

**The Australian and New Zealand Psychodrama Association,
Incorporated
THE REGULATIONS ESTABLISHING A REGION OF
The Australian and New Zealand Psychodrama Association,
Incorporated
in <Region Name>**

Prologue to the Regulations

This set of regulations is a cultural conserve whose purpose is to enable the life of The Australian and New Zealand Psychodrama Association, Incorporated -hereinafter referred to as ANZPA, Inc. - to flourish in <Region Name> in such a way that developments here may uniquely suit the local vision, needs and cultural and legal contexts under the established Constitution, principles and procedures of ANZPA, Inc..

Its use is intended to promote the application of the psychodrama method and principles in living interaction and not to substitute legalistic functioning for resolution of conflicts.

It specifies those aims and procedures which are most central and essential to the identity of ANZPA, Inc. and this <Region Name> Region of ANZPA, Inc. among other items which are mainly legal requirements enabling the administration of the Region.

Less essential more flexible matters are recorded elsewhere as procedures and policies.

Definitions

From time to time some words are used which have special meanings so that these regulations may facilitate and encourage spontaneity and the expression of other psychodrama principles in the life of ANZPA, Inc. <Region Name>.

Psychodrama itself is used in these regulations as originally coined by J.L.Moreno to designate the coherent body of philosophy, theory and technique which he founded and its subsequent developments.

Spontaneity is used to denote the factor resulting in warm-up to a new and adequate response to a situation. It is the catalyst for creativity.

Cultural conserve refers to any product of creativity. It includes music scores, movies, rituals, novels, computers, training manuals, regulations and constitutions.

Sociometry is referred to, for instance, in Clause 9.7 on selection of the committee. Sociometric principles and procedures, which relate to measurement of the patterns of connection between individuals and between groups, may be found in the literature.

**THE REGULATIONS OF
The Australian and New Zealand Psychodrama Association,
Incorporated <Region Name>**

1. NAME

The name of the Region established by regulation is "The Australian and New Zealand Psychodrama Association, Incorporated <Region Name>", hereinafter referred to as ANZPA, Inc. <Region Name>.

2. RELATIONSHIP

The relationship of the Region with ANZPA, Inc.:

- 2.1 ANZPA, Inc. <Region Name>, is the <Region Name> Region of ANZPA, Inc.
- 2.2 ANZPA, Inc. <Region Name> has been established by regulation of the Executive of ANZPA, Inc., according to Clause 7 (11) of the Constitution of ANZPA, Inc., after consultation with and at the request of the members of ANZPA, Inc. residing in the geographical area delineating the region.
- 2.3 The objects of ANZPA, Inc. <Region Name> are an amplification of the objects of ANZPA, Inc. Clause 3 (1) of the Constitution of ANZPA, Inc.
- 2.4 Where there may be a conflict between these regulations and the Constitution of ANZPA, Inc. the latter takes precedence.
- 2.5 Where there may be a conflict between policies and decisions of ANZPA, Inc. <Region Name> and those of ANZPA, Inc., the latter takes precedence.
- 2.6 A copy of the minutes of each General Meeting of ANZPA, Inc. <Region Name> will be forwarded to the secretary of ANZPA, Inc., within one month of such meeting.
- 2.7 An annual report of the activities and life of ANZPA, Inc. <Region Name>, will be forwarded in writing to the secretary of ANZPA, Inc., one month before the Annual General Meeting of ANZPA, Inc.

3. OBJECTS

The purpose of ANZPA, Inc. <Region Name> is to further the objects of ANZPA, Inc. - Constitution Clause 3 (1) - in the region. In particular, objects of the ANZPA, Inc. Region are:

- 3.1 To promote understanding and use of Psychodrama and related action methods in <Region Name> in accordance with the standards set by ANZPA, Inc..
- 3.2 To sponsor and advertise groups and public activities led by persons recognised as qualified by ANZPA, Inc. in consultation with the Psychodrama Training Institutes in <Region Name>, accredited by ANZPA, Inc..
- 3.3 To sponsor and advertise groups and activities to promote the values of creativity, spontaneity and freedom, which underlie the Psychodrama method and to encourage the integration of these values into people's personal and professional lives.
- 3.4 To organise activities designed to inform professional groups and the public about Psychodrama and its applications.
- 3.5 To organise activities which increase members' experience and understanding of Psychodrama and its applications.
- 3.6 To enhance the sociometry of members of ANZPA, Inc. <Region Name> with each other and between them and the wider community.
- 3.7 To maintain liaison with ANZPA, Inc., accredited Psychodrama Training Institutes in <Region Name> and other organisations having similar and complementary objects to ANZPA, Inc..

4. POWERS

ANZPA, Inc. <Region Name> shall have the following powers:

- 4.1 To accept any grant, subsidy, gift of real or personal property whether subject to any trust or not.

- 4.2 To establish and execute any trusts whose undertaking may be incidental to the attainment of any of the objects of ANZPA, Inc. <Region Name>.
- 4.3 To invest the funds of ANZPA, Inc. <Region Name> under its charge, and not immediately required, upon such security or investments as the committee may from time to time determine.
- 4.4 To enter into such contracts or arrangements as the committee shall think fit.
- 4.5 To acquire, hold and dispose of any real and personal property for the purposes of ANZPA, Inc. <Region Name>, and to exercise all powers with such property or local title in the Region, as is given to an Incorporated Association in Australia by The Associations Incorporation Act of South Australia and to an Incorporated Society in New Zealand by The Incorporated Societies Act (as are amended from time to time) or any subsequent like legislation.
- 4.6 To apply solely towards the objects of ANZPA, Inc. <Region Name> the income and property of ANZPA, Inc. <Region Name>, wherever derived. Any income, benefit or advantage shall be applied to the charitable purposes of the society.
- 4.7 No member of ANZPA Inc.<Region Name> 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. Any such income paid shall be reasonable and relative to that which would be paid in an arm's length transaction (being the open 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.

- 4.8 To do all such acts or things as are or may be conducive to the attainment to any of the objects of ANZPA, Inc. <Region Name>.
- 4.9 Notwithstanding clauses 4.1 to 4.8 hereof, ANZPA, Inc. <Region Name> shall not enter into contracts, purchases, acts or other things as would in any way obligate or commit ANZPA, Inc. without first having written consultation with and approval from the Executive by letters to and from the Secretary of ANZPA, Inc.

5. MEMBERSHIP

All categories of members of ANZPA, Inc.: Honorary, Distinguished, Ordinary and Associate; who normally reside in this <Region Name> region of ANZPA, Inc., and these only, are members of ANZPA, Inc. <Region Name>.

6. RIGHTS OF MEMBERSHIP IN THIS REGION

A member of ANZPA, Inc. <Region Name> shall be entitled:

- 6.1 To stand for election to the region's committee.
- 6.2 To nominate or second a candidate for election to the committee.
- 6.3 To attend, participate and vote at General Meetings of ANZPA, Inc. <Region Name>.
- 6.4 To receive adequate notice of ANZPA, Inc. <Region Name>'s activities or activities undertaken on its behalf.
- 6.5 To attend and participate in functions, events or activities organised for members by ANZPA, Inc. <Region Name>, or by the committee on its behalf.
- 6.6 To use the facilities for members made available by ANZPA, Inc. <Region Name>.
- 6.7 To such other benefits as the committee may from time to time determine.

7. THE COMMITTEE

- 7.1 The committee shall function as follows unless otherwise agreed between ANZPA, Inc. <Region Name> and the Executive of ANZPA Inc..
- 7.2 The management of ANZPA, Inc. <Region Name> shall be entrusted to a committee of ANZPA, Inc. <Region Name> members.
- 7.3 The committee shall consist of three (3) office bearers: namely, the President, the Secretary, and the Treasurer, at least one of whom is an ordinary or distinguished member of ANZPA, Inc.; and a maximum of five (5) ordinary committee members.
- 7.4 There shall be elected at each Annual General Meeting the three (3) office bearers and at least two (2) but not more than three (3) ordinary committee members.
- 7.5 The committee may co-opt other members of ANZPA, Inc. <Region Name> to the committee.
- 7.6 An elected committee member shall serve on the committee for a term of one year. The term of a co-opted member shall expire immediately prior to the Annual General Meeting.

8. POWERS OF THE COMMITTEE

The committee shall (subject to these regulations and any direction given by a General Meeting of ANZPA, Inc. <Region Name>) exercise all the powers of ANZPA, Inc. <Region Name>. In particular, the committee shall have the following powers:

- 8.1 To appoint, remove and pay such staff - either permanent or temporary - as may be necessary or desirable for the purposes of ANZPA, Inc. <Region Name>. To determine their duties and the terms of their employment.
- 8.2 To determine and pay all expenses and outgoings which may be incurred in carrying out the objects of ANZPA, Inc. <Region Name>.

- 8.3 To do all or any such other acts and things as are or may be incidental or conducive to the attainment of the objects of ANZPA, Inc. <Region Name>.
- 8.4 To promulgate from time to time standing orders for the regulation of its business.
- 8.5 The committee may delegate any of its powers to sub-committees consisting of such members of ANZPA, Inc. <Region Name>, as it thinks fit with such specific powers and duties as it may from time to time determine.
- 8.6 Notwithstanding clauses 8.1 to 8.5 hereof, the committee of ANZPA, Inc. <Region Name> shall not enter into contracts, purchases, acts or other things as would in any way obligate or commit ANZPA, Inc. without first having written consultation with and approval from the Executive by letters to and from the Secretary of ANZPA, Inc.

9. ELECTION OF COMMITTEE MEMBERS

The following rules apply to the election of committee members:

- 9.1 Committee members shall be elected at the Annual General Meeting provided for in these regulations.
- 9.2 All members whether elected or co-opted shall retire before the Annual General Meeting.
- 9.3 An office bearer shall be deemed to have retired before the Annual General Meeting for the purpose of the elections referred to in this clause, but for all other purposes shall be deemed to hold office until the close of the annual s or until the new office bearers are declared elected, whichever is the later.
- 9.4 Every retiring member of the committee shall be eligible for re-election.
- 9.5 Nominations for election as office bearers or ordinary members of the committee shall be proposed and seconded by members in writing before, or otherwise from the floor of, the Annual General Meeting.

- 9.6 If the number of nominations for any place of office or position on the committee does not exceed the number of vacancies in each case, the chairperson of the Annual General Meeting shall declare the nominated candidates duly elected.
- 9.7 In the event that there is more than one candidate nominated and seconded for a vacancy, a selection shall be conducted in accordance with sociometric principles and procedures by a person appointed by a majority of the meeting.

10. COMMITTEE MEETINGS

- 10.1 There shall be at least one committee meeting in every three (3) calendar months.
- 10.2 Extraordinary committee meetings may be called by notice delivered to the Secretary to the committee fourteen (14) days before the time nominated in the notice for the meeting, conveying the purpose of the meeting and the name of the member calling the meeting.
- 10.3 The President shall normally chair meetings of the committee and shall have a deliberative and casting vote at such meetings.
- 10.4 The Secretary shall have all the powers of the President on all occasions when the President is absent or unable to attend to her or his duties.
- 10.5 All members of the committee shall have a deliberative vote.
- 10.6 A quorum for any meeting shall be three (3) members of the committee.
- 10.7 Minutes of the proceedings of every committee meeting shall be entered and kept in a committee minute book. Such minutes, when signed, shall be conclusive evidence that the proceedings minuted therein were regular and actually took place at a committee meeting duly convened and held, and shall be binding on all members of ANZPA,

Inc. <Region Name>, except as to any irregular proceedings as declared and annulled committee meeting, an extraordinary General Meetings called for the purpose and held within sixty (60) days after such irregular proceedings or at an Annual General Meeting.

11. VACATING COMMITTEE OFFICE

The office of President, Secretary, Treasurer or Member of the committee shall be vacated by the holder if:

- 11.1 In the opinion of the committee expressed by resolution carried out by at least two-thirds majority of the total numbers of members of the committee he or she becomes unfit to perform or incapable of performing the duties of office, provided that written particulars of the unfitness or incapacity alleged shall have been forwarded to the office-holder at least fourteen (14) days before the relevant meeting and the office-holder has been given an opportunity of being heard at that meeting before the resolution has been voted upon.
- 11.2 The office-holder resigns from office by notice in writing to the committee and the resignation is accepted by the committee.
- 11.3 The office-holder is absent from three consecutive meetings for reasons other than ill-health, leave of absence or extraordinary circumstances and, as a result, her or his position on the committee is terminated by a resolution of at least two-thirds of a full meeting of the committee.

12. GENERAL MEETINGS

- 12.1 ANZPA, Inc. <Region Name> shall hold an Annual General Meeting once during each calendar year. Any other General Meetings of members shall be Special General Meetings.

- 12.2 The committee shall convene the Annual General Meeting such place and time as the committee decides, provided that it is set to take place not more than fifteen (15) months after the date of the preceding Annual General Meeting.
- 12.3 The committee shall give notice of the Annual General Meeting at least ninety (90) days before the date of the Annual General Meeting.
- 12.4 The committee shall give at least thirty (30) days notice of any special business to be transacted at the Annual General Meeting.
- 12.5 The committee may, and upon the written requisition of five (5) members of ANZPA, Inc. <Region Name> shall, having given thirty (30) days' prior notice, convene a Special General Meeting of members of ANZPA, Inc. <Region Name> to conduct the business stated in the requisition, when upon a requisition, and in the notice convening the meeting.
- 12.6 The President of ANZPA, Inc. <Region Name> or in her or his absence a member of ANZPA, Inc. <Region Name> elected by the members present at the General Meeting shall chair any General Meeting of members.
- 12.7 A quorum at any General Meeting shall be one-third of members of ANZPA, Inc. <Region Name>.
- 12.8 Standing orders for General Meetings may be determined from time to time by ANZPA, Inc. <Region Name> in General Meetings.
- 12.9 If after thirty (30) minutes from the meeting's appointed commencement time no quorum shall be present then:
- 12.9.1 At the Annual General Meeting or at a Special General Meeting convened by the committee, it shall be adjourned to a date to be determined by the committee, or
 - 12.9.2 At a Special General Meeting convened upon a requisition of the members, the meeting shall lapse.

- 12.10 Except where otherwise provided in these regulations, any resolution at a General Meeting of members shall be carried on a simple majority of those members present in person and voting.
- 12.11 Minutes of the proceedings of every General Meeting (Annual and Special) shall be entered and kept in a minute book, and such minutes, when signed, shall be conclusive evidence that the proceedings minuted therein were regular and actually took place at a meeting duly convened and held, and shall be binding on all members of ANZPA, Inc. <Region Name> except as to any irregular proceedings as declared and annulled at an extraordinary meeting called for that purpose and held within sixty (60) days after such irregular proceedings.
- 12.12 The chairperson of all General Meeting of ANZPA, Inc. <Region Name> shall have a deliberative vote and, in the case of an equality of votes, a casting vote.

13. BOOKS AND ACCOUNTS

- 13.1 The Treasurer shall be responsible for the keeping of such books of accounts and financial records as may be necessary for the proper and efficient working of ANZPA, Inc. <Region Name>.
- 13.2 The Treasurer shall ensure that the books of account and financial records are audited at least once a year by ANZPA, Inc. <Region Name>'s auditor. Unless otherwise decided by a General Meeting, such accounting records shall include a statement of all receipts and expenditure during each financial period and statement of the property and liabilities of ANZPA, Inc. <Region Name> at the end of each financial period.
- 13.3 The signatories for opening and closing bank accounts shall be the President, Secretary and Treasurer. Any two signatures shall be sufficient to make payment by cheque.

14. FINANCIAL PERIOD

The annual financial period of ANZPA, Inc. <Region Name> shall end as the committee shall from time to time determine.

15. AUDITOR

15.1 A practising accountant independent of ANZPA, Inc. <Region Name> shall be appointed at a General Meeting to audit annually ANZPA, Inc. <Region Name>'s accounts and report upon the audit to the committee and to the members of ANZPA, Inc. <Region Name> at its Annual General Meeting.

15.2 A copy of the auditor's report will be forwarded to the Treasurer of ANZPA, Inc. and reported to the executive committee of ANZPA, Inc. [See ANZPA Inc. Constitution 7 (12) (d)]

16. AMENDMENT OF THE REGULATIONS

16.1 These Regulations may be repealed or amended by resolution carried at a General Meeting of ANZPA, Inc. by a majority of at least two-thirds of the members present at such meeting.

16.2 No addition to or alteration or recision of the rules shall be approved if it affects the charitable objects, the personal benefit clause or the winding up clause.

16.3 At least thirty (30) days' notice containing the proposed amendment shall be given to members of the General Meeting of ANZPA, Inc.

16.4 Notwithstanding clause 16.3 above, a notice of such meeting may refer to a draft available in lieu of setting out the proposed amendment in full and the Executive of ANZPA, Inc. shall make such draft reasonably available to the members of ANZPA, Inc. for perusal.

17. VALIDATION OF ACTS

Every act of ANZPA, Inc. <Region Name> and the committee and every appointment made by each shall be deemed to be fully valid and effective notwithstanding any defect in the notice of the meeting or in the meeting procedure at which the same was resolved upon, except if annulled by a Special General Meeting called for that purpose within sixty (60) days of the act or appointment concerned.

18. DISSOLUTION OF ANZPA, Inc. <Region Name>

18.1 If at a General Meeting of ANZPA, Inc. <Region Name>, convened with at least thirty (30) days' notice of the proposed resolution and with the prior approval of the Executive of ANZPA, Inc., a resolution for the dissolution of ANZPA, Inc. <Region Name> is carried by a simple majority of the members present and voting or by proxy, the committee shall wind up ANZPA, Inc. <Region Name> at such time as shall be directed in the resolution. A confirming General Meeting of ANZPA, Inc. must be held before ANZPA, Inc. <Region Name> can be finally dissolved.

18.2 If upon the winding up or dissolution of ANZPA Inc. <Region Name> there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid or distributed among the members of ANZPA Inc. <Region Name> but shall be given or transferred to some other charitable organisation or body having objects similar to the objects of the society or for some other charitable purpose.

19. NOTICE

Any notice required to be given to a member under these regulations shall be in writing posted to the member at the address for receipt of notices of which he or she has last notified ANZPA, Inc. <Region Name> and such notice shall be deemed to be received by the member in the ordinary course of post.

20. INTERPRETATION

In these regulations, except where the context otherwise requires, words importing only the singular number shall include the plural and vice versa and words importing one gender shall include the others.

ANZPA Inc Web Site address:

<http://www.anzpa.org>

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