

These rules must be read subject to the amendments noted at the end of them
RULES OF THE CORRECTIONS ASSOCIATION OF NEW ZEALAND INCORPORATED

1. NAME

The name of the Society shall be the Corrections Association of New Zealand Incorporated.

2. INTERPRETATION

In these rules except where a contrary intention appears:

Association means the Corrections Association of New Zealand Incorporated

AGM means Annual General Meeting

Act means the Incorporated Societies Act 1908

Financial Year means the financial year of the Association ending 30 June in each year

Officers means the National President, National Vice President, National Secretary, National Treasurer

President means the National President

Vice President means the National Vice President

Secretary means the National Secretary

Treasurer means the National Treasurer

Executive means the National Executive

Branches means those Branches set out in Rule 11.

3. OBJECTS OF THE ASSOCIATION

The objects of the Association are:

- a) To represent members in all matters relating to their employment and welfare.
- b) To enter into collective employment contracts on behalf of members and become party to such contracts.
- c) To engage in any activity designed to improve and protect the industrial, economic, health and safety and social interest of members.
- d) To promote and improve the conditions of employment and welfare of members.
- e) To give assistance to members as considered by the National Executive appropriate.
- f) To act as a trade union for members and to engage in or undertake any action or matter appropriate and usual to this.
- g) To invest funds of the Association in any security or securities permitted by the laws of New Zealand.
- h) To purchase, lease, rent, sub-let or otherwise acquire any real or personal property, equipment or chattels necessary to carry out the work of the Association.
- i) To engage in all matters reasonable, incidental or conducive to the attainment of the objectives.
- j) To engage in any activity permitted of a incorporated society under the Incorporated Societies Act 1908 and its amendments.
- k) To engage in any activity on behalf of members permitted by employment and related legislation of New Zealand.
- l) To engage and/or employ staff and professional advisors.

4. MEMBERSHIP

- a) Membership shall be open to any person employed or about to be employed in New Zealand in a prison, penal or corrections institution, or by the Public Prison Service of the Department of Corrections (and/or any successor thereto) in a prison, penal or corrections institution, whose occupation is covered by a collective employment contract negotiated by the Association or such contract when it is covered by section 19 (4) of the Employment Contracts Act 1991.
- b) Membership shall also be open to any person employed or about to be employed in New Zealand other than those provided for in a) by resolution of the Executive.

- c) Application for membership shall be made in writing on a form prescribed by the Executive, provided that a person eligible for membership shall have been deemed to have completed an application where they have authorised the deduction of the Associations subscription from their wages or salary.
- d) Every member shall pay a subscription to the Association by way of either deduction from their wages or salary, or by annual subscription in advance, or by such other method approved by the Executive.
- e) Any member failing to pay their subscription for more than one month or one month from the due date shall be deemed to be unfinancial and shall not be entitled to any services or participation in the affairs of the Association. The Executive may waive this requirement where a member is without pay from their employment or in such other circumstances as it sees fit.
- f) The amount of the subscription, method of payment and all other matters pertaining to it shall be set by the Executive.
- g) Members shall be deemed to have resigned their membership and shall be removed from the membership roll in the following circumstances:-
 - Their subscription is in arrears for more than six months, or
 - They revoke their authority to deduct their subscription from their pay, or
 - They leave their employment that makes them eligible for membership, or
 - They resign from the Association by giving written notice of such to the Secretary.
- h) The Executive shall ensure that a membership roll is maintained. It shall record a members name, postal residential address and place of employment. A member shall notify the Association of any change to their residential address. Such roll or any part of it shall be confidential to and only be used by the Association for contact with members and other business of the Association. Entitlements of membership and these rules shall only apply to members whose names appear on the membership roll.
- i) The Executive may elect to Honorary membership of the Association any person who, in the opinion of the Executive, has rendered meritorious service to the Association and its membership and who in the opinion of the Executive is deserving of such recognition. Honorary membership may only be conferred on nomination by a Branch meeting or the Executive. An Honorary Member is not entitled to membership of the Association by virtue of that Honorary Membership.

5. COLLECTIVE BARGAINING AND REPRESENTATION

Where the Association is involved in collective bargaining or the representation of members the following provisions shall apply:

- a) A collective bargaining and/or representation authority in a form approved by resolution of the Executive shall be signed by the member giving that authority and continue in force according to its tenor.
- b) The procedures for ratification of any proposed settlement of a collective contract shall be decided by members the proposed contract is intended to cover upon such terms and conditions decided upon by members meetings held prior to the proposed settlement being reached.
- c) The Executive may appoint a person qualified to act as a professional advisor and/or advocate for the purpose of any employment contract negotiations, remunerate such person and such person play such role as the Executive determines.
- d) There shall be established a Negotiating Team for the negotiation of collective contract/s on behalf of members. It shall consist of four persons, one of which shall be the President. The professional advisor and/or advocate, if appointed, shall be a member of the Team and the Chairperson. The other members of the Team shall be appointed by the Executive. The

team shall be responsible for the conducting of all aspects of the collective bargaining process subject to any decision of the Executive, or by postal ballot or cumulative vote of the membership, regulate its own conduct of the negotiations. e) The Executive may from time to time by resolution decide upon a policy in respect of the exercising of the bargaining or representation authority and such shall be notified to members.

f) A member or branch shall not have authority, unless specifically given by the Executive or Executive Committee to enter into negotiations or conclude any employment contract with an employer or to take any action whatsoever in the Employment Tribunal or Court, or other Courts or Tribunals.

6. VOTING AT MEETINGS

a) Voting at all meetings of the Association shall be by voice or where a member requests or the Chairperson decides, a show of hands. If 5 members at the meeting request that a decision be taken by secret ballot of those present, then a secret ballot shall be held.

b) Proxy votes, that is votes from people not present at the meeting, shall only be permitted from members who are required to remain on duty by management during the course of any meeting and shall be handed to the Chairperson of the meeting prior to any vote being taken. Proxy votes shall be counted as part of the vote on any resolution or decision.

c) All decisions at meetings shall be made by majority decision of those voting.

8. NATIONAL EXECUTIVE

a) Subject to any decision made by secret postal ballot or cumulative vote of the membership, the Association shall be governed by a National Executive consisting of the National Officers and nine other members.

b) The Executive may exercise all powers and do such things as are permitted by these rules including taking such steps as are necessary to further the objects of the Association and advance the interests of members.

c) The 13 Members of the Executive, other than the National Officers shall be elected by and from the membership in the following areas:-

Area 1: Northland consisting of Ngawha Prison

Area 2: Auckland consisting of Auckland Prison East and West Divisions

Area 3: Mount Eden consisting of Mount Eden Corrections Facility (SERCO).

Area 4: Auckland Region Woman's Corrections Facility (ARWCF) consisting of Auckland Region Woman's Correction's Facility

Area 5: Waikeria consisting of Waikeria Prison

Area 6: Tongariro/Rangipo consisting of Tongariro and Rangipo Prison

Area 7: Springhill (SHCF) consisting of Springhill Prison

Area 8: Hawke's Bay consisting of Hawke's Bay Prison

Area 9: West Coast North Island consisting of New Plymouth Prison, Wanganui Prison and Manawatu Prison

Area 10: Consisting of Rimutaka Prison, Wellington Prison and Arohata Prison

Area 11: Corrections Inmate Employment

Area 12: Canterbury consisting of Christchurch Men's Prison, Christchurch Woman's Prison and Rolleston Prison

Area 13: Southland consisting of Otago Corrections Facility (OCF) and Invercargill Prison

c) All decisions of the Executive shall be decided by majority vote. A quorum at Executive meetings shall be 7 members.

d) The Executive shall meet at least quarterly.

e) The Executive may subject to these rules regulate its own procedure and may establish such sub-committees, whether made up of members of the Executive or not, that it deems

necessary for the good running of the Association. Such sub committees if established shall have authority to act only in the terms provided for by the Executive.

f) Between Executive meetings an Executive Committee consisting of the Officers shall meet as required by the President to transact business on behalf of the Association and they may transact any business permitted by these rules for the National Executive to transact provided that such decisions shall be reported to and endorsed by the next

National Executive meeting.

g) The President may at any time where he/she believes it is either appropriate or the matter is of such urgency call a special Executive or Executive Committee meeting and such may be held by way of telephone conference call or by way of facsimile or e-mail response to an issue and/or resolution, and any decision made by a majority of members through such methods shall be deemed to have been made at a Executive or Executive Committee meeting duly constituted and held.

h) Where any new prison, penal or corrections institution comes into being in which members of the association are employed the Executive shall by resolution determine which area in c) above it shall be placed in and the rule shall accordingly be amended.

i) The nine area representatives on the National Executive shall automatically be a member of the Branch Committee covering the institution at which they are employed.

10. NATIONAL OFFICERS OF THE ASSOCIATION

The Officers of the Association shall be a National President, a National Vice President, a National Secretary, and a National Treasurer.

a) The duties and powers of the National President shall be as follows: The president shall be the official head and spokesperson of the Association. He/she shall as far as practicable preside at meetings of the Executive/Executive Committee, keep order and sign all previous minutes once confirmed. He/she shall have a deliberative vote and in the case of an equality of votes a casting vote. He/she shall generally see that the business of the Association is properly and efficiently conducted and that the rules are complied with. He/she may as of right attend and speak at any meeting of the Association provided for in these rules. He/she shall carry out other duties as provided for in these rules or are usual and appropriate to the position.

b) The duties and powers of the National Vice President shall be to assist the President to carry out his/her duties and in the absence of the President or by delegation by the President act in the Presidents place. While so acting the Vice President may exercise all the powers and shall perform all the duties of the President.

c) The duties and powers of the National Secretary shall be to as far as practicable attend all meetings of the Executive. Executive Committee and to ensure minutes are taken at each meeting of these bodies. He/she shall carryout such administrative tasks as the Executive may decide and the duties required by these rules. In the absence of the National Secretary the President may delegate his/her duties to another Executive Member.

d) The National Treasurer shall have the following powers and duties. To ensure all moneys received by the Association are banked in a bank account/s approved by the Executive. To ensure that appropriate books of accounts are kept. To report to each Executive meeting on the financial affairs of the Association. At the end of the financial year to see the auditor is provided with the books of the Association and all other material required by the auditor. In the absence of the Treasurer the President shall either carry out the duties of the Treasurer or delegate such to another Executive member.

11. BRANCHES

- a) There shall be established Branches of the Association these being based on each institution or groupings of institutions in which the Association has members employed. At the time of the coming into force of these rules the following are branches of the Association:
1. Northland consisting of Ngawha Prison
 2. Auckland consisting of Auckland Prison East and West Divisions
 - 3 Mount Eden consisting of Mount Eden Corrections Facility (SERCO).
 4. Auckland Region Woman's Corrections Facility (ARWCF) consisting of Auckland Region Woman's Correction's Facility
 5. Waikeria consisting of Waikeria Prison
 6. Tongariro/Rangipo consisting of Tongariro and Rangipo Prison
 7. Springhill (SHCF) consisting of Springhill Prison
 8. Hawke's Bay consisting of Hawke's Bay Prison
 9. West Coast North Island consisting of New Plymouth Prison, Wanganui Prison and Manawatu Prison
 10. Consisting of Rimutaka Prison, Wellington Prison and Arohata Prison
 11. Corrections Inmate Employment
 12. Canterbury consisting of Christchurch Men's Prison, Christchurch Woman's Prison and Rolleston Prison
 13. Southland consisting of Otago Corrections Facility (OCF) and Invercargill Prison
- b) New Branches may be established by the Executive. The Executive may resolve to add new members to an existing Branch where such members are not employed in one of the Branches provided for in a).
- c) Each Branch shall hold not less than one meeting a year which shall be the Annual General Meeting held in March or April and may hold a general meeting in October or November if required.
- d) A quorum at a Branch meeting shall be 10 members or 25% of the membership whichever is the lesser.
- e) The Branch AGM shall elect in each year a Chairperson and Deputy Chairperson and a branch Committee of a size decided by the branch AGM. Where a Branch consists of more than one prison the AGM shall decide on any organisational structure needed to carry out the affairs of the Branch including a Deputy Chairperson at each institution who shall act as the branch co-ordinator in the institution.
- f) The Branch Committee members shall be also workplace delegates of the union.
- g) The Branch Committee shall meet at such intervals as it decides or when the Chairperson believes a meeting is appropriate. A quorum at Branch Committee meetings shall be half the total members of the Committee.
- h) The Branch and Branch Committee may transact business on behalf of members of the Branch as appropriate and provided for in these rules.
- i) A Branch may not expend funds of the association except by authority of the Executive, Executive Committee
- j) A minimum of 5 days notice shall be given to members of any Branch meeting to be held by placing notices on staff notice boards and/or other appropriate places in the workplace including by e-mail.
- k) Special meetings of the Branch may be called by majority decision of the Branch Committee, by the Executive or Executive Committee. Special meetings shall be called if petitioned by 30 percent of the members of the Branch, provided the petition states the business to be transacted and the petition is forwarded to the National President who in such circumstances shall be empowered to call the Special Meeting. Only the business specified in the notice calling the special meeting shall be transacted.
- l) At any Branch meeting held under this rule only members of the Branch may vote at the meeting but the Executive or Executive Committee may authorise any person to attend and

Speak.

12. ELECTIONS

a) National Officers

- i) The Officers of the Association shall be elected for a term of two years with the positions of President/ Treasurer being elected in even numbered years and Vice President/Secretary in odd numbered years.
- ii) No person may hold more than one officers position at any one time. In the case of a member standing for more than one officers position and being the highest polling candidate in more than one he/she shall be required to decide which one of the offices he/she will hold and the next highest polling candidate in the position not taken up by the member will be declared elected to that position.
- iii) Nominations for the positions of Officers shall be called for in May of each year and shall close in the hands of the Returning Officer at 12 noon on 30 June.
- iv) Any financial member may stand for an Officers position provided, they have for the period of 12 months preceding the close of nominations been a member of the National Council or National Executive or a Branch Committee, are nominated by not less than 10 financial members, and signify their acceptance of the nomination and agreement to act if elected.
- v) Election shall be by way of postal ballot of all members and the candidate receiving the most votes will be the successful candidate.

b) National Executive

- i) The thirteen area representatives on the National Executive.
 - ii) Any financial member is eligible for election to these positions provided they are employed in the area covered by the position, are nominated by not less than 5 members from that area, and signify their acceptance of the nomination and agreement to act if elected.
 - iii) For the position of National Executive members shall be for a term of two years with those from even number areas being elected in even numbered years and those in odd number areas being elected in odd numbered years.
 - iv) All other provisions of a) above shall apply to these elections except any election required will be by way of postal ballot of members in the area for which the election applies.
- c) Term of Office for Officers, National Executive
- i) The term of office of the Officers and National Executive shall be to the 30 June in the year their term expires provided that they shall continue in office past this date where it is necessary for an election to be held until such time as the ballot result is declared.
 - ii) Anyone holding a position as an Officer or National Executive member shall be eligible for re-election.

d) Branch Elections

- i) Election of Branch Chairperson, Deputy Chairperson and other members of the Branch Committee shall take place at the Branch AGM. Nominations may be made at the AGM or in writing by two nominators who are financial members. The candidate, who must be a financial member, must signify their consent to the nomination. Where a nomination is made in writing it must be given to the Chairperson of the AGM prior to nominations being closed at the meeting.
- ii) Voting will be by ballot if an election is required of members at the Branch AGM entitled to vote. In the case of Chairperson and Deputy Chairperson the person receiving the highest number of votes shall be elected. In the case of branch committee the successful candidates will be those receiving the most votes in descending order from the highest polling candidate until the number of vacancies are filled.

e) General

- i) Any candidate for election by postal ballot may have included with the ballot, at the Associations expense, a candidates statement of not more than 250 words. Such statement must be

germane to the election and the Returning Officer shall be entitled to amend any candidates statement should it not be germane or for other reasons on obtaining legal advice and his/her decision will be final. The candidates statement must either accompany the candidates nomination or be in the hands of the Returning Officer not later than the date and time nominations close. No statement received after this time shall be published.

ii) In any election held under these rules where there is an equality of votes between two or more candidates the decision as to the successful candidate shall be decided by placing the names of each the candidates on a separate piece of paper, placing these in a vessel, bag or hat and drawing out one piece of paper the name on which shall be the successful candidate. Such drawing of lots will be conducted under the supervision of the Returning Officer or Chairperson as appropriate.

iii) Any candidate standing for election in a postal ballot may, at their expense, appoint a scrutineer to be present at the counting of the ballot by nominating in writing such a person to the Returning Officer prior to the closing of the ballot. The role of the scrutineer is to observe the count. All decisions in respect of the counting of the ballot and validity of votes are the Returning Officers decision. A scrutineer can report to the candidate he/she represents on the conduct of the count following it.

f) Returning Officer

i) A Returning Officer shall be appointed by the Executive and such person shall hold office until such time as they resign or they removed by the Executive.

ii) The Returning Officer shall be responsible for the calling, receiving and validity of nominations under these rules for the Officers, National Executive, and shall conduct and control any ballot required for these positions. On the closing of the ballot the Returning Officer shall arrange for the ballot to be counted as soon as practicable and he/she shall report the result to the President whose responsibility it is to release the results.

iii) Where any postal ballot is required to be conducted for an election the Returning Officer shall ensure that this is completed within a maximum of two calendar months from the closing date provided that in exceptional circumstances the Executive may extend this period.

iv) The Returning Officer may act in such capacity in other ballots as may be decided by the Executive or provided for in these rules.

v) The Association shall be responsible for all costs associated with the conduct of ballots and any legal challenge thereto in respect of the Returning Officers conduct of the ballot.

vi) The Returning Officer shall be required to discharge her/his duties in any ballot in accordance with these rules, the laws of New Zealand, and impartially.

13. CASUAL VACANCIES

Should any vacancy occur in any position during its term the following shall apply:-

a) In an Officers or Executive Members position it shall be filled by the calling of nominations and a ballot of members, held in accordance with the rule for elections with any necessary modifications needed to conduct the ballot, in a time to be decided by the Executive. Provided that if the position falls vacant within a period of six months of 30 June in which the position is up for election no election shall be required and the following shall apply:-

i) In the case of an Officers position it may be filled in an acting capacity by the Executive from the Executive and any person so appointed shall while acting in that capacity retain their original membership of the Executive but assume all the duties pertaining to the position.

ii) In the case of a Executive members position by the Chairperson of the Branch to which the Executive position relates or where there is more than one Branch by consensus amongst the Branch Chairpersons concerned or where this is not possible by decision of the Executive.

b) Any position in a Branch falling vacant shall be filled by a

members meeting held either by its calling by the Chairperson or in his/her absence the Branch Committee or the President where there are no such office holders.

c) Any member filling a position under this rule shall hold office until the expiry of the term of the office.

14. REMOVAL FROM OFFICE

Any person elected to a position within the Association may be removed from office for just cause in the following manner:

a) The Executive may suspend and/or remove from office by way of a two-thirds majority vote at a Executive meeting any person elected to office, provided that the person concerned and the Executive has received not less than seven days notice that such suspension is to be considered. The rules of natural justice shall apply in all such cases.

b) Where person is suspended and/or removed from office by the Executive they may within 7 days of being notified of such by the President notify the Secretary in writing that they require a postal ballot to be held of the membership for which the position relates as to whether the suspension or removal should be upheld. The Secretary on receipt of such notification shall arrange with the Returning Officer for such postal ballot to be held forthwith.

c) In any postal ballot under this rule the question on the ballot paper will be:- "I support the National Executives decision to [suspend] and/or [remove from office] (as applicable) (name of member) from the position of (name of position) and [the member be suspended for the period of] (state period) [removed from office] (as applicable)." Members shall be asked to vote in favour or against the suspension or removal and a majority of those casting ballots will decide the issue. The effect of the vote shall take effect forthwith on the result being declared by the President.

d) In any ballot under this provision the Executive and member concerned may each at the Associations expense be entitled to have a statement accompany the ballot paper of up to 500 words. No statement shall offend the laws of New Zealand and shall be germane to the issue of suspension and/or removal and the Returning Officers decision in this area shall be final after seeking legal advice.

e) Where 30 percent of the financial members of those eligible to vote for an elected position in the Association sign a petition to remove a member from their elected position and forward the petition to the President, the President shall forthwith instruct the Returning Officer to organise such ballot in accordance with the foregoing provisions of this rule with any necessary modifications approved by the Returning Officer to enable him/her to effectively carry out the ballot.

f) Where under this rule the President is the subject of any decision or petition the Vice President shall assume all functions under this rule

15. POSTAL BALLOTS

Postal ballots held under the control of the Returning Officer may in addition to elsewhere provided for be held in the following circumstances:-

a) Where the Executive decide.

b) Where any 7 branches at duly constituted members meetings decide an issue should be put to members by way of postal ballot and the Secretary is notified in writing of such by each Branch, or

c) Where 30 percent of the membership of the Association petition the Secretary that an issue should be put to postal ballot.

d) Where a ballot is required under this rule the Secretary shall instruct the Returning Officer to carry out such and the Returning Officer shall conduct such ballot within a reasonable time of such instruction. Reasonable being defined as such time as is required to organise and conduct the ballot given normal conditions.

- e) The question/s or issue/s to be decided shall be placed on the ballot paper and members asked to vote for or against the question or issue. A majority of votes cast for or against the position shall determine the outcome.
- f) The Returning Officer shall allow, at the Associations expense any explanation in support or against the issue/question that is reasonable and germane to the question/issue, provided such shall not exceed 500 words, and that no more than one for and/or against is included. Where more than one for and/ or against is offered for inclusion the Returning Officer shall in his/her sole discretion have the final decision in respect of which to include after first trying to resolve the issue with any parties concerned.
- g) The Returning Officer shall in any postal ballot forward to each financial member at their residential address shown on the membership roll, or at his/her discretion to the members workplace, a ballot paper and shall set a closing date and time. He/she shall count all valid votes cast by the close of the ballot and shall report the outcome to the President who shall be responsible for the announcement of the result.
- h) The Returning Officer shall use such methods as he/she deems appropriate to ensure the integrity of any postal ballot and that conform with the laws of New Zealand and these rules where applicable.
 - i) In any postal ballot the decision of the majority is final and the Association and its members are bound by the decision. No decision made by a postal ballot can be overturned except by a further postal ballot or a cumulative vote of members.

16. CUMULATIVE VOTING

The intention of this rule is to allow decisions to be made by members on a national basis by the holding of votes or ballots at meetings held nationally in each Branch. It allows a Branch or Executive to have issues and questions put to members in this way and for a national result to be declared on such by cumulatively counting votes at each meeting into a national result.

- a) At any duly constituted Branch membership meeting members may propose a resolution to be voted upon under this rule provided it requires a national decision, is in furtherance of the Objects under these rules and does not contravene the laws of New Zealand. If such resolution is passed by a majority at the meeting the Branch Chairperson or Committee shall ensure that it is forwarded to the Secretary within one month stating that the branch wishes to have the matter voted upon under this rule. The Secretary shall ensure the resolution is placed on the agenda of each Branch meeting that is the next to be held under rule 11 c). At each Branch meeting the votes for and against will be tallied and forwarded to the Secretary who at the end of the meetings shall tally the votes and declare the result which shall be the decision made by the majority of members voting.
- b) The Executive can propose a resolution to be voted on by members in accordance with this rule on any matter they consider it is necessary to obtain a decision of members on. Members meetings in each Branch may be convened by the Executive at any time for the purpose of holding such a vote. Notice of such meetings and the issue/s to be voted upon must be given in accordance with rule 11 j). The votes shall be tallied at each meeting, for and against, and forwarded to the Secretary who shall after the end of the last meeting tally the votes from each meeting and declare the result which shall be the decision made by the majority of members voting.
- c) Where a decision is made under this rule it shall be binding on the Association and its membership and can only be changed or rescinded by another cumulative vote or a postal ballot of members.

17. AUDITOR AND ANNUAL ACCOUNTS

- a) The Executive shall appoint an auditor from time to time who shall be a Chartered Accountant and who shall audit the accounts of the Association once a year following the end

of the financial year and at such other times as required by the Executive. The Auditor shall produce such audited annual accounts and reports that are required by the Act.

- b) The audited accounts must be presented to and accepted by the National Executive.
- c) Financial members are entitled to a copy of the audited accounts upon request to the treasurer.
- d) The Auditor shall be paid such remuneration by the Executive as is required to carry out his/her work.

18. FUNDS

- a) The funds, properties and assets of the Association shall be under the control of the Executive, subject to any decisions of the National Executive or by the membership under rules 15 or 16, who shall have full power to purchase, rent, lease, furnish and deal with buildings, land and other property on behalf of the Association, or to borrow or raise money.
- b) Any moneys of the Association shall be held in a bank/s authorised by the Executive and such money may be invested as the Executive decides.
- c) Not less than two signatories, one of which must be an Officer or member of the Executive, are required to sign and endorse any cheque or banking instrument withdrawing moneys and the Executive shall by resolution give authority for the manner in which such may be exercised and by whom.

19. SPECIAL FUND

- a) A Special Fund for the purpose of sustaining any industrial action by members has been established and is administered by resolution of members through a Special Fund Committee and the Executive.
- b) The funding comes from membership subscriptions identified for this purpose by resolution of members through a cumulative vote.
- c) Such funds shall be kept in a separate account from other funds of the Association and may not be applied other than for the purpose identified in this rule except by way of resolution of the members in a cumulative vote.

20. ASSOCIATION STAFF/ADVISORS

- a) The Executive shall be empowered to engage in any capacity staff or advisors to carry out on behalf of the Association any work required by it. Persons engaged shall be under such terms and conditions as the Executive decides.
- b) In carrying out their duties any person engaged shall on a day to day basis be under the supervision of the President, or other officer or person delegated by the President, but otherwise be under the control of the executive for carrying out their duties.
- c) Such staff or advisors may under delegated authority of the President or Executive carry out any function under these rules.
- d) No person engaged under this rule may hold elected office in the Association unless they qualify for membership of the Association.

21. REGISTERED OFFICE

The Registered office of the Association shall be at such place the Executive may decided from time to time and such shall be notified to the Registrar of Incorporated Societies.

22. COMMON SEAL

The Common Seal Of the Association shall be that adopted by the Executive who shall be responsible for its control and safe custody. Whenever the Common Seal is required to be affixed to any deed,

document or other instrument, the seal shall be affixed pursuant to a resolution of the Executive or Executive Committee by any two members of the Executive.

23. NOTICES

Every notice or ballot paper required to be given to members or any one of them shall be deemed to have been duly delivered if posted to such member in a prepaid letter addressed to him/ her at their last address known to the Association.

24. COPY OF RULES

Each member shall be entitled to request a copy of these rules from the Secretary and on such request the Secretary shall forthwith forward a copy to the member.

25. AMENDMENT TO THE RULES

(a) These rules may be altered, added to and rescinded only by the postal ballot or cumulative vote of all financial members. Either the Executive can initiate an amendment to these rules or members may by way of the provisions for postal ballot or cumulative vote under rules 15 or 16. Any proposal to amend the rules shall state the rule to be amended and the specific words being sought to amend the rules by. Any decision under this provision shall be made by majority decision of those entitled to vote.

(b) The National Executive may make an interim amendment to these rules by resolution and it shall have affect according to its tenor, provided that within six months it shall be put to the membership in accordance with this rule for endorsement. If not put to the membership within six months or put and not endorses it shall lapse

26. WINDING UP

The Association may be wound up only by a postal ballot of members and in the event of such winding up the disposal of any surplus assets, after the payment of the Associations liabilities and any expenses of the winding up, shall be determine in the resolution to wind up. A Full version of the 'Rules of the Corrections Association of New Zealand Incorporated' is available on the CANZ web site

www.canzunion.co.nz