

CINZ Rules

Amended by resolution of the NZ Resuscitation Council, 12 March 2024

1. Name

The name of the Society is the:

Core Instructors of New Zealand (CINZ)

(herein after called "The Association")

2. Aims

The Association is established to carry out, within New Zealand, the following aims:

- 2.1 To promote excellence within the structure and delivery of the NZ Resuscitation Council Education Framework.
- 2.2 To represent the views of members on matters relating to resuscitation education.
- 2.3 To share information about research opportunities, job opportunities and conferences in the area of resuscitation.
- 2.3 To provide a forum for discussion and advising the NZ Resuscitation Council on modifications to education frameworks.
- 2.4 To provide educational support and resource information for providers of education courses in accordance with NZ Resuscitation Council policy and guidelines.
- 2.6 To co-operate with the NZ Resuscitation Council to organise conferences and an annual meeting that offers workshops related to education.
- 2.7 To provide a "mentor pool" that can be used to support instructors.
- 2.8 To do all such acts and things as are incidental, or subsidiary to the above objects.
- 2.9 To affiliate itself with the NZ Resuscitation Council and to maintain its status as an affiliated society of the NZ Resuscitation Council.

3. Powers

The Association will have the following powers:

- 3.1 To affiliate or subscribe to any other non-profit organisation having similar objects to the Association.
- 3.2 To raise money from subscriptions and meetings and set up accounts.
- 3.3 To help organise conferences and meetings for the benefit of members and those interested in resuscitation education, and to disseminate and receive information to and from members and others.
- 3.4 To speak on members' behalf in relation to the education framework and resuscitation education.
- 3.5 To pay all or any of the expenses incurred in establishing and running the Association.

- 3.6 To employ or engage staff, advisors or other people and to pay their wages, salaries and/or their expenses on terms suitable to the Association.
- 3.7 To recommend alteration to the powers and rules of the Association provided that no alterations or addition detracts from the stated purposes of the Association
- 3.8 To do all other things that in the opinion of the Association will further its aims.

4. Affiliation

The Association shall seek NZ Resuscitation Council's approval to affiliate itself to NZ Resuscitation Council, and hereby agrees:

- 4.1 To abide by and act in accordance with the NZ Resuscitation Council Constitution, bylaws, rules and regulations and decisions of the NZ Resuscitation Council.
- 4.3 The Association shall assist NZ Resuscitation Council in pursuing NZ Resuscitation Council's aims within its membership.
- 4.4 To be guided by the values of the NZ Resuscitation Council.
- 4.5 Any provision in these rules which is inconsistent with the NZ Resuscitation Council Constitution, bylaws, rules and regulations and decisions shall be invalid to the extent of inconsistency.
- 4.6 If there is any matter which is not provided for in these rules but is provided for by the NZ Resuscitation Council Constitution, those provisions will apply to the Association as if contained within these rules.

5. Membership

- 5.1 Individuals will become members of the Association once they hold current NZ Resuscitation Council CORE Advanced instructor or NLS Advanced Instructor status and have paid in full the relevant membership fee (if any).
- 5.2 NZ Resuscitation Council Advanced Instructors hold full membership; NZ Resuscitation Council Non-Health Professional Instructors hold affiliate membership without the right to hold office or vote in association elections.

6. Termination of Membership

- 6.1 Any member who has not maintained NZ Resuscitation Council instructor status will cease to be a member.
- 6.2 If any member has acted in a way that is deemed by the Executive Committee to be harmful to the aims of the Association a recommendation to the Executive may be made that the member be expelled. Such recommendation shall require a two-thirds (2/3) majority of a General Meeting. The member or organisation concerned must:
 - (i) be given written notice of the proposed recommendation and the reasons for it; and

- (ii) be given an opportunity to be heard at the meeting considering the recommendation.

7. Membership Fee

- 7.1 The membership fees for each class of membership shall be a sum as the Association shall from time to time at any general meeting determine and shall be payable at such time and in such manner as the Association in general meeting shall from time to time determine.
- 7.2 The fee of any member may be reduced or waived in return for services rendered to the Association.

8. Register of Members

- 8.1 The Association will ensure a register is kept of all current members including:
 - (i) each member's name, email and work address and occupation; and
 - (ii) the date on which they became members.

9. General Meetings

- 9.1 General Meetings of the Association will be held at least once every two years to:
 - (i) discuss general business;
 - (ii) receive reports from the Executive Committee as to the activities and finances of the Association.
 - (iii) decide on any matters affecting the Association.
- 9.2 The General Meetings will be open to all members.
- 9.3 General Meetings will be convened by the Chair of the Executive Committee or in their absence by a person appointed by the General Meeting.

10. Special General Meetings

- 10.1 The Executive Committee or six members may request a Special General Meeting at any time by giving written notice to the Secretary stating the reasons for wanting a Special General Meeting.
- 10.2 The Secretary will give notice of a Special General Meeting no later than seven days after receiving the request.

11. Annual General Meetings

- 11.1 The Annual General Meeting of the Association will be held not more than twenty-four months after the previous Annual General Meeting.
- 11.2 The business of the Annual General Meeting will include:
 - (i) the Financial Accounts;
 - (ii) the Annual Report;

- (iii) The 2 yearly election of the following Executive Committee officers:
 - a) Chair;
 - And
 - b) Secretary
 - And
 - c) Honorary Treasurer;
- (iv) The appointment of an auditor to audit the financial accounts if necessary;
- (v) the consideration of any other business.

12. Executive Committee

12.1 The Executive Committee will be elected for a 2-year term at the Annual General Meeting of the Association. It will comprise:

- (i) a Chair;
 - (ii) the Immediate Past Chair
 - (iii) a Secretary;
 - (iv) an Honorary Treasurer
- and
- (v) two other members.

12.2 Nominations for the Executive Committee must be received and affirmed by the nominee and submitted to the outgoing secretary 14 days prior to the election date.

12.3 Nominees must:

- (i) Be current Advanced instructors and have maintained that status for a minimum of two years at the time of the Annual General Meeting or special election date.
- (ii) Provide a brief (six line) biography for circulation on voting documents.
- (iii) Declare any conflict of interest (Intellectual and Financial) for example the generation of income from the promotion and/or sale of courses of a similar nature that are not part of the Education Framework, or affiliation with any organisation offering such courses for promotion or sale.

12.4 The Role of the Executive Committee will be:

- (i) manage the affairs of the Association;
- (ii) implement policy set at General Meetings; and
- (iii) carry out the aims and powers of the Association.

12.5 The Executive Committee will hold at least two meetings each year. The form of notice for each meeting will be determined by the Executive Committee.

12.6 The quorum of the Executive Committee Meetings will be three.

12.7 Any members may attend Executive Committee Meetings as an observer.

12.8 The Chair will convene Executive Committee Meetings and in their absence the meeting will appoint another person.

- 12.9 Executive Committee Meetings will be by consensus but failing a consensus by a simple majority vote of the Executive Committee members present.
- 12.10 The Executive Committee may form sub-committees.
- 12.11 If any position becomes vacant on the Executive Committee prior to the next Annual General Meeting a Special Election will be held to elect a person to fill the position.
- 12.12 The Executive committee will hold office for a period of two (2) years or until the next Annual General Meeting to be held subsequent to that period of time.

13. The Running of Annual General Meetings and Special General Meetings

- 13.1 The Annual General Meeting shall be held within three months following the close of the financial year if the association holds funds.
- 13.2 The Secretary shall convene a Special General Meeting of members when directed to do so by the Executive Committee, or when requested in writing by not less than six members of the Association, the reasons for the request must be stated.
- 13.3 The quorum for all Association meetings will be 20 members.
- 13.4 Meetings will be chaired by the Executive Committee Chair or in their absence by someone else appointed by the meeting.
- 13.5 Decision making at all meetings of the Association will be consensus but failing a consensus decision will be made by a simple majority vote of the members present. Voting will be by voices or show of hands.

14. Notice of an AGM or SGM

- 14.1 Fourteen days written notice of all Association Meetings will be given to all members stating the time, date and place of the meeting.
- 14.2 The Notice for a Special General Meeting of the Association will include the reasons for calling the meeting and set out the full text of any proposed amendments to these Rules (if any).

15. Control of Funds

- 15.1 All funds received by the Association will be paid into its bank account.
- 15.2 All cheques and withdrawal slips drawn on the Association's account will be signed by the Secretary/Treasurer and one other member appointed by resolution of the Executive Committee.
- 15.3 The income of the Association is to be applied solely to further the aims of the Association. No income is to be paid or transferred directly or indirectly to any members. This will not prevent payment of reasonable remuneration or expenses to any officer or employee of the Association or to any members for any services performed by them for the Association.

15.4 At the prior approval of the Association, a member may charge for any services carried out where the Association would have had to pay for that service if it was carried out by somebody who was not a member.

16. Alterations and Additions to the Rules

16.1 The Association may alter, add or cancel any rules at a General meeting provided that:

- (i) Written (including email) notice of the proposed change is included in the notice calling the meeting;
- (ii) the meeting may amend the proposed change;
- (iii) a two thirds majority of the members present at the meeting agree to the change;
- (iv) no alterations, additions or cancellation will be made to these rules that are in conflict with:
 - a) the aims of the Association; and
 - b) the charitable nature of the Association.
- (v) any alteration, addition or cancellation is consistent with the NZ Resuscitation Council Constitution, bylaws, rules and regulations and authorised by resolution of the Council.

17. Winding Up

17.1 The Association may be wound up if:

- (i) a majority of the members at a General Meeting pass a resolution to wind up the Association;
- (ii) a second meeting is held not earlier than 30 days since the first meeting to confirm or reject the resolution; and
- (iii) at the second meeting a two thirds (2/3rds) majority of the members confirm the resolution; and

17.2 On winding up any surplus assets of the Association will be distributed to the NZ Resuscitation Council, or if NZ Resuscitation Council no longer exists, any other non-profit body with the same or similar aims.

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