AANZPA CONSTITUTION

Australian & Aotearoa New Zealand Psychodrama Association Incorporated

CONSTITUTION

1. INTERPRETATION

1.1 Definitions

In this Constitution, unless the context requires otherwise, "**Association**" shall mean the Australian and Aotearoa New Zealand Psychodrama Association Incorporated.

"**Executive Committee**" shall mean the Executive Committee of the Association provided for in Clause 6 of this Constitution.

"**Board of Examiners**" shall mean the Board of Examiners provided for in Clause 7.15 of this Constitution.

"**Member**" shall mean Ordinary, Honorary Distinguished and Distinguished Members of the Association.

"**Associate**" shall mean a special class of limited membership associates known as Associate Members, with specific qualifications and conditions.

"**Current Practice Certificate**" shall mean a certificate issued by the Board of Examiners to a person under Clause 7.16 (d).

"**Association Year**" shall mean the financial period from time to time specified by the Executive Committee and until so specified, each period from the 1st day of July until 30th day of June in the following year.

"**Region**" means a geographical area defined from time to time by the Executive Committee in accordance with Clause 7.17.

1.2 Acts of the Association

A reference to any action which the Association may take means an action resolved upon in accordance with this Constitution by a properly convened meeting of the Members of the Association.

1.3 Acts of the Executive Committee

A reference to any action, which the Executive Committee may take, means an action resolved upon in accordance with this Constitution by a properly convened meeting of the Executive Committee.

2. ESTABLISHMENT, CHANGE AND DISSOLUTION

2.1 Name

The name of the Association shall be "The Australian and Aotearoa New Zealand Psychodrama Association Incorporated".

2.2 Incorporation and Legal Status

The Association is incorporated as a legal entity in Aotearoa New Zealand under the Incorporated Societies Act 2022 and in South Australia under the Associations Incorporation Act 1985, or any subsequent applicable legislation. The Executive Committee may, at any time, cause the Association to establish or maintain its incorporated status under the relevant legislation applicable to any region in which it operates, in a manner decided upon by the Executive Committee.

2.3 Association to be Non-Profit

The income and property of the Association, wherever derived, shall be applied solely towards the objects of the Association. Any income, benefit or advantage shall be applied to the charitable purposes of the Association.

2.4 Members may be Paid for Services

Notwithstanding sub-clause 3, the Executive Committee may make a payment to a member for a service rendered by, or property acquired from, that person, in a special, or private capacity. No member, whether a Member or an Associate, of the Association, or any person associated with a member shall participate in or materially influence any decision made by the Association 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.

2.5 Alteration to the Constitution

The Association may, by a resolution passed by not less than two-thirds of the Members present in person or by proxy at a meeting of which at least ninety (90) days notice of the proposed resolution has been given,

(a) alter or add to this Constitution,
(b) repeal this Constitution and adopt a new Constitution and a notice of such a meeting may refer to a draft available for perusal in lieu of setting that change out in full.

Subject to the following, and to ensure the Association's ongoing non-profit and charitable status, no addition to, deletion from or alteration of the organisation's rules shall be made which would allow personal pecuniary profits to any individuals. Furthermore, no addition to, or alteration of the Association's charitable objects (Clause 3.1), the personal benefit clause (Clause 2.4), or the surplus property after dissolution clause (Clause 2.8) shall be approved without the prior written approval of the relevant charities regulators in the jurisdictions where the Association operates for charitable purposes. The provisions and effect of this paragraph shall not be removed from this document and shall be included and implied into any document replacing this document.

2.6 Validation of Acts

Every act of the Association and the Executive 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 an extraordinary general meeting of Members called for that purpose within one month of the act or appointment concerned.

2.7 Dissolution of the Association

The Association may be dissolved by the following process:

(a) A resolution proposing the dissolution of the Association must first be passed by not less than three-quarters of the Members present in person or by proxy at a general meeting of which due notice of the proposed resolution has been given.
(b) If the resolution in sub-clause (a) is passed, a further general meeting of Members to confirm the resolution must be held not earlier than thirty (30) days and not later than sixty (60) days after the date on which the resolution was passed. Due notice of this confirming meeting and its purpose must be given to all Members.
(c) The Association shall be dissolved if a resolution confirming the dissolution is passed at the meeting referred to in sub-clause (b) by a simple majority of the Members present in person or by proxy.

2.8 Surplus Property after Dissolution

If, after the liquidation or removal from the register of the Association and the winding up of all its affairs, any surplus property remains, it shall not be paid or distributed among the Members of the Association. Instead, such surplus property shall be given or transferred to one or more other not-for-profit entities, being registered charities, having objects similar to the objects of the Association. The specific recipient(s) will be determined by a resolution of the Members at the time of dissolution, subject to the approval of the relevant regulatory authorities in the jurisdictions where the Association is incorporated, including, but not limited to, the Inland Revenue Department in New Zealand.

3. OBJECTS AND POWERS

3.1 Objects

The purpose of the Association is to provide an organisation, property and facilities through which persons may associate for the following purposes:

(a) To promote spontaneity in the Members of the Association and through them the spontaneity, creativity and co-creation of progressive relationships that strengthen the health and well-being of society in Australia and Aotearoa New Zealand and in our relationships with those in other countries.

(a) To establish and maintain a professional association of those qualified in the areas of psychodrama, sociodrama, sociometry and role training.

(b) To establish and maintain adequate standards for psychodramatists, sociodramatists, sociometrists or role trainers through a Board of Examiners.

(c) To develop means for certifying individuals as psychodramatists, sociodramatists, sociometrists or role trainers through a Board of Examiners.

(d) To develop means for accrediting institutes for training in psychodrama, sociodrama, sociometry or role training.

(e) To promote the establishment and reputation of psychodrama, sociodrama, sociometry and role training in Australia and Aotearoa New Zealand by:

i) encouraging research, evaluation and dissemination of information by individuals and training institutes, or through publication of journals and other relevant publications.

ii) establishing and monitoring a code of ethics for Members of the Association practising psychodrama, sociodrama, sociometry or role training.

iii) working for recognition of psychodrama, sociodrama, sociometry and role training by other professional bodies and relevant private and government agencies.
iv) establishing liaison with similar groups and societies overseas.

3.2 Powers

The Association may exercise any or all of the powers herein set out in pursuit of its objects.

(a) To purchase, take on, lease, or hire, or otherwise acquire and maintain any real or personal property.
(b) To sell, exchange, lease, mortgage, hire, dispose of, or otherwise deal with all or any part of the real or personal property of the Association.
(c) To borrow, or raise, or secure the payment of money in such a manner as the Association may think fit, with power to grant mortgages, charges or any security upon or charging all or any of the property of the Association, whether real or personal, and to redeem or pay off any existing or future security.
(d) To invest and deal with the moneys of the Association not immediately required for the purposes of the Association in such a manner as may from time to time be determined.
(e) To affiliate and co-operate with any other Association having objects wholly or in part similar to those of the Association.
(f) To do all such other things as are incidental or conducive to the attainment of the objects of the Association.

4. MEMBERSHIP

4.1 Types of Membership

There are four types of Members:

(a) Ordinary.
(b) Distinguished.
(c) Honorary Distinguished.
Collectively known as Members.
(d) Associate.
Known as Associates.

4.2 Qualification for Ordinary Membership

A person must produce, when applying, a Current Practice Certificate to be eligible to be an Ordinary Member of the Association.

4.3 Application for Ordinary Membership

Any eligible person who holds a Current Practice Certificate may apply in writing in the form (if any) from time to time prescribed by the Examiners to become an Ordinary Member of the Association.

4.4 Distinguished Members

The Executive Committee may in its absolute discretion in acknowledgement of their outstanding contribution to the Association admit an Ordinary Member of the Association to be a Distinguished Member of the Association.

4.5 Honorary Distinguished Members

The Association may, upon the recommendation of the Executive Committee, admit any person (whether an Ordinary Member or not) to be an Honorary Distinguished Member of the Association.

4.6 Qualification for Associate Membership

(a) To be qualified for Associate Membership, an applicant must be:
    (i) a trainee with an AANZPA accredited training campus for at least six months; and
    (ii) be sponsored by a trainer involved with their training.
(b) Associates shall not have voting rights and shall not be eligible to be Members of the Executive Committee.
(c) The Executive Committee shall determine any other specific qualifications and conditions applicable to Associates.

4.7 Application for Membership as a Member or Associate

(a) All applications must be submitted in writing, in the form (if any) from time to time prescribed by the Executive Committee.
(b) A person applying for Membership must provide their written consent to be a member of the Association. This written consent shall be submitted with their application or as otherwise required by the Executive Committee.

(c) Upon receipt of a complete application, the required written consent, and payment of the appropriate subscription, the Executive Committee shall admit the eligible applicant to Membership.
(d) A person admitted to Membership shall remain so until cessation in accordance with Clause 4.12 (Cessation of Membership).

4.8 Membership Subscriptions

The Executive Committee may from time to time determine the amount of time and methods of payment of and other conditions relating to Membership subscriptions in respect of each class of Membership.

4.9 Register of Members

The Executive Committee shall ensure a current register of Members and Associate is maintained continuously by the Membership Secretary. This register shall include, for each Member or Associate:

(a) their full name;
(b) the address for communications;
(c) the date on which they became a member; and
(d) if applicable, the date on which they ceased to be a member.

Members and Associates are responsible for promptly notifying the Membership Secretary of any changes to their contact details. The register shall be available for inspection by any member at reasonable times and without charge, in accordance with applicable legislation.

4.10 General Privileges of Membership

Subject to the provisions of this Constitution, Members and Associates generally shall have the following privileges:

(a) To receive (at the last address given to the Association) any notice of any general meeting of Members of the Association.
(b) To attend any general meeting of Members of the Association.
(c) To attend, or participate in, such functions, events, or activities for Members as the Association or the Executive Committee may organise for Members generally.
(d) To utilise such facilities as are made available for Members of the Association to utilise generally.

4.11 Voting Rights and Executive Committee Eligibility

(a) Only Members shall have voting rights.

(b) Members may exercise one vote in respect of any motion put to a vote at any general meeting of Members of the Association.

(c) Members may appoint a proxy in accordance with these rules to attend and vote at any general meeting of Members of the Association.

(d) Only Members shall be eligible to be nominated and elected in accordance with the Constitution to be a member of the Executive Committee.

4.12 Cessation of Membership

A member shall cease to be a member:

(a) Upon the member's death.

(b) Upon written resignation.

(c) If the member has been convicted of an indictable offence, and the Executive Committee so decides.

(d) If the member has been subject to a complaint to the Ethics Committee and the Ethics Committee so decides.

(e) After the subscription fee remains unpaid for two months past its due date, provided a request for payment has been sent to the member's last known contact details. The Executive Committee may, however, make an exception in any particular case.

(f) A member may be expelled only after being given notice of the grounds for expulsion and an opportunity to be heard by the Executive Committee.

The Membership Secretary shall remove a person's name from the register upon their cessation of Membership in accordance with this clause.

5. MEETINGS

5.1 One Annual General Meeting

The Association shall hold one Annual General Meeting once during each Association year, in accordance with this part of the Constitution. Any other general meetings of Members held shall be Extraordinary General Meetings.

5.2 Time and Place of Annual General Meeting

The Executive Committee shall convene the Annual General Meeting at such place, on

such day and at such time as the Executive Committee decide except that the Executive Committee shall convene each Annual General Meeting not more than fifteen (15) months (or such greater or lesser period as the Executive Committee may decide) after the date of the preceding Annual General Meeting.

5.3 Period of Notice of the Annual General Meeting

The Executive Committee shall give Notice (in accordance with the provisions of the Constitution relating to Notices) of the Annual General Meeting at least ninety (90) days before the date of the Annual General Meeting.

5.4 Business of the Annual General Meeting

At the Annual General Meeting the Association shall transact the following business in the following order:

(a) reading of the Notice of meeting,
(b) recording of apologies,
(c) reading and confirmation (by resolution) of the Minutes of the previous Annual General Meeting,
(d) reading and confirmation (by resolution) of the Minutes of all Extraordinary General Meetings (if any) since the previous Annual General Meeting,
(e) reading of a Report of the President to the Association on the activity of the Association during the preceding Association Year,
(f) reading or tabling, and adoption or other disposal (by resolution) of, the accounting reports described in Clause 7.22 of this constitution,
(g) election of members of the Executive Committee in place of those retiring,
(h) to confirm the appointment (or reappointment) of a Public Officer of the Association a specified in Clause 7.8 of this constitution,
(i) to confirm the appointment (or reappointment) of Aotearoa New Zealand Contact Person(s) as specified in Clause 7.10 of this constitution,
(j) any special business of which thirty (30) days prior written notice has been given.

5.5 Extraordinary General Meeting

The Executive Committee may, and upon the written requisition of five (5) Members of the Association from at least three regions, shall, by thirty (30)

days prior notice convene a general meeting of Members of the Association to conduct the business stated in the requisition (upon a requisition), and in the notice convening the meeting.

5.6 Quorum at General Meetings of Members

A quorum at the Annual General Meeting and at any Extraordinary General Meeting shall be five (5) persons from three (3) regions present in person.

5.7 Procedure if no quorum

If within sixty (60) minutes from the meeting time appointed no quorum shall be present:

(a) at the Annual General Meeting or at an Extraordinary General Meeting convened by the Executive Committee it shall be adjourned until a date to be determined by the Executive Committee; or

(b) at an Extraordinary General Meeting convened upon a requisition of the Members, then it shall lapse.

5.8 Chair of General Meetings of Members

The President of the Association or in the President's absence the Vice President or in the Vice President's absence a Member of the Executive Committee elected by the Executive Committee shall act as Chair of any General Meeting of Members of the Association.

5.9 Chair's Powers

The Chair of all General Meetings of Members of the Association shall:

(a) have a casting vote (in addition to their own vote) in the case of an equality of votes;

(b) decide the order of business (other than is set out in the Constitution);

(c) decide on all points of order;

(d) decide whether a vote (except election of Members) shall be on voices alone or also on show of hands except that any one Member may demand a written ballot.

5.10 Voting at General Meetings of Members

Any resolution at a General Meeting of Members shall, except where otherwise provided in this Constitution, be carried if voted for by a simple majority of those present in person and entitled to vote and voting.

5.11 Proxies

(a) a Member may appoint a proxy in accordance with this rule to attend and vote on behalf of that Member at any General Meetings of Members,

(b) a Member may only appoint another Member as their proxy,

(c) a Member may be appointed to be the proxy of and may exercise the vote of any Member or Members in addition to exercising their own vote.

(d) a Member may only appoint a proxy by a written or electronic appointment, in a form approved by the Executive Committee, verifiable as originating from the Member or by an attorney for the Member;

(e) an appointment of a proxy shall be deemed to confer the authority to join in demanding a poll and the right to speak at the meeting in respect of which it is given,

(f) a proxy may not be exercised unless the written appointment has been lodged with the Executive Committee at least three (3) hours before the meeting in respect of which it is given is due to commence,

(g) a proxy appointment may be revoked by written notice to the Executive Committee not less than one (1) hour prior to the commencement of the meeting concerned.

5.12 Remote Voting Methods

The Executive Committee may, from time to time, establish procedures for voting by postal, electronic, or other remote means for any general meeting, election, or specific resolution, as it deems appropriate, provided such procedures comply with this Constitution and all applicable legislation.

5.13 Records of Proceedings

(a) Minutes of the proceedings of every General Meeting (Annual and Extraordinary) shall be properly recorded and kept.

(b) Such minutes, once confirmed and adopted by a subsequent meeting, or otherwise approved as accurate by the Chair of the meeting to which they relate, shall be conclusive evidence that the proceedings recorded therein were regular and actually took place as recorded at a meeting duly convened and held.

(c) These minutes shall be binding on all Members of the Association, except as to any irregular proceedings declared and annulled at an Extraordinary Meeting called for that purpose and held within three (3) months after the holding of such

Annual or Extraordinary Meeting.

(d) Where required by applicable legislation, the minutes shall be signed by the person who presided at the initial meeting and/or the person presiding at the meeting at which the minutes are confirmed.

6. THE EXECUTIVE COMMITTEE

6.1 Composition of the Executive Committee

The Executive Committee shall consist of the following office-bearers, elected at an Annual General Meeting:

(a) the President
(b) the Vice-President
(c) the Secretary
(d) the Treasurer
(e) not less than two or more than four Committee members and if they so elect, the immediate past President.

6.2 Election of Executive Committee

The following provisions shall apply to the election of office bearers at the Annual General Meeting:

(a) **Eligibility and General Principles**
Only Members shall be eligible to be members of the Executive Committee. Elections for Executive Committee vacancies shall be conducted in a fair, impartial, and transparent manner, ensuring all eligible Members have a reasonable opportunity to vote.

(b) **Term of Office and Re-election**
All members of the Executive Committee shall be elected for a term of two years. Each retiring member of the Executive Committee shall be eligible for re-election.

(c) **Consent to Act**
No person shall be eligible to act as an Officer of the Association until they have provided written consent to assume the responsibilities of that role. This written consent must be received by the Secretary (or a person designated by the Executive Committee) before their appointment or election takes effect.

(d) **Nomination Process**

Nominations for election as a member of the Executive Committee shall be proposed and lodged with the Association at least four (4) months prior to the Annual General Meeting.

(e) **Election Methods**

In the event that there are more candidates than vacancies for a position on the Executive Committee, an election shall be held. The Executive Committee shall determine the specific method of voting for each election, which may include, but is not limited to:

(1) Electronic balloting, conducted securely online;
(2) Postal balloting;
(3) Balloting conducted at the Annual General Meeting (whether in-person or virtually).

(f) **Ballot Distribution**

Not less than three (3) months prior to the Annual General Meeting, the Executive Committee shall distribute to each Member, via electronic means or postal mail, a ballot paper or secure access to an electronic ballot, listing the candidates nominated for each contested position.

(g) **Conduct of Elections**

A separate election shall be held for each office bearer described in sub-clause 6.1, (Composition of the Executive Committee) in that order. All office bearers shall be elected at the same Annual General Meeting.

(h) **Valid Votes**

To be valid, a ballot paper or electronic vote must be:

(i) Received by the Returning Officer by the specified deadline, which shall be clearly communicated and not less than twenty-one (21) days prior to the Annual General Meeting;
(ii) Clearly marked in accordance with the voting instructions provided;
(iii) Submitted in a manner that allows verification of the voter's eligibility while protecting voter anonymity where practicable.

(i) **Returning Officer**

The Executive Committee shall appoint a Returning Officer, who shall be a Member not standing for election, to oversee the election process. The Returning Officer shall ensure the election is conducted in accordance with these rules and any specific procedures determined by the Executive Committee. Their discretion shall be limited to resolving minor technical irregularities that do not materially affect the fairness or outcome of the election.

(j) **Transition of Office Bearers**

An office bearer shall be deemed to have retired before the meeting for the purpose of the elections referred to in this sub-clause, but for all other purposes shall be deemed to hold office until the close of the Annual General Meeting or until the new candidates are declared elected, whichever is the later.

(k) **Declaration of Results**

The Returning Officer shall accept and record valid votes, tally the results, and convey these results to the Chair of the Annual General Meeting. The Chair shall then declare the poll at the Annual General Meeting.

(l) **Election Procedures**

The specific procedures, timelines, and voting methods for each election shall be determined by the Executive Committee, subject to these rules and any applicable legislation.

(m) **Amendment of Election Rules**

The requirements for election set out in this Constitution may only be amended or varied by a special resolution of the Members passed with prior notice.

6.3 Vacancies

If a vacancy occurs on the Executive Committee, the Executive Committee may appoint a Member of the Association to fill the vacancy. Any Member so appointed shall hold office for the remainder of the term of the Executive Committee member they are replacing.

6.4 Appointment of Co-opted Members

During any term the Executive Committee may co-opt up to two Executive Committee members. The procedure for co-opting and appointing Executive Committee members

is as follows:

(a) The Executive Committee shall, at its sole discretion, determine the methods through which Members are co-opted or appointed.

(b) Only Members of the society at the time of their appointment will be eligible for co-option.

(c) A person becomes an Executive Committee member if all current committee members vote in favour of their appointment.

(d) Any Member so co-opted shall hold office for the remainder of the term of the Executive Committee.

(e) Clause 6.2 (c), (Consent to Act) will be applied.

6.5 Limitation on Period of Presidency

A Member shall not be eligible to be elected as the President in respect of more than four (4) full Association years.

6.6 Ordinary Meetings of the Executive

The Executive Committee may meet at such place and at such times as it shall think fit, and any two (2) members of the Executive Committee may convene a meeting of the Executive Committee by thirty (30) days written notice.

6.7 Special Meetings of the Executive Committee

The President above, and in the President’s absence the Vice President, may convene a Special Meeting of the Executive Committee.

6.8 Quorum at Meetings of the Executive Committee

Three (3) from at least two regions shall form a quorum at any meeting or special meeting of the Executive Committee.

6.9 Procedure at Executive Committee Meetings

The procedure upon lack of quorum, Chair, Chair's powers, voting and minute provisions applicable to a general meeting of Members shall apply to meetings of the Executive Committee with such changes as may be necessary.

6.10 Retention of Officer Consent Records

The Association will retain records of the written consent provided by each officer. These records will be stored securely in a manner determined by the Executive

Committee, ensuring they are accessible for a suitable period, which shall be no less than seven years following the officer's cessation of their duties.

7. MANAGEMENT OF THE ASSOCIATION

7.1 Association Managed by Executive Committee

The Executive Committee shall manage and control all of the business of the Association except that which shall in accordance with the Constitution be dealt with by general meetings of Members.

7.2 Powers of the Executive Committee

The Executive Committee may exercise all of the powers exercisable by the Association under the Constitution.

7.3 Conflict of Interest

(a) Officers of the Association and members of any committee, sub-committee, or other body established by the Executive Committee shall at all times act in the best interests of the Association.

(b) Any officer or member of a committee who has a direct or indirect interest in any transaction or proposed transaction, or in any matter concerning the Association, must declare the nature and extent of that interest to the Executive Committee as soon as practicable after the relevant facts come to their knowledge.

(c) The Executive Committee shall establish and maintain a formal Conflict of Interest Policy outlining procedures for the identification, disclosure, and management of conflicts of interest to ensure transparency and accountability. All officers and relevant individuals shall comply with this policy.

7.4 Regulations

The Executive Committee may from time to time make and rescind, alter, modify or add to regulations in respect of the whole or any part of the conduct of the activity of the Association.

7.5 Regulations to be Constitutional

All regulations made under the preceding Clause shall be consistent with the provisions of this Constitution.

7.6 Appointment of Committees and Other Bodies

The Executive Committee may establish committees, sub-committees, boards, or other bodies (under such titles as it determines) to assist in carrying out any of its functions. Such bodies may include members of the Executive Committee, Members of the Association, and/or other persons as the Executive Committee considers appropriate. The Executive Committee will determine each body's purpose, powers, membership and reporting requirements.

7.7 Delegation of Functions

The Executive Committee may delegate in whole or in part any power or function of the Executive Committee to any Committee or Subcommittee or any other body constituted by the Executive Committee for that purpose under the preceding Clause.

7.8 Public Officer: Appointment

The Executive Committee shall appoint a Public Officer of the Association who is a resident in South Australia and is aged 18 years or older. This appointment shall be maintained to ensure continuous compliance with the legal requirements of the South Australian Associations Incorporation Act 1985, or any subsequent applicable legislation

7.9 Public Officer: Function

The Public Officer shall serve as the primary contact person for the Association in South Australia for members of the public and the relevant regulatory authorities.

7.10 Aotearoa New Zealand Contact Person(s)

The Executive Committee shall appoint at least one (1) and no more than three (3) contact persons for the Association's registration in Aotearoa New Zealand. A contact person is not required to be an officer of the Association. Their appointment, including the filling of any casual vacancy, shall be made by resolution of the Executive Committee, and a person must provide their written consent to act as a contact person before their appointment is effective. A contact person may be removed by resolution of the Executive Committee at any time. The contact person(s) shall be responsible for handling enquiries from the Registrar of Incorporated Societies in Aotearoa New Zealand and for fulfilling other duties as required by the Incorporated Societies Act 2022 (NZ).

7.11 Membership Sub-Committee: Appointment

The Executive Committee shall from time to time as necessary appoint not less than

two (2) nor more than five (5) Association Members or others (and may terminate the appointment of anyone so appointed) to constitute a standing sub-committee of the Association known as "the Membership Committee".

7.12 Membership Sub-Committee: Function

The functions of the Membership Committee are:

(a) to attend to all matters pertaining to applications, renewals and resignations,
(b) to maintain a roll of all categories of Members,
(c) to put forward names of Members to be recognised as Distinguished Members.

7.13 Ethics Committee: Appointment

The Executive Committee shall from time to time as necessary appoint Association Members or others (and may terminate the appointment of anyone so appointed) to constitute a standing sub-committee of the Association known as "the Ethics Committee".

7.14 Ethics Committee: Function

The functions of the Ethics Committee are:

(a) to develop and promote a Code of Ethics for Members,
(b) to deal with complaints according to their established procedures,
(c) to apply sanctions, including decisions with respect to termination of Membership.

7.15 Board of Examiners: Appointment

The Executive Committee shall from time to time as necessary appoint not less than three (3) and not more than five (5) Members of the Association (and may terminate the appointment of anyone so appointed), to constitute a standing sub-committee of the Association to be known as "the Board of Examiners".

7.16 Board of Examiners: Function

The Board of Examiners shall:

(a) establish and activate procedures for examining and certifying trainees from training institutes,
(b) establish standards of training and standards for training institutes,
(c) establish and activate procedures for accrediting training institutes,
(d) and may issue, re-issue, revoke, vary, apply to or remove conditions from, the

appropriate current practice certificates to those persons who apply, and are judged by the Board in their absolute discretion, to be proficient as a:

(i) Trainer, Educator and Practitioner (TEP),
(ii) Psychodramatist,
(iii) Sociodramatist,
(iv) Sociometrist,
(v) Role trainer.

7.17 Division into Regions

The Executive Committee may from time to time divide and subdivide the Members and activities of the Association geographically into territories and define the limits of those territories, when such territory is created, establish or permit, encourage and promote the establishment of groups of Members of the Association and others within each such territory, as Regions of the Association, make or model particular regulations for the existence and operation of Regions.

7.18 Indemnities

Every Officer or member of the Executive Committee and any agent of the Association shall be indemnified by the Association against liability incurred by them in defending any proceedings, whether civil or criminal, as a result of any act or omission committed by that Officer or member in the course of their duties or in the exercise of their authority as an Officer or member of the Executive Committee or agent or servant of the Association and in which judgement is given in their favour or in which they are acquitted.

7.19 Property

The Association, as a legal entity incorporated in Aotearoa New Zealand and South Australia, shall have the power to acquire, hold, and dispose of property and funds in its own name. All such property and funds shall be under the control and management of the Executive Committee, and shall be invested, used, and disposed of strictly within the scope of the objects of the Association and in accordance with all applicable laws and regulations in the jurisdictions where the Association operates.

7.20 Common Seal

The Association shall have the Common Seal and the Executive Committee shall provide for custody of it.

7.21 Affixing of Seal

Any deed or instrument to be executed under seal by the Association shall be executed by having the Common Seal affixed thereto pursuant to a resolution of the Executive Committee so to do in the presence of two (2) members of the Executive Committee who shall attest the affixing.

7.22 Financial Management and Reporting

(a) The Executive Committee shall ensure that full and accurate accounting records are kept to sufficiently record and explain the financial transactions and financial position of the Association at all times.

(b) For each Association Year, the Executive Committee shall cause financial statements to be prepared in accordance with generally accepted accounting practice or other applicable financial reporting standards as required by the relevant incorporating legislation in the jurisdictions where the Association is incorporated.

(c) These financial statements shall be subject to an appropriate level of external assurance (whether by way of external examination, review, or audit) as required by the relevant incorporating legislation and turnover thresholds in Aotearoa New Zealand and South Australia.

(d) The prepared financial statements, along with the assurance engagement report, shall be presented to the Annual General Meeting of Members for consideration and adoption.

(e) The Association shall lodge or file its financial statements and any accompanying reports with the appropriate regulatory authorities in Aotearoa New Zealand and South Australia, as required by law.

(f) The Executive Committee shall ensure the society meets any tier-based reporting and filing obligations imposed under the Aotearoa New Zealand Charities Act 2005 and the Aotearoa New Zealand Incorporated Societies Act 2022.

(g) Bank Account Signatories:

  (i) The signatories for opening and closing bank accounts shall be the President, Secretary, Treasurer, and Assistant Treasurer.

  (ii) The Treasurer's and Assistant Treasurer's signature singly, or any two of the authorised signatories, shall be sufficient to make payment by cheque or other authorised financial transaction.

7.23 Accountant

The Association shall appoint an Accountant of such recognised standing as the Executive Committee shall think fit.

7.24 Communication with Members

(a) The Association is committed to open and effective communication with its Members and shall provide information in a timely and accessible manner, consistent with its legal obligations.

(b) Notices required by this Constitution or by law, including notices of general meetings, may be sent by electronic means (such as email) to a Member's last known electronic address, provided the Member has consented to receive communications by electronic means. Where a Member has not provided such consent, or if electronic communication is not practicable, notices shall be sent by postal mail to the Member's last known physical address.

(c) The Association shall make available to Members, upon reasonable request and in accordance with relevant legislation, key documents of the Association, including but not limited to:

(i) A copy of the current Constitution;

(ii) The Register of Members;

(iii) Minutes of General Meetings;

(iv) Annual Financial Statements and accompanying assurance reports.

(d) Members are responsible for ensuring that the Association has their current and accurate contact details (physical and electronic) to facilitate effective communication.

(e) All communication methods and notice periods shall comply with the minimum requirements set out in the Incorporated Societies Act 2022 (Aotearoa New Zealand) and the Associations Incorporation Act 1985 (South Australia), and any subsequent applicable legislation.

7.25 Privacy

(a) The Association is committed to protecting the privacy of its Members, Officers, and other individuals whose personal information it collects and holds.

(b) The Association shall collect, hold, use, and disclose personal information in accordance with its Privacy Policy and in full compliance with all relevant privacy legislation in the jurisdictions where it operates, including, but not limited to, the

Privacy Act 2020 (Aotearoa New Zealand) and the Privacy Act 1988 (Australia).

(c) The Executive Committee shall ensure that a comprehensive Privacy Policy is developed, maintained, and made accessible, outlining how personal information is managed, secured, and how individuals may access and request correction of their information. All Officers, Members and relevant individuals shall comply with this policy.

8. Dispute Resolution

8.1 General Principle

The Association is committed to fostering a harmonious environment and resolving disputes fairly and efficiently.

8.2 Scope

This Section applies to any dispute, grievance, or complaint arising between:

(a) 2 or more Members; or
(b) 1 or more Members and the society; or
(c) 1 or more Members and 1 or more Officers; or
(d) 2 or more Officers; or
(e) 1 or more Officers and the society; or
(f) 1 or more Members or Officers and the society; and

the disagreement or conflict relates to an allegation that:

(a) a Member or an Officer has engaged in misconduct; or
(b) a Member or an Officer has breached, or is likely to breach, a duty under the society's constitution or bylaws or the Aotearoa New Zealand Incorporated Societies Act 2022; or
(c) a Member's rights or interests as a Member have been damaged or Members' rights or interests generally have been damaged.

8.3 Procedure

(a) Parties involved in a dispute are encouraged to first attempt informal resolution directly with each other or through facilitation by a mutually agreed, impartial third party.
(b) If informal resolution is not achieved, or is deemed inappropriate, a formal

written complaint may be lodged with the Secretary of the Association.

(c) Upon receipt of a formal complaint, the Executive Committee shall promptly appoint an impartial person or a sub-committee, not directly involved in the dispute, to investigate the matter. This process shall be conducted in a fair and impartial manner, allowing all parties to present their case and relevant information.

(d) The appointed person or sub-committee shall, following investigation, attempt to facilitate a resolution or make a recommendation for a decision to the Executive Committee. The Executive Committee shall then make a decision on the dispute, ensuring all parties are informed of the outcome.

(e) The Executive Committee shall develop, maintain, and make accessible a detailed Dispute Resolution Policy, which shall provide further procedural details, timelines, and may include provisions for mediation, arbitration, or other external resolution mechanisms as deemed appropriate.

8.4 Appeal Process

Any party dissatisfied with a decision made under Clause 8.3 may lodge a written appeal with the Secretary within twenty-eight (28) days of receiving the decision. The appeal shall be considered by the Executive Committee (if the initial decision was by a delegate) or, if the initial decision was made by the Executive Committee, by an Extraordinary General Meeting of Members. The decision of the appeal body shall be final within the Association's internal processes.

8.5 Exhaustion of Internal Remedies

No Member shall commence legal proceedings in a court or tribunal in relation to a dispute covered by this Section until the internal dispute resolution processes outlined in this Constitution and the Association's accompanying Dispute Resolution Procedure have been fully exhausted, unless otherwise required by law.

END