



NZROHA / New Zealand Register Of
Holistic Aromatherapists

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NEW ZEALAND REGISTER OF HOLISTIC AROMATHERAPISTS INCORPORATED

Registered under the Incorporated Societies Act 1908. Incorporation Number: 597012

THE RULES:

The rules of NEW ZEALAND REGISTER OF HOLISTIC AROMATHERAPISTS INCORPORATED

1. NAME

The name of the Society is NEW ZEALAND REGISTER OF HOLISTIC AROMATHERAPISTS INCORPORATED.

2. OBJECTIVES

The Mission Statement of the NZROHA shall be the preservation of health by advancing the knowledge, practice of and expertise in aromatherapy by education, teaching and training and other lawfully charitable means.

The objectives for which the Register is established are:

- i) To promote the establishment and maintenance of a programme of professional education designed to improve the standards of the practice of aromatherapy by making available and disseminating as widely as possible all available information relating to the practice of aromatherapy.
- ii) To promote the establishment of ethical and professional standards for the practice of aromatherapy for the benefit of the general public and the members of the profession.
- iii) To promote the support and encouragement of scientific research applicable to aromatherapy and its practice.
- iv) To promote the establishment and maintenance of a programme to inform the general public of the benefits of aromatherapy and of the requirements for the ethical and professional practice thereof.

3. MEMBERSHIP AND CLASSES OF MEMBERSHIP

- i) The Register shall consist of members each being trained, interested or engaged in aromatherapy or any person interested in furthering the objects of the Register. Members must abide by the Rules, Code of Ethics and Code of Practice.
- ii) There shall be two classes of membership:
 - a. PROFESSIONAL MEMBER STATUS: Holistic Aromatherapists who meet the Standards of Training criteria
 - b. ASSOCIATE MEMBER STATUS: all other persons
- iii) The Executive Committee is also empowered in its sole discretion to set such additional requirements or conditions of membership as it may deem necessary or advisable in the best interest of the NZROHA.

4. NEW MEMBERS

- i) New members shall be admitted upon receipt by the Register of the official application form in writing signed by her/himself and payment of Annual Subscription.
- ii) To be admitted as a new Professional Member, applicants must also meet the requirements set out in Clauses 5.i) and 5.ii)

5. PROFESSIONAL MEMBERS

- i) Each application for registration as a new Professional Member must be accompanied by an application fee. Upon acceptance onto the Register as a Professional member, the applicant will then forward the appropriate full or part subscription to fulfil Professional Membership.
- ii) To be accepted onto the Register as a new Professional Member, an applicant must meet the Register's criteria for professional training. A précis of the criteria is to be available from the Register and displayed to NZROHA members in accordance with the Privacy Policy.
- iii) To retain Professional Status a member will be required to:
 - a. pay the annual subscription;
 - b. provide evidence of a current first aid certificate **or comparable qualification.**;
 - c. complete every 2 years, from 1 April 2000, at least 20 hours of professional development consistent with recommendations of the Register; as per Annex Y in the Membership Policy, and
 - d. provide evidence to the Register in an approved form of the professional development undertaken.
- iv) Re-registration of lapsed Professional members be accepted subject to:
 - a. Submitting a portfolio of on-going professional development to the Executive Committee for approval;
 - b. That the lapse is no longer than 4 years.
- v) NZROHA will consider for acceptance to Professional Membership, members of certain International Aromatherapy Associations (such as IFPA and IFA) which have comparable Standards to NZROHA, on a case by case basis.

6. ANNUAL SUBSCRIPTION

- i) The Annual subscription is set by the Executive Committee who can change it to a maximum of 10% per annum. If the subscription should change by more than 10% in any one year, the annual subscription is to be set by the majority of current financial members at an Annual General Meeting.
- ii) Any person joining the Register six months into the New Year shall pay a percentage of the yearly subscription as set by the Executive Committee.
- iii) NZROHA Executive Committee members shall receive free NZROHA membership for the duration of their period in office as a token of appreciation for the time and work given.

7. FINANCIAL YEAR

- i. The financial year for this Register will end on 31st March of each year.
- ii. NZROHA end year financial statements must be prepared by an Accountant and must be presented to the AGM within 3 months of the Balance date.

8. RESIGNATION OF MEMBERS

- i) Any member may resign from her/his membership by giving to the Registrar notice in writing to that effect. Every such notice shall unless otherwise expressed take effect immediately.
- ii) A member shall be deemed to have resigned if subscription payment is not received within three months of financial year end.

9. EXPULSION OF MEMBERS

- i) Any member committing any act which appears to be detrimental to the honour of the Register and not in accordance with the Register's code of ethics shall be called upon to give an explanation to the Executive Committee and if in default thereof or if such explanation is not satisfactory or convincing to those present he or she may be liable to be suspended or expelled from the Register and his/her name removed from the Register.

Misconduct is to be notified by two people in writing and sent to the Registrar. The complainants and the defendant must be prepared to attend a disciplinary hearing of the Executive Committee who are deemed to be the disciplinary committee.
- ii) Any member expelled from the Register may appeal to the members at the next Executive Committee meeting for restitution of her/his rights and privileges. He/she shall give one month's notice of his/her intention in writing to the Registrar.

10. **ALTERATION OF RULES**

- i) These rules may be altered, added to, rescinded or otherwise amended by a resolution and passed by professional financial members present at an annual general meeting, following Rule 19 Quorum and Rule 16 Notice of business.
- ii) Every such notice shall set forth the purpose of the proposed alteration, addition, rescission or other amendments.
- iii) Duplicate copies of every such alteration, addition, rescission or amendment shall forthwith be delivered to the Registrar of Incorporated Societies in accordance with the requirements of the Act.
- iv) Provided that no addition, alteration or rescission of the rules shall be made if it affects either the pecuniary profit or winding up clauses.

11. **ANNUAL GENERAL MEETING**

The annual general meeting shall be held within three months of financial year-end for the following purposes:

- i) to receive from the Executive Committee a financial and operation report
- ii) to fill the vacancies in the Executive Committee
- iii) to decide on any resolution which may be duly submitted to the meeting. Urgent motions will be received at the beginning of the meeting for consideration by the Executive Committee and discussed under General Business
- iv) if a quorum is not present, the matters as advertised in the notice of meeting may be proceeded with and any decisions made may be adopted by a Special General Meeting convened in accordance with Clause 16 (Notice of Business). This special general meeting may be conducted by email correspondence to ensure that a quorum is present.

12. **SPECIAL GENERAL MEETING**

- i) A special general meeting shall be called upon the requisition in writing of any ten members stating the purposes for which the meeting is required.
- ii) A special general meeting may be called by the executive committee as and when required.

13. **ORDINARY GENERAL MEETING**

An ordinary general meeting shall be held at least three times a year for the purposes of transacting the business of the Register and deciding upon such resolutions as are duly submitted to the meeting.

14. **SUBCOMMITTEES**

- i) The Executive Committee may appoint subcommittees and establish a budget for their operation if such is required.
- ii) Subcommittee meetings will be called by the Chairperson of that committee at her/his discretion with a report of that meeting submitted to the next Executive Committee meeting.
- iii) Such subcommittees shall not authorise expenditure or cost on behalf of the Register and shall not represent themselves as having any executive authority to bind the Register in any agreement, financial or otherwise.

15. **EXECUTIVE COMMITTEE MEETINGS**

Executive Committee meetings will be held as and when necessary.

16. **NOTICE OF BUSINESS**

Not less than seven clear days before a special general meeting, not less than twenty-eight clear days before the Annual General Meeting and not less than seven clear days before any other General Meeting a notice of that meeting together with a copy of the financial report in the case of the annual general meeting and a notice of the business to be transacted at it, in the case of special/general meeting or annual general meeting shall be sent to every member.

17. SERVICE OF NOTICE

Every notice required to be given to a member shall be deemed to have been duly delivered if posted in a pre-paid letter addressed to her/him at the address listed in the Register.

18. PROCEDURE AT MEETINGS

At all general meetings, the Chairperson or any other duly elected chairperson shall take the chair, and every current financial professional member shall be entitled on any motion to one vote exercised by show of hands in person or by proxy in writing and in the case of any equality of votes the Chairperson shall have a casting as well as a deliberative vote. Speaking rights may be granted to non-financial members at the meeting's discretion.

19. QUORUM

Quorum is a 51% of the Executive Committee.

20. APPOINTMENT OF OFFICERS

- i) The Register shall elect an Executive committee comprising of min of 4, max of 7 members, who shall hold office for a 3 year period. This will be on a rotation basis. (maximum of 3 terms) They shall hold office until their retirement from or removal from office.
 - a. The elected min 4, max 7 executive committee members shall allocate the positions with the understanding of the strengths, knowledge and training of the elected members – Chairperson, Treasurer, Secretary to be voted by the members at an AGM, upon their renewal term or on retirement, by a special meeting if retirement is a midterm.
 - b. The min 4, max 7 members appointed at the AGM will be on a rotation basis, which begins with 3 members being appointed for a 1-year term and upon renewal for a 3-year term. 2 EC members initially appointed for a 2-year term on renewal for a 3-year term. 2 EC members being for a 3-year term. This will allow for continuity when a member of the EC retires.
 - c. The Secretary position is to be managed by the executive committee in case of the role being unfilled.
- ii) The executive committee to comprise of current financial members. It may include two financial associate members.
- iii) One Executive committee member shall be responsible for Registrations, they may create a Registration board which can consist of 2 current Professional members (voluntary), they will be responsible to the Executive committee and responsible for:
 - a. Receiving, reviewing and assessing applications for NZROHA Professional membership.
 - b. Making recommendations to any unsuccessful applicants so as to help and encourage future application success.
 - c. Making recommendations to the Executive Committee for approval of new Professional members.
- iv) An application for NZROHA Professional membership may be reviewed and assessed by a single Registrar or by two or three Registrars jointly.
- v) If any Registrar should vacate office during the year following election, the Executive Committee shall have the power to appoint a current Professional member to fill the vacancy until the next annual general meeting.

21. VACANCIES ON EXECUTIVE COMMITTEE

- i) The Executive Committee shall appoint a member to fill any casual vacancy on the Executive Committee until the next annual general meeting, and any member so appointed shall retire at the next annual general meeting together with any member of Executive Committee whose term has come up for renewal, but all or any of the retiring Executive Committee shall be eligible for re-election for up to three years.
- ii) Should the entire Executive Committee of the preceding year be voted out or retire, at least one member is to be appointed as an ex-officio member for continuity.
- iii) Any member may nominate another member with their consent for election to the Executive Committee. Nominations in writing to the NZROHA must be made no later than 30 days prior to the annual general meeting.
- iv) Each nomination may be accompanied by a statement of intent, biographical notes or similar, of not more than 300 words, for distribution to the voting members. The voting statement will include the nominator's name.

22. DUTIES OF EXECUTIVE COMMITTEE

It shall be the duty of the Executive Committee to:

- i) Generally conduct the affair of the Register in accordance with the acts and requirements of the Register.
- ii) Keep usual and proper books of accounts properly posted up and other records of the business of the Register.
- iii) Notify members of intended meetings.
- iv) Prepare and submit to the annual general meeting a financial and operation report for the preceding year. Meetings of the Executive Committee may be convened by circular letter or telephone at such times and places as the Chairperson or, in the case of her/his absence, inability or refusal to act, three Executive Committee members.

23. THE COMMON SEAL

- i) The common seal of the Register shall be that adopted by the Executive Committee, who shall be responsible for its safe custody and control.
- ii) Whenever the common seal of the Register is required to be affixed to any deed document or other instrument, the seal shall be affixed pursuant to a resolution noted in the Minute Book of the Executive Committee or the annual general meeting by the Chairperson or any other member of the executive committee thereby authorised to affix the seal (and the persons so affixing the seal shall at the same time sign the document to which the seal is so affixed).

24. CONTROL, USE, INVESTMENT OF FUNDS; BORROWING POWERS

- i) All monies received by or on behalf of the Register shall forthwith be deposited to the appointed bank account, as of 2021 this being ASB. All withdrawals shall be approved using the relevant banking system by two of the four signatories – those being two of the four signatories currently registered with the ASB account.
- ii) The Register may from time to time invest and reinvest in such securities and upon such terms as it may think for the whole or any part of its funds which may not be required for the immediate business of the Register. This will be decided upon at an Executive Committee meeting.
- iii) The Register shall, in addition to the other powers vested in it, have the power to borrow or raise money from time to time by the issue of debentures bonds, mortgages or any other security founded or based on all or any of the property or rights of the Register or without any such security and upon such terms as to priority and otherwise as the Register thinks fit; but the powers of so borrowing or raising money shall not be exercised except pursuant to a resolution of the Register passed in general meeting.
- iv) The funds of the Register are not to be used for private pecuniary gain. Members can, however, be reimbursed for expenditure incurred and paid reasonable remuneration for services rendered approved by the committee at a regular meeting.
- v) Nothing expressed or implied in this constitution shall permit the activities of this society to be carried on for the personal pecuniary profit of any member or individual, nor shall any distribution, whether by way of money, property or otherwise be made to any member or individual.
- vi) No member or person associated with a member of this society shall derive any income, benefit or advantage. Except where that income, benefit or advantage is derived from:
 - a. Professional services to the society rendered in the course of business charged at no greater rate than current market rates, or,
 - b. Interest on money lent at no greater rate than current market rates.

AND all members who may be interested or concerned directly or indirectly shall disclose the nature and extent of their interest to the committee.

25. DISSOLUTIONS

- i) The Register shall be dissolved if at an Annual General Meeting of which due notice is given and a simple majority of those voting passes a resolution to this effect; subsequently, another general meeting shall be held to confirm the resolution passed at the Annual General Meeting
- ii) If upon the winding up or dissolution of the society there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the society. Such remaining property shall be given or transferred to some other approved non-profit body organisation having objectives of NZROHA or for some other charitable purpose – within New Zealand. In the event of default (Committee being unable to decide), the remaining assets are to be distributed as a Judge of the High Court directs.

26. REGULATIONS

In a general meeting, the Register may amend or delete rules and regulations that are not in accordance with Governmental Regulations as published by Government Press.

27. AFFILIATIONS

- i) Affiliation with other associations will be decided upon at the annual general meeting or special general meeting of the NZROHA.
- ii) Any provincial chapter emerging shall be bound by the rules and ethics of this Register.

28. CODE OF ETHICS AND CODE OF PRACTICE

The Code of Ethics and Code of Practice shall be devised by the Executive Committee and ratified by the members at a general meeting. Any changes to it will be made at the annual general meeting by majority vote.

29. INTERPRETATION OF THE RULES

Should a difficulty arise in the interpretation of these articles, such difficulty shall be referred to the Executive Committee for discussion. Their interpretation shall be final and binding on all concerned.

30. LOGO AND INITIALS

- i) The Register's logo can be used only by the financial, Professional Members of the NZROHA.
- ii) The Register's initials (NZROHA) can be used only by financial Professional Members of the NZROHA

31. REGISTERED OFFICE

- i) The register office of the NZROHA shall be situated at No.280 Trafalgar St Nelson or at such place as may be decided by the Executive Committee.
- ii) Notice of every change of situation of the registered office shall be duly sent to the Registrar of Incorporated Societies.

32. INTERPRETATION

- i) In these rules, except where a different intention appears, 'Act' means the Incorporated Societies Act 1908.
- ii) 'Register' means NEW ZEALAND REGISTER OF HOLISTIC AROMATHERAPISTS (INCORPORATED) incorporated under these rules.
- iii) 'Chairperson' 'Secretary' 'Treasurer' 'Registrar' mean respectively the Chairperson, Secretary, Treasurer, Registrar and Committee Members of the Register.
- iv) 'Meeting' means a meeting of the Register.
- v) 'Member' means a member of the Register.
- vi) 'Aromatherapy' means the use of concentrated vegetal extracts known as essential oils to enhance health and wellbeing and prevent ill health.
- vii) 'Holistic Aromatherapist' means a practitioner trained in the use of aromatherapy.
- viii) 'Standards of Training Criteria' means professional standards for the practice of aromatherapy, set from time to time by members of the Register at a general meeting.