will be at the discretion and approval of the National Executive. Employment will be verified before the discount applies. A Group member receives all membership benefits.
- d) **LIFE** membership may be granted to individuals by the National Executive of the Association in recognition for outstanding contribution or services to the Association and/or to the practice of training and

development. Life membership for Financial members is by nomination and recommendation to the National Executive of the Association by the member's branch. Life members of the Association receive all member benefits at no cost. Life members are entitled to use the letters LNZATD after their names.

6. PROFESSIONAL MEMBERSHIP

The Board of Studies is responsible for arranging the Professional Membership process, validating applications and reporting to the National Executive. The National Executive approves members of the Board of Studies.

Professional members receive all the benefits of belonging to the Association, with the additional benefit of having their professionalism in training and development recognised and endorsed by the Association. There are four categories of professional membership:

- a) PROFESSIONAL membership is for those involved in one or more areas of training and development at a professional level, and who have had at least three years experience in the field of training and development. To become a Professional member, applicants must show proof of experience, professional practice, commitment to ongoing professional development and qualifications in training and development, human resources or organisational development. Applicants without formal qualifications may opt for a Peer Review. All members are eligible to apply for Professional membership. Professional members are entitled to use the letters MNZATD after their names and are eligible to apply for Fellow membership.
- b) FELLOW membership is for those working in an advisory or executive role at a senior professional level and who have had at least six (6) years experience in the field of training and development. To become a Fellow member, applicants must meet Professional and Fellow membership criteria in experience, professional practice, commitment to ongoing professional development and qualifications in training and development, human resources or organisational development, and show proof of their contribution to the Association. Fellow members are entitled to use the letters FNZATD after their names.
- c) LIFE PROFESSIONAL membership shows recognition for Life members who meet Professional membership criteria. LIFE PROFESSIONAL members are entitled to use the letters LMNZATD after their names and are eligible to apply for Life Fellow membership, the Fellow membership equivalent for Life members.
- d) LIFE FELLOW membership shows recognition for Life members who meet Fellow membership criteria. Life Fellow members are entitled to use the letters LFNZATD after their names.

7. TERMINATION OF MEMBERSHIP

- a) A member may resign by advising the Association in writing.

- b) Members whose subscription remains unpaid one (1) month after the end of their renewal month may be removed from the register of members.
- c) The National Executive, in consultation with the appropriate Branch Executive, may suspend or expel a member for behaviour that contravenes the Code of Professional Practice or the Rules of the Association.
- d) The member shall be informed of the decision within seven (7) days and be given thirty (30) days to lodge an appeal in writing with the National President. The appeal shall be considered by the Appeal Committee comprising:
 - i. The National President
 - ii. The appropriate Branch President
 - iii. A Nominee of the appellant – such nominee shall be a member of the Association.

The Appeal Committee will make its recommendation to the National Executive who will make the final decision.

The member will be informed in writing of the final decision within seven (7) days of the Executive's decisions.

8. GENERAL MEETINGS

- a) The Association will conduct a General Meeting once a year, this being the Annual General Meeting (AGM) of the Association.
- b) Up to two (2) voting delegates from each branch may attend a General meeting of the Association. Voting delegates are to be nominated by the Branch to attend General Meetings. A proxy may be held and must be declared to the Executive Officer prior to the meeting. Other members may attend General Meetings in an observer capacity. Each voting delegate at the AGM shall have one (1) vote on any issue. All voting shall be by majority vote. The chair shall have a casting vote if required.
- c) The AGM shall be held in the period September to December. The notice for a General Meeting shall be to members at least three (3) months prior to the meeting date. Notice of the AGM will include calls for nominations to the National Executive.
- d) Special Meetings may be called by the National Executive or by a quorum of the eligible members.
- e) Remits for discussion at the AGM may only be submitted by a Branch Executive or the National Executive.
- f) Remits must be submitted to the National Executive at least two (2) months prior to the AGM.

9. THE NATIONAL EXECUTIVE

- a) Any member shall be eligible to hold any position on the National Executive. Branch presidents are automatically part of the National Executive for the duration of their term as branch presidents.

The term of office for the National Executive (other than branch presidents) shall be two (2) years. One half of the National Executive shall complete their two-year term of office each year. Six (6) members of the Association shall be elected to the National Executive by those eligible to vote at the Annual General Meeting or by proxy.

Nomination for the National Executive shall be made in writing by any Branch of the Association. Nominations are to be at the Association's National Office two (2) months prior to the AGM.

All voting delegates will be entitled to one (1) vote per vacant position on the Executive.

The National Executive shall have the power to appoint any eligible person to the National Executive to fill a casual vacancy. The appointed person shall complete the term of the member they are replacing.

If a National Executive member becomes elected as a Branch President during their term of office on the National Executive, their position on the National Executive will be terminated and nominations sought for a replacement National Executive member.

- b) (i) The National Executive will be responsible for carrying out the directives and policies of the Association and for acting within the requirements and constraints of the Incorporated Societies Act.
- (ii) The National Executive will arrange for each branch to have access to sufficient funds to operate the branch within the Branch Rules. It will allow the branches to have discretion over branch spending, subject to the Branch Rules outlined in Section 18.
- (iii) Notwithstanding Section 9 b) (ii) the National executive reserves the right to withhold funds if it has good reason to believe that branch funds are being used contrary to Branch Rules, or in a manner that puts the Association at risk.
- c) Immediately following its election the National Executive will elect from its members:
 - i. The National President
 - ii. Vice President/s
 - iii. Treasurer
- d) The Immediate Past President may attend meetings but has no voting powers.
- e) The National President may appoint a non-voting executive officer to be responsible for administration of the Association and the administrative duties of the National Executive as required.
- f) The President or Vice President will normally chair National Executive meetings.
- g) A quorum will be four (4) voting members.
- h) All issues put to the vote will be carried by a majority vote.

- i) The National Executive can co-opt any individual(s) to form sub-committees for specified purposes to carry out the objects of the Association but co-opted members have no voting powers on the National Executive.
- j) The calling of formal meetings of the National Executive will be determined by the Executive. The National President, or a quorum of the National Executive may call an additional meeting by giving at least two (2) weeks notice
- k) A full record of the proceedings shall be kept by the National President or Executive Officer and issued to the National Executive within two (2) weeks of the meeting. This record shall be made available to the branches.
- l) The National Executive will be responsible for:
 - i) the day-to-day running of the Association;
 - ii) making effective use of the Association's funds and accounting for them;
 - iii) preparing and recommending budgets for income, expenditure and subscriptions;
 - iv) speaking for the Association on matters pertaining to training and development;
 - v) maintaining clear liaison and links with Branch Executives;
 - vi) any other activity considered to lead to the achievement of the Association's objects.
- m) The National Executive will present a set of audited accounts to the Association at the AGM.

10. FINANCIAL

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

- a) The Association is a not-for-profit organisation.
- b) The Association is prohibited from making any distribution whether by way or money, property or otherwise howsoever, to any proprietor, member or shareholder.
- c) Annual financial statements shall be prepared by an independent chartered accountant and presented at the AGM.
- d) The National Executive shall operate one or more bank accounts. The National Treasurer, the National President or Vice President or any other person approved by the National Executive shall be an account signatory for withdrawals and payments, with the signatures of any two (2) of them being necessary.
- e) The National Treasurer and the Executive Officer shall invest the Association's funds in secured bank accounts or any other investment as directed by the National Executive.
- f) The National Treasurer or any other person approved shall receipt funds received in accordance with commonly accepted accounting practice.
- g) The National Executive will be responsible for budgeting.
- h) Payment of all Association accounts will be approved by the National Executive.

11. ANNUAL FEES (subscriptions)

- a) The fees, subscriptions payable shall be determined from time to time at the Association's AGM.
- b) In special cases the National Executive may reduce the amount of any subscription, fees or levy or arrears of subscription, fees or levy to be paid by any member or class of members.

12. THE COMMON SEAL

- a) The common seal will be held in the Association's National Office.
- b) The common seal will be used by authority (majority vote) of the National Executive, and issued under the signature of the National President.

13. AMENDMENT TO THE RULES

- a) The rules may be altered, added to, or rescinded, provided that no amendment shall be permitted if it in any way affects the status of the Association.
- b) Amendments to the Rules may only be made at a General Meeting of the Association.
- c) Notice of any amendments must be forwarded to members at least two (2) months prior to the General Meeting.
- d) Amendments to the Rules must be passed by a two-thirds majority at the General Meeting.

14. CODES OF PROFESSIONAL PRACTICE

- a) The Association shall at times develop and publish codes and statements of professional and membership conduct, practice, behaviour, and standards and each individual member shall be bound to recognise and observe all such codes and statements.
- b) The adoption, amendment or deletion of any code or professional practice or other statement under this section requires approval of a General Meeting.

15. WINDING UP

The procedure shall be:

- a) Branches shall be given notice twenty-one (21) clear days before an Annual or Special General Meeting that a resolution to wind up the Association will be presented.
- b) This resolution shall be passed by a majority of members present and eligible to vote.
- c) A second meeting should be called no less than thirty (30) days following for the purpose of confirming the resolution to wind up the Association.

- d) Members shall be given written notice twenty-one (21) days before the second meeting.
- e) On confirmation of this resolution the Association shall be wound up. If on winding up there remains, after the satisfaction of any liabilities and debts, any property whatsoever, it shall be distributed to the NZATD Education Trust to apply within its operating guidelines. No part of the income or other funds of the Association may be used or be available to be used for the private pecuniary benefit of a member.

16. BRANCHES

- a) A member of the Association is affiliated to their nominated Branch. A Branch can exist for geographic or special interest purposes. A Branch can be established with ten (10) or more people. Establishment requires approval of the National Executive. The minimum number requirement can be waived under special circumstances.
- b) All Branches of the Association shall adopt the Branch Rules contained hereunder.
- c) The operation of a Branch may be suspended by the National Executive pending a General Meeting of the Association at which all issues pertaining to the suspension shall be discussed. The Branch may be dissolved by resolution of the General Meeting. Notice of the General Meeting must be given to affected members within seven (7) days of any such suspension.

17. NZATD LOGO

- a) The official logo and title of the Association will remain the property of the Association at all times and be used in accordance with the Standards Application Guide approved by the National Executive.
- b) It will only be used for officially sanctioned purposes to initialise the Association’s communications or otherwise promote the Association’s objects.
- c) Permission to use the logo for other than Branch or Association activities may only be given by the National President.

18. BRANCH RULES

Rules of the New Zealand Association for Training and Development Incorporated..... Branch.

A. NAME

The name of the organisation shall be the New Zealand Association for Training and Development Incorporated Branch.

B. OBJECTS AND POWERS

Subject only to the provisions of the Rules of the Association, the Objects of the Branch shall be the Objects of the Association.

The Branch shall have the powers to do all such lawful things as may be appropriate in pursuit of its objects and within its resources. In particular the Branch may:

- a) Recommend admission, retention, suspension or expulsion of members;
- b) set fees for Branch activities;
- c) organise meetings, seminars, conferences, courses and the like;
- d) publish newsletters, papers, articles, reports and books;
- e) encourage and assist research into training and human resource development;
- f) co-operate with organisations having similar or associated objects to those of the Association, and seek and accept representation to and from such organisations;
- g) engage such persons as may be necessary for the purposes of the Branch;
- h) grant awards, prizes and certificates and make and accept gifts or money or things;
- i) raise, spend, grant, borrow, lend and invest money, subject to the policies agreed with National Office and directives from National Office made to meet their obligations under Section 9 I) and the requirements of the Incorporated Societies Act.

In exercising the powers of the Branch, the Branch shall not put the Association at risk without the approval of the National Executive.

C. MEMBERSHIP

Members of a branch are members of the Association who have affiliated with the Branch.

D. BRANCH EXECUTIVE

Subject to the provisions of the Rules of the Association the business of the Branch shall ordinarily be managed by a Branch Executive whose members are elected by the members of the Branch in a General Meeting.

Any member shall be eligible to hold any position on the Branch Executive.

The Branch Executive may do all things that are in accordance with the Rules and Objects of the Association to further the interests of the Association and its members in the area of the Branch.

E. ANNUAL GENERAL MEETING

The Branch shall hold an Annual General Meeting (AGM) of its members no later than five (5) months after the end of each financial year and prior to the national AGM. The business of the Branch AGM will be to transact the following business:

- a) Receipt of the Annual Report;
- b) Receipt of the income and expenditure statement and balance sheet;
- c) Election of the Committee;
- d) General Business.

The quorum at the AGM shall be five (5) Branch members or not less than 10% of the Branch membership to a maximum of twenty (20), whichever is the greater.

Notice of the AGM shall be given to members no less than thirty (30) days prior to the meeting.

F. CONDUCT OF ELECTIONS

Nominations for election to the Branch Committee shall be invited by notice sent to all members of the Branch in the notice of meeting.

Members of the Branch may vote on the nominations for election to the Branch Committee.

G. CASUAL VACANCIES

The Branch Executive shall have power to appoint any person eligible in terms of the Rules to fill a vacancy on the Branch Executive, provided that a person so elected shall hold office only until the date of the next Annual General Meeting and shall be eligible at that time for re-election.

H. COMMITTEE MEETINGS

At meetings of the Branch Executive a quorum shall comprise five (5) members of the Branch Executive or one half of the Branch Executive, whichever is the lesser number.

I. SPECIAL GENERAL MEETINGS

Special General Meetings of the Branch shall be held either as the result of a decision of the Branch Committee or as the result of a written request for such a meeting signed by five (5) members or 10% of the membership of the Branch, up to a maximum of twenty (20) whichever is the greater.

Within seven (7) days of the decision or receipt of the request members shall be notified of the meeting giving no less than ten (10) days notice of date and venue.

The quorum for the Special General Meeting shall be five (5) or not less than 10% of the membership, up to a maximum of twenty (20) whichever is the greater.

J. BANK ACCOUNTS AND FUNDS

The financial year shall end on 31 March.

Monies received by the Branch as revenue from branch operations will be paid into an account nominated and operated by National Office.

Branches will set an annual budget and provide monthly financial reports in a template provided by the National Office. Such reports will indicate branch progress against the budget.

Expenditure and other financial reports will be issued by National Office in accordance with the procedure guidelines.

Financial reports will be issued by National Office as part of the national audit.

K. WINDING UP

- a) An Annual or Special General Meeting of the Branch may resolve by a majority of votes of the members to recommend to the National executive that the Branch be wound up.
- b) Such a resolution shall be confirmed within thirty (30) days by postal ballot in which the majority of the members of the Branch approve the proposal for winding up.
- c) The Branch shall advise the National Executive of the proposed resolution before it is put to the General Meeting of the Branch. The National Executive shall endeavour to ensure that any resolution adopted is in the best interests of the Association.
- d) On winding up, the funds and assets of the Branch shall be transferred to the National Executive who shall endeavour to apply them to the Objects of the Association in the area of the former Branch.

L. NZATD LOGO

- a) The official logo and title of the Association will remain the property of the Association at all times and be used in accordance with the Standards Application Guide approved by the National executive.
- b) It will only be used for officially sanctioned purposes to initialise the Association's communications or otherwise promote the Association's objects.
- c) Permission to use the logo for other than Branch or Association activities may only be given by the National President.