



RULES OF THE NEW ZEALAND ASSOCIATION OF REGISTERED HAIRDRESSERS INCORPORATED

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1. Name and Office

The name of the Society is: The New Zealand Association of Registered Hairdressers Incorporated.

2. Registered Office

The Registered Office of the Association shall be at such place as shall be decided by the members at an Annual General Meeting. Notice of the place of office and any change thereto shall be duly sent to the Registrar as required by the Act.

3. Interpretation

In these rules, unless the context otherwise requires:

“The Act” means the Incorporated Societies Act 1908 as amended or substituted from time to time.

“The Executive” or “Executive Committee” means the members elected at an AGM and any co-opted person thereon.

“HITO” means the New Zealand Hair and Beauty Industry Training Organisation Incorporated.

“Association” means the Incorporated Society known as the New Zealand Association of Registered Hairdressers Incorporated.

“Standing Committee” means any committee established by the Association.

“Financial Year” means a period commencing on the day after the Association's balance date and ending on the next succeeding balance date.

“Person” means a natural person.

“Ordinary Member” means a full member of the Association being a Regional Hairdressers Association.

“Associate Member” means an Association or Corporate Body that has an interest in the hairdressing and beauty industry”

In these rules unless the context otherwise requires:

- a) Words inputting the singular shall include the plural and vice versa, and words inputting the masculine shall include the feminine and neuter genders.
- b) A reference to these rules includes an amendments
- c) Heading of rules have solely been inserted for convenience shall not be taken to form any part of the context or to assist in interpretation.

4. Purpose

The Purposes of the Association are to:

- a) promote and to protect interests of the hairdressing craft in New Zealand by whatever means the Association may see fit.
 - raise the standard of the profession and to promote among members a fuller sense of unity and co-operation for the benefit of the Association and the public in general.
 - do all such other lawful things as in the opinion of the Association may be incidental or conducive thereto.
 - Obtain for its members public recognition of the use of the art and craft practiced by hairdressers.
- b) To organise the New Zealand Hairdresser of the Year Awards and other award programs that are deemed suitable by the members.
- c) To support the functions of the HITO.
- d) To provide by all lawful means for the contesting of any legislation, regulation or other action which the Association may consider to be detrimental to it or to the interests of the hairdressing profession, and to promote or support legislation which may be desirable to safeguard its interests and the interests of the profession.
- e) To purchase, take or lease, or exchange, or hire or otherwise, acquire any real or personal property and any rights or privileges, which the Association shall think necessary or expedient for the purpose of attaining the purposes of the Association or any of them, sell, exchange, let on bail, or lease with or without an option to purchase, or in any manner of any such property, rights or privileges, as aforesaid.
- f) The funds of the Association shall be used for paying the expenses of the Association and generally in furtherance of the Purposes therefore, including the engagement of counsel, agents, officers and servants, as shall appear necessary or expedient;
- g) To do all such other things as may appear necessary or desirable or incidental or conducive to the attainment of the above Purpose or any of them.

5. Membership

The membership of the Association shall comprise:

- a) Voting Members
 - Regional Hairdressing Associations who have been approved and accepted for admission by the Executive and who have signed an undertaking to abide by the Association's rules and have met all other requirements including, but not limited to the payment of fees and
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levies, and the Chairperson and Deputy Chairperson of the Executive, and Chair of the Competitions Committee.

- b) Non- voting members.
 - Associate members who shall be Individuals, Associations or Corporate Bodies that have an interest in the hairdressing industry. Associate membership of the Association shall not entitle such members to:
 - vote at any meeting of the Association or its Standing Committees hold office within the Association
 - use symbols or logos that the Association makes available to its members without permission of the NZARH
 - otherwise participate in the benefits of membership unless authorised to do so by the Members being Regional Associations at an Annual General Meeting
- c) The New Zealand Hairdressing Industry Training Organisation Incorporated (HITO)
- d) Individual Members who shall be individuals who are eligible to be Members of a Regional Association of Registered Hairdressers in the following categories:
 - i. Ordinary Member
 - ii. Self Employed member
 - iii. Associate Member
 - iv. Life Member
 - v. Affiliate Member
 - vi. Supplementary Member
 - vii. Multi Salon Owner

and do not have a Regional Association of Registered Hairdressers that is functioning in their region.

NZARH will provide such Members the same rights of Membership as they would be entitled to if they were Regional Members, and such Members will be bound by the same conditions of membership as if they were Regional Members. Such members however shall not have voting rights at any general Meeting of the Association.

Individual Members shall pay a national membership fee.

- e) Training Provider – a corporate body whose primary business is the provision of HITO approved Hairdressing or Barbering qualifications and who have been approved and accepted for admission by the Executive and have paid fees as set at Annual General Meeting. Training Provider membership shall not entitle members to Vote at General Meetings or to hold office.
- f) Barbers - qualified barbers who either own their salon(s) or are employed in a hairdressing/barbering salon. Such members however shall not have voting rights at any general meeting of the Association.

6. Subscriptions

- a) The NZARH will collect the membership subscriptions of Individual Members on behalf of each relevant Regional Association. Each Regional Association is an Ordinary member of the NZARH and has voting rights according to its membership numbers. This provision shall not apply to the New Zealand Hairdressing Industry Training Organisation Incorporated (HITO).
- b) The NZARH will set a National Membership Fee to be charged to each Individual Member of Regional Associations.
- c) The NZARH shall set the National Membership Fee annually at the Annual General Meeting.
- d) The NZARH shall pay in two equal payments annually, a levy of an amount set at Annual General Meeting to the Hairdressing Industry Training Organisation Incorporated.

7. Termination of Membership

- a) Any member may, at any time, resign from the New Zealand Regional or National Association of Registered Hairdressers Incorporated by giving notice in writing to that effect, provided that such member shall be liable for and be required to pay any subscription or other payment which may be due from the member and is unpaid at the time of resignation.
- b) Any three ordinary members may recommend to the Executive the termination of the membership of any member who, in their opinion, has failed to observe the rules or any rule, regulation or by-law made pursuant to these rules or whose conduct in any respect has been derogatory to the character or prejudicial to the interests of the New Zealand Association of Registered Hairdressers Incorporated. Prior to considering this recommendation the Executive shall provide that member with the opportunity to show cause why the membership should not be so terminated.
- c) Any member that fails to pay their annual subscription for three (3) months after the due date shall have their membership automatically terminated. Such former members may apply for readmission on a case by case basis.

8. Officers of the Association

Nomination, Election and Voting Rights

- a) An Executive Committee consisting of four members from the Ordinary membership of Regional Associations shall be elected at an Annual General Meeting of the Association.
- b) The members of the Association shall one month prior to every third Annual General Meeting be called upon to provide written nominations for membership of the Executive Committee.

- c) If more than four nominations are received for election to the Executive Committee then a secret ballot will be undertaken at the annual General Meeting of the Association.
- d) The Executive Committee will elect its own Chairperson and Deputy Chairperson.
- e) Where there are insufficient nominations for vacant positions or where a vacancy occurs mid-term then the Executive shall have the power to fill these vacant positions with Ordinary Members of Regional Associations.
- f) The Executive Committee Chairperson and Deputy Chairperson shall be accorded voting rights at all General meetings of the Association.
- g) The Executive Committee may by majority vote, co-opt up to two persons with specific expertise for specific tasks. Any co-opted member shall hold office for three years and up to a maximum period of six years. Co-opted members shall have full speaking and voting rights on the Executive.
- h) If less than four members are elected, the Executive Committee may co-opt a replacement in accordance with 8(g) of these Rules.
- i) All elected members of the Executive Committee may hold office for a term of three years and may be re-elected upon nomination by a Member of a Regional Association up to a maximum term of nine years or three consecutive terms, after which they must stand down for a term prior to re-standing.
- j) An Executive Committee may be removed or disqualified if they:
 - I. Become bankrupt, of unsound mind or a protected person under the appropriate legislation
 - II. Resign the office by notice in writing to the Association.

9. Association Personnel

Paid Administrative Staff

- a) An Office Administrator/s may be appointed to assist the Executive in carrying out its responsibilities.

The duties of an Office Administrator/s shall include:

- The provision of a secretarial service to the Executive and to the Competitions Committee as required;
- The keeping and custody of the minute book of the Association; and the Register of Members;
- The maintenance of registration records;
- Such other duties as directed by the Executive

- b) A Financial Co-ordinator shall be appointed by the Executive.

The Financial Coordinator of the Association may also act as its Treasurer.

The duties of the Financial Coordinator which are subject to and inclusive of the duties specified in Rule 14 hereof, shall include

- The receipting of and, at the discretion of the Executive, the disbursement of all monies on behalf of the Association and standing committee;
 - The preparation and filing of GST returns;
 - The preparation of the accounts and balance sheets of the Association for presentation to Annual General Meeting;
 - The filing of financial returns as may be required by the Registrar of Incorporated Societies.
- c) A Database Administrator/s may be appointed by the Executive.

The duties of the Database Administrator/s shall include:

- Management of the membership database on behalf of the Regional Association.
- Processing welcome packs to new and renewing members.
- Maintaining the register of hairdressers.

Promotion Liaison Person

A Promotions Liaison person may be appointed to assist the Executive.

The duties of the Promotions Liaison Person shall include:

- The provision of a liaison role between the Association and approved outside marketing consultants;
- Responsibility for national promotion of professional hairdressers.

10. Remuneration and Honoraria

- a) The Executive Committee Chairperson and the Competitions Committee Chairperson each shall receive honorarium set on an annual basis by the Voting Members at the Annual General Meeting declare.
- b) The Executive may employ administrative staff on such terms as it thinks fit.
- c) The Executive and all standing committee members shall, in respect to each meeting attended by them, receive a daily allowance and a meal allowance, the amount of which shall be determined by members at the Annual General Meeting.
- d) The reasonable costs for travel and expenses for Executive Committee and Standing Committee members to attend meeting shall be paid by the Association

11. The Executive Committee

- a) The Executive shall between meetings of the members of the Association act on behalf of the Members and conduct the normal business of the Association.

- b) There shall be no fewer than five and no greater than eight Executive meetings held each year.
- c) Fourteen days' notice of all meetings of the Executive shall be given to its members, but a meeting may be called at shorter notice with the prior consent of no less than two members of the Executive.
- d) At all meetings of the Executive each member present, including co-opted members shall be entitled to one vote. In the case of equality of votes the Chairperson shall have a casting vote in addition to the vote which he or she is entitled to as a member of the Executive.
- e) A majority of the Executive shall constitute a quorum.
- f) At the Executive meetings reports from the Financial Coordinator, National Administrator and Competitions Committee, resolutions and any general business will be discussed.

12. General Meetings

General Meetings of Members

- a) The Executive shall convene an Annual General Meeting of the Association to be determined at the previous Annual General Meeting but in any event no later than seven months from the close of each financial year at such time and place as the members of the Association may appoint.
- b) The following shall be the order of the business at each Annual General Meeting unless the meeting shall otherwise decide:
 - (i) Election of Officers every three (3) years.
 - (ii) Presentation of the Annual Report and Financial Statement for the year
 - (iii) Confirmation and appointment of Auditor
 - (iv) Receipt of report from the Competitions Committee
 - (v) Setting of honoraria and executive daily allowances
 - (vi) Setting of membership fees
 - (vii) Remits
 - (viii) Any other business of which prior notice has been given
- c) A Special General Meeting shall be convened by the Executive within 7 days of receiving a requisition to do so signed by 10 percent or more of the members of the Association or when directed to do so by the Chairperson. Every such requisition or direction shall specify the nature of the business to be conducted at the meeting.
- d) If the Chairperson so directs, a General Meeting may be both a Special General Meeting and an Annual General Meeting of the Association.
- e) By resolution at General Meeting regulations, amendments to or rescission of these said regulations, which shall not be inconsistent with existing rules of the Association and the Act may be made.

- f) Ordinary Members of the Association shall be entitled to send one representative to each meeting of the Association.

Notice of Meetings

- a) 14 days written notice of a General Meeting shall be given to a Member by handing, sending by email, facsimile or post to the Member. Any notice sent by email or facsimile shall be deemed to be received on the day of which it is sent. Any notice sent by post shall be deemed to be received on the third day following the day on which it is sent.
- b) Every notice of a General Meeting shall state the place, day and time of the meeting and the nature of the business to be conducted at the meeting.
- c) The accidental omission to give notice of a General Meeting, or the non-receipt of notice of a General Meeting by any Member or Members shall not invalidate the proceedings at that meeting.
- d) Any resolution to change the rules of the Association or any general resolution proposed to be discussed at any General Meeting must be delivered to the President or the Association 28 clear days prior to the date set down for the General Meeting.

Quorum

At a meeting of the Association a quorum shall comprise 75% of the Voting Members. If no quorum is present within half an hour from the time appointed for the commencement of the meeting, the meeting shall be deemed to be adjourned to a date, time and place appointed by the Chairperson of the meeting.

The Chair

All General Meetings will be chaired by the Chairperson, or in the absence of the Chairperson, by the Deputy Chairperson. In chairing the meeting the Chairperson shall have a casting vote

Voting and Proxies

- a. At all General Meetings of the Association, at every motion:
 - i. Regional Associations with 1-24 members shall be entitled to one vote;
 - ii. Regional Associations with 25-99 members shall be entitled to two votes;
 - iii. Regional Associations with 100 plus members shall be entitled to three votes;
- b) Every question or motion submitted to a General Meeting shall be decided in the first instant on voices. Unless a poll is demanded by the Chairperson or by any representative present, a declaration by the Chairperson that a resolution has been carried or carried by a particular majority or lost or not carried by a particular majority and an entry to that effect in the book of

proceedings of the Association shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.

- c) If a poll be demanded it shall be taken in such a manner and at such a time and place as the Chairperson of the meeting may direct and either at once or after an interval or adjournment or otherwise and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded. The demand for a poll may be withdrawn at any time. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question of which a poll has been demanded.
- d) If the Executive Committee so directs, or at the request of no less than three members, a poll on any motion may be conducted by postal or electronic vote. A Member may cast a postal or electronic vote by returning the voting form as prescribed by the Executive Committee, to the appointed Returning Officer not less than forty-eight hours before the scheduled time of the poll.
- e) In the case of an equality of votes, both on a show of hands and/or on a poll, the Chairperson shall have a casting vote.
- f) The Chairperson, Deputy Chairperson and Chairperson of the Competitions Committee, shall each be entitled to one vote.
- g) No member shall be entitled to be present at or to vote at any Annual General or General Meeting upon a ballot or to be reckoned in a quorum who is in arrears with any subscriptions or such payable by it to the Association.
- f) Voting at all meetings requires a 2/3rds majority of eligible votes to carry a resolution.

Proxies

- a) Any Regional Association representative may by notice in writing appoint any member representative to be their proxy to attend and vote at any General Meeting.
- b) The instrument appointing a proxy shall be deposited at the registered office of the Association or at such other place within New Zealand as is specified for that purpose in the notice convening the meeting or adjourned meeting at which the person named in the instrument proposes to vote and in default the instrument of the proxy shall not be treated as valid.
- c) An instrument appointing a proxy shall be in the following form as near thereto as circumstances admit:

New Zealand Association of Registered Hairdressers Incorporated

I _____ of _____
being the nominated representative of the _____
Association appoint _____ of _____
or failing him/her the Chairperson of the meeting as our proxy to vote for us
on our behalf at the (Annual or Special as the case may be) General Meeting
of the Association to be held on the _____ day of _____
2..... and at any adjournment thereof.

SIGNED this _____ day of _____ 2

- d) Where it is desired to afford a Member an opportunity for voting for or against a particular resolution the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances admit:

I _____ of _____ being
the nominated representative of the _____ Association
appoint _____ of _____ or
failing him/her the Chairperson of the meeting as our proxy to vote for us on
our behalf at the (Annual or Special as the case may be) General Meeting of
the Association to be held on the _____ day of _____
2....., and at any adjournment thereof.

SIGNED this _____ day of _____ 2.....

- This form is to be used in favour of/against the resolution to (specify resolution or resolutions).
- Unless otherwise instructed the proxy will vote as he or she thinks.

(Strike out whichever is not desired).

Adjournment

Any meeting may be adjourned as the members present shall resolve.

Minutes

Minutes of all General Meetings and Executive Meetings shall be kept and the minute book shall be open to the inspection of members at all reasonable times.

13. Standing Committee(s)

Competitions Committee

- a) The power and rights of the Competition Committee are exercised by way of delegated authority from the Executive.
- b) The members of the Association shall one month prior to every alternate General Meeting of members, or any alternative date as determined by the Executive, be called upon to provide written nominations for a four member Competitions Committee.
- c) Candidates for election shall be:
 - (i) Endorsed and nominated by two members of their Regional Association in writing.
 - (ii) Entitled to submit a statement comprising not more than one hundred words for publication in support of the candidature.
 - (iii) If more than four nominations are received for the Competitions Committee then a secret ballot will be undertaken by all Judges and Stewards on that year's current official Judges and Stewards list.
 - (iv) Where there are insufficient nominations for the positions or where a vacancy occurs mid term then the Competitions Committee shall have the power to fill the vacant position(s) from member numbers.
- d) All persons so elected to the committee shall be financial members of a Regional Association or hold a current NZARH Registration Certificate.
- e) The Executive shall advise in writing the Competitions Committee of its powers and authority.
- f) The Chairperson of the Association or his/her nominee may attend any Competitions Committee meeting in an ex-officio capacity. The committee will be responsible for ensuring the Chairperson receives promptly following meetings a complete copy of the minutes of the meeting including decisions of the committee.
- g) The Competitions Committee will elect from within its number a chairperson.
- h) The Chairperson will attend the Annual General Meeting of the Association and any Executive Committee meetings on request from the Executive.
- h)
 - i) If in the event that a financial member of the Association objects to a decision of the Competitions Committee, the matter will firstly be referred to the Executive for resolution and, failing this, to the next General Meeting of the Members of the Association for a decision which will be final and binding on the member.
 - ii) Any member of the Association who objects to a decision of the committee shall have access to all relevant material pertaining to that decision and shall have the right to present written or oral submissions to the Executive.

14. Finance

- a) The financial year of the Association shall end October 31 of each year.
- b) The Financial Coordinator shall be responsible for keeping true and full accounts of monies received and expended by the Association and of the assets and liabilities of the Association which shall be kept at its registered offices or such other place as the Executive thinks fit.
- c) The Financial Coordinator shall in each year send to each member of the Association and present to the Annual General Meeting an audited statement of the income and expenditure for the year and a balance sheet showing the financial position of the Association.
- d) The income and property of the Association shall be applied solely towards the promotion of the objects of the Association and no part therefore shall be paid or transferred directly or indirectly by way of profits, dividends, bonus or otherwise howsoever, to the members of the Association and any of them and no member shall in any way receive pecuniary gain from the property or operations of the Association. Provided that nothing herein contained shall prevent the payment in good faith of a remuneration to any salaried officer nor payment of any reasonable expenses to any Committee Member who might otherwise be out of pocket in respect of work carried out on behalf of the Association nor payment of an honorarium to the President or Financial Coordinator, nor the award of any prize by the Association to any member or prevent the bona fide borrowing on interest of money by the Association to any member.
- e) The Executive may invest any monies of the Association not required for immediate use upon deposit at interest at any bank and generally deal with the property of the Association in such manner as it may think fit.
- f) All transactions above mentioned other than the daily deposit at interest at any bank of surplus funds will require resolution and minuting in Annual General or Management Meeting.
- g) All outgoing payments are to be authorised by two persons comprising of the Chairperson or Deputy Chairperson of the Executive Committee and the Financial Coordinator.

15. Auditor

An Auditor shall be appointed at every Annual General Meeting. The Auditor shall hold office until the next Annual General Meeting but shall be eligible for reappointment.

16. Appeal

Any member of the Association shall have the right to firstly appeal to the Executive concerning any decision or matter affecting it including decisions made

by any standing committee. Failing resolution by the Executive to either party's satisfaction the matter shall be referred to the next Annual General Meeting of members for a decision that shall be final and binding on the member.

The decision appealed against shall take full effect unless and until it is altered by the Members of the Association under this rule.

17. Seal

The Association shall have a seal bearing the words "The New Zealand Association of Registered Hairdressers Incorporated" which seal shall be fixed to all deeds and documents required to be sealed and to all notices required to be authenticated. The seal shall be kept at the offices of the Association in the custody of the General Manager and shall be affixed by him or her in the presence of two members of the Executive.

18. General Notices

- a) Any notice required by these rules or by any regulation or by-laws made hereunder to be given to the Association or the Executive Committee shall be deemed to have been given if it is delivered at the registered office of the Association or sent prepaid through the post to its business address.
- b) Any notice so required to be given to a member, in whatever capacity, shall be deemed to have been given if forwarded as set out in Rule 12 as to notices for General Meetings.

19. Alteration of Rules

- a) The rules shall be construed with reference to the Incorporated Societies Act 1908 and its amendments and any regulations made there under and words herein shall have the same meaning as they have when used in that Act.
- b) Should any doubt arise concerning the interpretation of any by-law, or regulation or rule, for the time being in force and not interpreted firstly by the Executive to the satisfaction of the members of the Association then the decision of the Members, by way of resolution recorded in the minutes, shall be conclusive and binding, on all members of the Association.
- c) These rules and any Standing Orders of the Association may be amended only by a 75% majority vote at General Meeting of the Members convened for that purpose and one month's notice of the intention to move such alteration, amendment, addition or rescission shall be given in the notice convening such General Meeting, provided however, that no amendments shall be permitted if it in any way affects the non profit status of the Association.

20. Dissolution

- a) The Association shall not be wound up except by resolution of a General Meeting, the notice for which has included a proposal for winding up and the resolution is confirmed at a subsequent General Meeting called for that purpose and held not earlier than one calendar month after the date on which the resolution so to be confirmed was passed.

- b) Upon the winding up of the Association, the Association shall at all times comply with section 24 of the Act and any property remaining after the satisfaction of all debts and liabilities and the cost, charges and expenses of the winding up shall be transferred to such other association or organization having objects similar to the objects of the present Association or in such other manner as may be determined by the General meeting at which the winding up is approved or in default of any such determination in such manner as a Judge of the High Court may direct, provided however, that no property whatsoever shall be paid to or distributed amongst the members of the Association.