

RULES

Of

**Scaffolding, Rigging
and Industrial Rope Access Industries
Training Incorporated**



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1. Name.

1.1 The name of this Society is Scaffolding, Rigging and Industrial Rope Access Industry Training Incorporated.

2. Objects.

2.1 The objects of the Board shall be:

- (a) To represent the whole of the Scaffolding, Rigging and Industrial Rope Access Industries.
- (b) To gain recognition as the standard setting body for the Scaffolding, Rigging and Industrial Rope Access Industries.
- (c) To gain recognition by all Government bodies as the representative of the Scaffolding, Rigging and Industrial Rope Access Industries.
- (d) To promote Scaffolding, Rigging and Industrial Rope Access Industries training to the highest possible standards.
- (e) To promote Scaffolding, Rigging and Industrial Rope Access Industries safe working practices to the highest possible standards.
- (f) To exercise all the powers of an Incorporated Society on behalf of its members.
- (g) To borrow, raise or secure the payment of monies for whatever reason in accord with these rules.
- (h) To join with any other organisation to further the objects of the Society.
- (i) To acquire and own chattels of any description.
- (j) To take or authorise such legal action or proceedings as may be necessary.
- (k) To use whatever means are at its disposal to increase the awareness of members on any issues of importance to the Scaffolding, Rigging and Industrial Rope Access Industries.
- (l) To promote the participation of members in the decision making of the Society.
- (m) To admit or reject applications for membership of the Society.

- (n) To make whatever decisions are necessary for the proper functioning of the Society.
- (o) To endorse qualifications and/or certification as required by the Scaffolding, Rigging and Industrial Rope Access Industries.

3. Membership.

- 3.1 Membership of the Society is open to any person or organisation that has been, is, or will be employed in the Scaffolding, Rigging and Industrial Rope Access Industries, or who has an interest in promoting and/or providing Training in or allied to the Scaffolding, Rigging and Industrial Rope Access Industries.
- 3.2 Members shall be Individual members or Corporate members.

4. Membership Applications.

- 4.1 The Society shall have a standard application form approved by the Management Committee. Applicants for membership shall complete the standard application form and forward it, together with the appropriate annual subscription to the Secretary of the Society.
- 4.2 If in the opinion of the Secretary there is/are valid reason(s) why an application should not be accepted, that application shall be considered by the Management Committee at its next meeting, and the decision of the Management Committee shall be final and binding.

5. Resignations.

- 5.1 Any member who is financial may resign in writing to the Secretary at any time. No refund of subscriptions shall be made.
- 5.2 Any member who remains un-financial four months into a new Financial Year shall be deemed to have resigned his or her membership.

6. Expulsions.

- 6.1 After first giving the member an opportunity of being heard, the Management Committee may expel from the Society, or suspend for any period, or reprimand, any member who in the Management Committees' judgement has wilfully infringed these rules or any regulation made there under or who is guilty of conduct rendering that person or organisation unfit to be in the Society.

7. Management.

7.1 The Management Committee shall manage the general affairs of the Society.

8. Management Committee.

8.1 The Management Committee shall consist of not less than five or more than ten members.

8.2 The Management Committee shall have a President, Vice President, and Treasurer/Secretary. The position of Treasurer/Secretary may be combined with the position of President if so decided by the Management Committee.

8.3 The Chairman of Scaffolding and Rigging New Zealand Incorporated (or his or her nominee) shall hold a position on the Management Committee as of right for so long as that position is held, and so long as the individual or Society is a financial member.

8.4 A nominee of the Power Crane Association shall hold a position on the Management Committee as of right for so long as the individual or Society is a financial member.

8.5 A nominee of the Amalgamated Workers Union New Zealand Incorporated shall hold a position on the Management Committee as of right for so long as the individual or Society is a financial member.

8.6 A nominee of the Printing, Engineering, and Manufacturing Union shall hold a position on the Management Committee as of right for so long as the individual or Society is a financial member.

8.7 A nominee of the Association of Polytechnics shall hold a position on the Management Committee as of right for so long as the individual or Society is a financial member.

8.8 A nominee of the Industrial Rope Access Association of New Zealand shall hold a position on the Management Committee as of right so long as the individual or Society is a financial member.

8.9 Where possible the Management Committee will be comprised of as wide a representation as possible of all facets of Scaffolding, Rigging and Industrial Rope Access Industries.

9. Elections.

- 9.1 Nominations for election to the Management Committee shall be called two months before the Annual General Meeting.
- 9.2 Any financial member may nominate another financial member to the Management Committee.
- 9.3 A nomination shall be in writing, signed by the nominator and seconder, and include a short statement signifying that the nominee accepts the nomination.
- 9.4 Those organisations which have the right to a nominee will signify if the incumbent will remain, or be replaced, and if so by whom.
- 9.5 The President, Vice President, and Treasurer/Secretary if held separately, shall be elected from the members of the Management Committee.
- 9.6 Each Management Committee member will serve for a two-year term with the President and Vice President coming up for election in alternate years.
- 9.7 Members of the Management Committee are free to offer themselves for re-election.
- 9.8 If so many valid nominations are received that the total number would be more than ten, then elections shall take place at the Annual General Meeting. If less than ten nominations are received then all nominees shall be declared elected.
- 9.9 The Management Committee has the power to co-opt at any time even if that cooption would mean the total number of the Management Committee exceeding ten.
- 9.10 The Management Committee from among its own members shall elect temporary replacements for any office holder.

10. Amendments To Rules.

- 10.1 The Rules of the Society may be altered, added to, or rescinded at a Special General Meeting called for that purpose in accordance with these rules, or at a Annual General Meeting by a simple majority of members present at the meeting.
- 10.2 No addition to or alteration or recession of the rules shall be approved if it affects the non-profit aims or Clause 16 winding up.

11. Annual General Meeting.

- 11.1 An Annual General Meeting shall be held no later than 30th June in each Calendar Year.
- 11.2 No less than two weeks notice shall be given to members of the date time and venue of the proposed meeting.
- 11.3 Notice of the meeting shall be advertised in whatever way the Management Committee deems most likely to encourage the widest possible attendance by members.
- 11.4 The Agenda for the meeting will be circulated with the notice of meeting.
- 11.5 Any matter for consideration of the Annual General Meeting shall be decided by a simple majority vote of members in attendance at the meeting.

12. Special General Meeting.

- 12.1 The Management Committee may call a Special General Meeting as it sees fit.
- 12.2 A Special General Meeting shall be called upon a requisition to the Society Secretary signed by 25 members specifying the resolutions to be moved at the meeting requisitioned.
- 12.3 Notices of the meeting shall be circulated within 21 days of the Secretary receiving the requisition.
- 12.4 The Special General Meeting shall be held within 60 days of the receipt of the requisition.

13. Management Committee Meetings.

- 13.1 The Management Committee shall meet at least twice in each calendar year, and more often as required.
- 13.2 The quorum for a Management Committee Meeting shall be five members.
- 13.3 If required by urgency a decision may be taken by three or four Management Committee members provided that
 - (a) All members of the Management Committee present are unanimous in that decision; and

- (b) At least one Employer representative and one Employee representative are present.
- (c) This decision must be reported to the next Management Committee meeting at which a full quorum is present.

- 13.4 All Management Committee Meetings shall be chaired by the President, or in the absence of the President the Vice President.
- 13.5 Voting shall be by show of hands, and the Chairman shall have an original as well as a casting vote.
- 13.6 If finances permit, a contribution towards the cost of a member attending a Management Committee Meeting may be paid. No such payment shall exceed the actual and reasonable costs incurred by the member in attending the meeting.

14. Finances.

- 14.1 The Financial year of the Society shall run from 1st of April in one year until the 31st of March in the following year.
- 14.2 Annual Subscription Fees shall be set for the following year at the Annual General Meeting.
- 14.3 An account shall be opened and operated by the Treasurer/Secretary with a financial institution as approved by the Management Committee.
- 14.4 The Treasurer/Secretary who shall receipt the amount in a numbered duplicate copy receipt book before banking it shall receive all moneys.
- 14.5 The Treasurer/Secretary who has the right to make payments up to \$250.00 on his or her own authority shall make all payments. Payments above \$250.00 may only be made after receiving written authority from another office holder, or two members of the Management Committee.
- 14.6 The Treasurer/Secretary shall prepare the annual accounts of the Society for presentation to the Annual General Meeting.
- 14.7 The Management Committee shall decide if an auditor should be appointed, and if so, who that auditor shall be.

- 14.8 The Management Committee shall have the authority to raise funds including loans by resolution at any duly constituted meeting of the Management Committee or by resolution at a General Meeting.
- 14.9 No member of the society or any person associated with a member shall participate in or materially influence any decision made by the Society in respect of the payment to or on behalf of that member or associated person of any income, benefit, or advantage whatsoever.
- 14.9.1 Any such income paid shall be reasonable and relative to that which would be paid in an arm's length transaction (being the market value). The provisions and effect of this clause shall not be removed from this document, and shall be included and implied into any document replacing this document.

15. Common Seal.

- 15.1 The Treasurer/Secretary shall keep the Common Seal of the Society. The seal shall be affixed to any document by the Treasurer/Secretary or such other person as appointed by the Management Committee for that purpose. The person affixing the Seal shall add their own signature and description of office below the Seal's impression.

16. Winding Up.

- 16.1 Providing all its liabilities have been discharged the Society may be wound up by a resolution of a majority of members present at a meeting convened for that purpose.
- 16.2 After being wound up the remaining funds and/or property of the Society shall not be paid to or distributed among the members of the Society but shall be given or transferred as determined by a majority of members at the winding up meeting to an Incorporated Society or other organisation that has objects similar to those of the Society.
- 16.3 No resolution to wind up the Society shall be accepted unless it determines which body shall receive the assets of the Society.

17. Registered Office.

- 17.1 The Registered Office of the Society shall be C/- AWUNZ, 2nd Floor, Rau Rau Tangata, 34 Harwood Street, Hamilton, and the Postal Address shall be P.O. Box 1093, Hamilton.