



**CCS**  
**disability action**  
Including all people

TE HUNGA HAUĀ MAURI MŌ NGĀ TĀNGATA KATOA

# Governance Handbook

Updated  
**February 2023**

## Governance Handbook Updates, Additions and Amendments

Date of Change	Guideline	Updated	Amended	Added
23 October 2014	Standards of Integrity and Conduct for Governance			√
23 October 2014	Code of Conduct Agreement			√
11 March 2015	Proxy Votes – explanation, process and treatment of			√
	Millennium Charter Document			√
	National Organisation Structure (Management)	√		
	Meeting agenda template Added guidelines on identification of what is general business	√		
	Meeting Minute Template Included meeting opening and closing times	√		
4 June 2015	Reference to National Policies Description of Organisational Policies in existence			√
28 October 2015	National Levies Added explanation of National Levies			√
28 October 2015	AGM Timelines Guide	√		
25 November 2015	AGM Minute Template for moving motions amended to Moved: <b>Seconded:</b> Carried		√	
25 November 2015	AGM Minute Template amended to include a motion for destruction of proxy votes		√	
4 December 2015	Regional Representatives attending branch meetings			√
	Regional Representatives being given proxy votes for National AGM			√
27/01/2016	Retention period for Governance Minutes – historical documents so to be archived (page 37)			√
13/04/2016	Updated National Management Structure diagram	√		
13/04/2016	Police Vetting (page 31)			√
13/04/2016	Assets & Liabilities Working Group – reference page 25 – removed as term has ended	√		
17/06/2016	Branch Staff responsibilities: To Update the LEC/LAC/LC Directory with any changes to the local committee listing for their branch (Page 28)			√
1/08/2016	Code of Conduct (Page 40)		√	
1/08/2016	AGM Deadlines updated for 2016	√		
1/08/2016	General Format tidy up	√		
14/10/2016	Addition of Register of Interest Template			√

Date of Change	Guideline	Updated	Amended	Added
27/10/2016	Admin Duties after AGM: (page 46) Clarification that LAC members do not need to be registered with Charities as Officers		√	
March 2018	Updated handbook – splitting out templates as separate appendices document, adding the Constitution, updated Frameworks and refresh of processes and policies in general	√	√	√
July 2018	Updated Organisation Operational Structure and Governance Lines of Communication	√		
October 2018	Privacy: AGM Proxy Votes – Phoning membership instructions			√
December 2018	LEC Meeting agenda template updated to include Tier 2 Limitation quarterly reporting and schedule	√		
January 2019	Addition of Governance and Member Website Portal information under Governance Processes			√
March 2019	Governance Agenda and minute templates updated to include Branch Plans and reporting against Branch Plans			√
August 2019	Updating of logos/branding	√		
September 2019	Under Branch AGMs – post AGM actions required – addition of Legal Deposit Requirement Page 118			√
September 2019	Organisational Structure	√		
October 2019	Legal Deposits Requirements for Annual report			√
October 2019	Clarification of Coopting and appointing Committee Members Page 99 - 100			√
October 2019	Nomination of Committee Members at Branch AGMs – practice (versus rule) page 98			√
October 2019	LAC/LC Agenda template updated to include :EGL Review Updates			√
November 2019	Updating of Branch AGM templates re motion to appoint auditor		√	
February 2020	Updated Strategic Priorities, Maori Disability Framework and Disability Leadership Framework documents for 2019-2022	√		
August 2020	Updated Office locations for Operational and governance regions		√	
August 2020	Terminology change of Regional Representatives” to “Regionally Elected Board Members (excluding the National Constitution)		√	
September 2020	Updated Organisational Structure Chart for 2020	√		
December 2020	LEC Nomination Form GRR3 in Appendices updated and now is	√		

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<b>Review Date:</b>	<b>Last Amendment/Review:</b> 2 <sup>nd</sup> February 2023

Date of Change	Guideline	Updated	Amended	Added
	also to be used for LC Finance Committee Members			
December 2020	LC Finance Committee nomination process added (same as for LEC) <a href="#">page 97</a>			√
December 2020	LAC Submissions to Council Process <a href="#">page 93</a>			√
December 2020	LAC Membership – Parents of Young Children <a href="#">page 93</a>			√
December 2020	General ZOOM for Governance Meetings <a href="#">page 110</a>			√
December 2020	ZOOM for AGMs Meetings <a href="#">page 107</a>			√
December 2020	Membership & Directories including Life Membership, Updating of Branch and Governance Directories <a href="#">Page 103</a>			√
December 2020	Ministry of Justice/Police Vetting Process and new committee members starting time <a href="#">page 98</a>	√		
December 2020	AGM Processes After the AGM – 3 printed copies of annual Report to be sent to the National Information Manager <a href="#">Page 124</a>			√
December 2020	Admin duties prior to AGMs <a href="#">Page 122</a>	√	√	√
December 2020	Identification of types of Life Membership Types <a href="#">Page 103</a>			√
February 2021	Governance Code of Conduct Updated to include Complaints process	√		
February 2021	National Constitution Updated to the Plain Language Constitution as adopted 3.12.2020 <a href="#">pages 1-27</a>	√		
February 2021	Removal of Coopted LAC membership (not constitutional so only appointed LAC membership applies)	√		
March 2021	General re-organisation of the document to streamline and keep related subjects together		√	
September 2021	Update of Probity Policy to include Board stance on Raising petitions <a href="#">Page 81</a>			√
October 2021	Inclusion of process for Patronage of a Branch/National Entity			√
July 2022	Updated Governance Expenses and Reimbursement Policy for clarity and IRD mileage and meal allowance rates	√		
July 2022	Added Governance Reasonable Accommodation Policy	√		√
October 2022	Updating password for Governance Portal			

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Date of Change	Guideline	Updated	Amended	Added
February 2023	Updating information under "About CCS Disability Action"	√		
February 2023	Updating references to the "Board" to "National Board" as appropriate to distinguish between local governance committees and the National Board.			
February 2023	Password for accessing Governance Portal to be confirmed following update of CCS Disability Action Website.		√	

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## **Key Organisational Documents**





**CCS**  
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**TE HUNGA HAUĀ MAURI MŌ NGĀ TĀNGATA KATOĀ**

**CONSTITUTION**

**OF**

**CCS DISABILITY ACTION INCORPORATED**

**(INCORPORATED AT WELLINGTON ON 27 MARCH 1935)**

As adopted with effect from 3<sup>rd</sup> December 2020

<b>National Constitution:</b>	<b>Issue Date:</b>
<b>Review Date:</b>	<b>Last Amendment/Review: 3<sup>rd</sup> December 2020</b>

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**National Constitution (Updated December 2020)**

**Part One - Name**

1.1 Our full legal name is **CCS Disability Action Incorporated**. In this Constitution, we will use our everyday name CCS Disability Action.

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## Part Two - Definitions And Operative Date

2.1 In this Constitution, unless the context otherwise requires:

**“The Act”** means the Incorporated Societies Act 1908. This includes all amendments to this Act.

**“Assets”** means property, money or any other belongings of the organisation.

**“Board”** means our National Board. This Board is created under Part Nine of this Constitution.

**“Board National Representative,”** or **“National Representative”** means a person elected as an officer of CCS Disability Action under Rule 10.3(c) of this Constitution.

**“Board Regional Representative”** or **“Regional Representative”** means the same as **“Board National Representative,”** or **“National Representative,”** a person elected as an officer of CCS Disability Action by the Members in the relevant Region under Rules 10.3(d) and 10.3 (c) of this Constitution.

**“Branch”** means an incorporated Branch of CCS Disability Action. See the definition of incorporated below.

**“Casting Vote”** If there is an equality of votes, the chairperson can vote again so a decision can be made i.e. has an extra vote.

**“Chief Executive”** means the Chief Executive appointed by the Board under Rule 9.3(n).

**“Constitution”** means a set of rules for an organisation.

**“Delegates”** mean people who represent the Members of the organisation at meetings. These delegates are elected Members of the Board or Branch committees. Delegates can make decisions about the organisation or Branch on behalf of Members.

**“Deliberative vote”** means they vote as an ordinary Member.

**“Incorporated”** means a group or organisation that has been registered under the Act. This gives the group or organisation the legal ability to operate as if it were a legal person. This protects the Members of the group from liability. This also means the Members do not own the assets of the group.

**“Life Member”** means a person, group or organisation that we have permanently made a Member who has full voting rights and has free Membership.

**“Liquidation”** means to sell everything the organisation owns and to pay everyone the organisation owes money to before closing the organisation.

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**“Local Executive Committee”** or **“LEC”** means a committee appointed by the Board under Part Seven of this Constitution.

**“Local Area”** means a geographical area of New Zealand as defined by the Board.

**“Local Advisory Committee”** or **“LAC”** means a committee of Members appointed by Members in a Local Area under Part Six of this Constitution.

**“Local Committee”** or **“LC”** means a committee of Members that combines the functions of the LAC and LEC as set out under Part Eight of this Constitution.

**“Member”** means a person, a group or an organisation that registers as a Member of a Branch. If a person, group or organisation is in a Local Area that does not have a Branch; they can register as a Member of the national organisation as set out in Part Four of this Constitution.

**“Proxy”** means a person who is given the power or authority to do something (such as to vote) for someone else.

**“Quorum”** means the lowest number of voting Members needed before a meeting can be held.

**“Region”** means a geographical part of New Zealand defined by the Board. Regions determine representation and voting rights.

**“Resolution”** means a firm decision to do something or not do something.

## 2.2 Operative Date

This Constitution shall be effective on and from 3<sup>rd</sup> December 2020

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**Part Three – Objects/purposes**

3.1 The objects/purposes of CCS Disability Action are:

- (a) To work in partnership with disabled people, and their families, to ensure equality of opportunity, quality of life and a community which values full inclusion and participation.
- (b) To support disabled people to attain their rights and achieve their aspirations.
- (c) To recognise and honour the principles of the Treaty of Waitangi.
- (d) To support and promote self-determination of disabled people and their families.
- (e) To remove through education, research and advocacy, the attitudinal, social, legal, political, environmental and other barriers which limit opportunities for disabled people and their families.
- (f) To promote or provide services in response to the identified needs and choices of disabled people and their families.
- (g) To promote education and research on disability and impairment.
- (h) To support and promote the well-being of disabled people and their families.
- (i) To ensure disabled people and their families have equitable participation in all aspects of CCS Disability Action.
- (j) To develop awareness and understanding to support full community inclusion and participation of disabled people and their families.
- (k) To receive money and property through donations, bequests, funding or gifts, to enable us to achieve our objects/purposes. This includes any money or property given to CCS Disability Action under its former name the New Zealand Crippled Children Society Incorporated.
- (l) To carry on the vision of the New Zealand Crippled Children Society Incorporated as envisioned when first incorporated in 1935. This is only to the extent that this vision remains consistent with the above objects/purposes of CCS Disability Action.

3.2 CCS Disability Action is a registered charity under the Charities Act 2005. The objects/purposes in Rule 3.1 must be interpreted and applied based on this charitable status and purpose.

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# Part Four - Membership

## 4.1 General

- (a) Any person using CCS Disability Action support services can become a Member of a Branch with full voting rights. They will not be charged a Membership fee.
- (b) Any person, group, or organisation within a defined Branch area can become a Member of that Branch with full voting rights. They will be charged an annual Membership fee.
- (c) If a person, group or organisation is in a Local Area that does not have a Branch; they can register as a Member of the national organisation. Membership fees determined by (4.1 (a) and 4.1 (b)), if charged, will cover the financial year starting 1 July and ending 30 June.
- (d) A Member stops being a Member:
  - (i) if they resign their Membership; or
  - (ii) if they are a Member of a Branch that stops operating as a Branch of CCS Disability Action; or
  - (iii) if they are required to pay an annual Membership fee and fail to pay the fee prior to 30 September; or
  - (iv) if they die or cease operating (if they are a group or organisation) or;
  - (v) if they are a Member of a Branch and the Board votes to exclude them from Membership based on the recommendation of the LAC in the Member’s Local Area.

## 4.2 Life Members

- (a) **Life Member:** Three (or more) Members with full voting rights can nominate a person for election as a Life Member. This nomination must be in recognition of notable service to the interests or objects/purposes of CCS Disability Action. Nominations must be made in writing to the Board Secretary. The Board will vote on the nomination at the next Board meeting. If approved by a majority at the Board Meeting, the nomination will be voted on at the next Annual General Meeting. To be accepted, the nomination must get a two-thirds majority of votes at the Annual General Meeting. All Life Members must be approved through this process.

Life Members have the same rights as other Members, but do not have to pay any annual Membership fee.

- (b) **Honorary Members:** An Honorary Member is a person who has provided important service to the interests or objects/purposes of CCS Disability

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Action. Honorary Members have no voting rights. The Board may vote to appoint Honorary Members every year.

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**Part Five - Branches**

- 5.1 Branches of CCS Disability Action may be incorporated under the Act, and when incorporated will be affiliated to CCS Disability Action. All Branches in existence at the date of this Constitution are affiliated to CCS Disability Action.
- 5.2 The name of each Branch must be “CCS Disability Action [Local Area description] Incorporated”. The Branch can only use this name as long as the Branch is affiliated to CCS Disability Action.
- 5.3 Branches will not use the words “Crippled Children Society” or similar words in its legal name. Branches may use such words for the purpose of identifying the former legal name of the Branch. Branches may do this only to the extent that the Board considers necessary.
- 5.4 The objects/purposes of a Branch is to carry out the objects/purposes of CCS Disability Action in the Local Area serviced by the Branch.
- 5.5 The Board can determine the Local Area serviced by a Branch and the name of a Branch in consultation with the LAC, or LC, of that Branch.
- 5.6 The Board must approve the Constitution of a Branch and any amendments before they are effective. A Branch Constitution and any amendments must be consistent with this Constitution and the Act.
- 5.7 All Members of a Branch are Members of CCS Disability Action. Members of a Branch must follow this Constitution as long as the Branch exists and affiliates to CCS Disability Action.
- 5.8 A Branch shall cease to be an affiliated Branch of CCS Disability Action if:
  - (a) The Branch is wound-up or dissolved; or
  - (b) A resolution is passed by a two-thirds majority of votes from voting delegates, that the Branch shall cease to be affiliated to CCS Disability Action; or
  - (c) by resolution of the Board if the Branch fails, or refuses, to adopt any charter that has been adopted at an Annual General Meeting.
- 5.9 A Branch may be put into liquidation:
  - (a) voluntarily by resolution of Members of the Branch in accordance with the Act;
  - (b) by the High Court on the application of CCS Disability Action, any Member of the Branch, a creditor of the Branch, or the Registrar of Incorporated Societies as provided in the Act.
- 5.10 A Branch may be dissolved by the Registrar of Incorporated Societies as provided in the Act.

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**Part Six - Local Advisory Committees (LAC)**

- 6.1 The rules of each Branch will allow Members of that Branch to appoint a LAC.
- 6.2 Members of CCS Disability Action in a Local Area not serviced by a Branch will appoint a LAC by a ballot co-ordinated by the Board.
- 6.3 Eligibility - People appointed to a LAC must:
  - (a) be Members of CCS Disability Action who live in the relevant Local Area; and
  - (b) not be or have been employees of CCS Disability Action or the Branch within 12 months of their proposed appointment.

Up to three Members of a LAC may also be Members of the LEC of the Branch.

- 6.4 The functions and powers of LACs are:
  - (a) to provide advice and support to the Board to achieve the objects/purposes of CCS Disability Action; and
  - (b) to advocate for the objects/purposes of CCS Disability Action in consultation with management; and
  - (c) to monitor the operations of CCS Disability Action in the relevant Local Area to ensure that services are meeting nationally defined standards; and
  - (d) to monitor, advise and support the management of the Branch on non-financial matters; and
  - (e) to help the Branch and National Organisation communicate with people we support in the Local Area; and
  - (f) to assist with elections for Board Regional Representatives; and
  - (g) to appoint a voting delegate from the Local Area for general meetings of CCS Disability Action; and
  - (h) to report to and liaise with the Board through the Regional Representative.
- 6.5 Each LAC will nominate people for the LEC of that Branch. These people will have suitable skills and live in the Local Area. The nominations will be given to the Board before the Branch’s Annual General Meeting.

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**Part Seven - Local Executive Committees (LEC)**

7.1 The rules of each Branch will allow the appointment of an LEC.

7.2 The LEC of a Branch shall consist of:

- (a) up to three persons appointed by the Board from the nominations received from the LAC. These persons must not be or have been employees of CCS Disability Action within 12 months of being nominated for the LEC. The Board can appoint more people from Members, if the Board is satisfied that doing so is necessary or desirable for the proper and efficient governance of the Branch.
- (b) The Board’s nominee, during any period in which a Board nomination is in effect.

The Board will determine who to appoint based on the desirability of achieving; diversity, an appropriate skillset and overall balance in the composition of the LEC.

7.3 A member of the LEC may resign by giving notice to the Board. The Board may also dismiss a member of the LEC.

7.4 Unless they resign or are dismissed, each member of the LEC will hold office for a period of two years. A LEC member can be re-nominated at the end of the two-year period.

7.5 The Branch Manager, or their nominee, will attend all meetings of the LEC. This is unless the LEC decides the Branch Manager will not be at all of, or part of a meeting. The Chief Executive is entitled to attend any meeting of the LEC.

7.6 LECs may exercise all or any of the powers, functions and discretions vested in the Branch including but not by way of limitation:

- (a) To carry out the objects/purposes of CCS Disability Action and the other objects/purposes of the Branch.
- (b) To advise and support the management and staff members of the Branch.
- (c) To assist the management and staff members of the Branch with fundraising initiatives.
- (d) To monitor Branch performance against the Business Plan and Budget for the Branch.
- (e) To approve recommendations on the acquiring and disposing of land and buildings by the Branch and on borrowing funds. Both these powers are subject to the approval of the Board. The Board will not withhold approval arbitrarily or unreasonably.

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- (f) To act as custodian of Branch assets.
- (g) In consultation with the Chief Executive, receive and allocate money coming to the Branch. This is subject to any national plan agreed by CCS Disability Action on the allocation of resources. It is also subject to any directions and conditions attached to funding.
- (h) Subject to sub-rule (g) above, invest funds. In the investment of funds the LEC has all the powers of a natural person.
- (i) Subject to sub-rule (e) above, borrow or raise money and give mortgages, charges or liens over the property of the Branch or parts of it.
- (j) Subject to the above sub-rules, rent, lease, hire, purchase, acquire, or sell, lease surrender or dispose of any interest in personal property.
- (k) Use its funds to support the administration of CCS Disability Action. This will be through levies determined by the Board from time to time.
- (l) Such other functions that the LEC considers necessary or desirable to the proper running of the Branch and its affairs. These functions will be consistent with this Constitution.

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**Part Eight - Local Committees (LC)**

- 8.1 Members of a Branch can decide to combine the functions of the LAC and LEC into one committee. This is done through a resolution passed by a two-thirds majority of votes from voting Members of that Branch. The Board must then approve this resolution. The combined committee must be called CCS Disability Action “Branch Name” Local Committee. The combined committee can be split back into two committees by a resolution passed by a two-thirds majority of votes from voting Members of that Branch.
- 8.2 Each LC shall consist of a minimum of five and maximum of ten members. The Board may appoint up to three of these members based on rule 9.3 (o) of this Constitution. Other members will be appointed based on the rules of that Branch that govern LAC membership. If appointing members of the LC, the Board will take into account the principles in rule 7.2 of this Constitution.
- 8.3 A member of the LC may resign by giving notice in writing to the Local Committee. The Board can dismiss any member it has appointed by giving notice in writing.
- 8.4 Unless they resign or are dismissed, each member of the LC will hold office for a period of two years. A LC member can be re-nominated at the end of the two-year period.
- 8.5 The LC may exercise all or any of the powers, functions and discretions that the LAC and LEC has as detailed in Part Six and Part Seven of this Constitution.
- 8.6 Each LC will meet at least three times a year. LCs may establish sub-committees to carry out specific functions (for example, a finance sub-committee). Sub-committees can meet when needed.
- 8.7 LCs will elect their chairpersons from their own committee members.
- 8.8 The Chairperson can call a meeting of the LC. They must give at least two days’ notice to every LC member. If LC members agree, the Chairperson can give a shorter period of notice. The notice must include the date, time, and place of meeting. The notice need not be in writing.
- 8.9 LCs must have at least 50% of its voting members present to form a quorum.
- 8.10 Any two members of the LC can call a Special Meeting of the LC at any time.
- 8.11 Minutes shall be recorded of all LC meetings. The minutes will record the names of the members present, all resolutions and the proceedings of each meeting. The minutes if signed by the Chairperson of a meeting or by the Chairperson of the next meeting shall be conclusive evidence of the matters recorded. The minutes of all meetings shall be open to inspection by all Members.
- 8.12 Each LC member present at a LC Meeting is entitled to one vote, with all decisions requiring a majority of votes. The Chairperson is entitled to exercise

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a deliberative vote and may exercise a casting vote where there is an equality of votes.

- 8.13 The LC must report to the Board about the affairs of the Branch at least once every calendar year. The Board may also request reports from time to time.

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**Part Nine - National Board**

**9.1 The Board**

CCS Disability Action shall be governed by the National Board.

**9.2 Composition of the Board**

- (a) The Board shall consist of:
  - (i) the President;
  - (ii) not more than four appointed National Representatives;
  - (iii) not more than six elected Regional Representatives,

The ideal composition of the Board will reflect diversity, an appropriate skillset and overall balance.

- (b) A Board Member may resign by giving notice in writing to the Board.
- (c) A Board Member absent without leave for two consecutive meetings will lose their place on the Board. The Board may appoint a replacement Board Member who will hold office until the next general meeting where a new Board Member can be elected.
- (d) The Board may appoint a Board Member to fill a temporary vacancy. This is a vacancy caused by a Board Member leaving their office early or any period where a Board Member is absent with leave.
- (e) If the number of members on the Board falls below six, the remaining members can only act to fill vacancies or call a general meeting.
- (f) The Board may invite any person to join the Board as a co-opted member. Co-opted members will not count in determining a quorum. The Board can determine the tenure of office of co-opted members at any time without notice or reason.
- (g) The elected Board Members will hold office for a period (term) of three years. Elected Board Members cannot hold office for more than two consecutive terms.

Members who have served for two consecutive terms can be re-elected after not being on the Board for at least one three-year term.

At each Annual General Meeting those elected and appointed Board Members who have completed their term will retire from office. Unless they resign prior, their term finishes at the end of the Annual General Meeting where their successor is elected or appointed. The term for their successor starts at the end of that Annual General meeting.

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Retiring members may be re-elected (unless they have just finished their second consecutive term) or reappointed.

### 9.3 Powers

The Board may exercise all or any of the powers, functions and discretions vested in CCS Disability Action including but not by way of limitation:

- (a) To carry out the objects/purposes of CCS Disability Action.
- (b) On behalf of CCS Disability Action and Branches, deal with the government on policy matters.
- (c) On behalf of CCS Disability Action and Branches, deal with similar societies, bodies and organisations, determining how all parts of the organisation, including Branches, deal with such organisations.
- (d) Control and administer the funds of CCS Disability Action.
- (e) Borrow, raise money and give mortgages, charges or liens over the property of CCS Disability Action or parts of it.
- (f) Rent, lease, hire, purchase, acquire, or sell, lease, surrender or dispose of any interest in real or personal property.
- (g) Invest funds in any manner as the Board determines. In the investment of funds the Board has all the powers of an ordinary person.
- (h) Receive, allocate and administer money coming to CCS Disability Action or to the New Zealand Crippled Children Society Incorporated. This is subject to any directions and conditions attached to funding.
- (i) Make rules for the control and management of the affairs of CCS Disability Action.
- (j) Establish committees, determine their powers and functions, and co-opt Committee members as the Board determines.
- (k) Define and adjust Local Area boundaries and Local Area names. This will be done in consultation with the relevant LACs and/or LC.
- (l) Approve Branch decisions on the acquiring or disposing of land and buildings as well as on borrowing funds. The Board, however, will not withhold approval arbitrarily or unreasonably.
- (m) Levy Branches for funds to support the national administration of CCS Disability Action.
- (n) Engage, control and dismiss the Chief Executive.

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- (o) Appoint up to three people to each LEC or LC. The Board may appoint an additional person to each committee on the recommendation of that LEC or LC. Further to this additional person, the Board may appoint more people if the Board is satisfied that doing so is necessary or desirable for the proper and efficient governance of the Branch.

The people the Board appoints must have been nominated by the LAC or Members of that Branch. When appointing people, the Board must take into account the desirability of achieving diversity, an appropriate skillset and overall balance in the composition of the committee.

- (p) Accept resignations and/or dismiss members of LECs or Board appointed members of a LC as appropriate from time to time.
- (q) Maintain a register of Members and require each Branch to provide the Board with an updated register of Members of that Branch from time to time.
- (r) Set membership fees for all Members from time to time. These fees cannot exceed \$20 (GST included) per year, unless approved by Members in a general meeting.

#### 9.4 Meetings of the Board

- (a) The Board will meet a minimum of three times a year.
- (b) The Chairperson of the Board is the President or in his/her absence the Vice-President. The Board will elect the Vice-President from their own number. In the absence of both the President and the Vice-President a Chairperson for a meeting of the Board shall be appointed from those present.
- (c) Six voting Board Members will form a quorum for a meeting of the Board.
- (d) The President or any three members of the Board may call a Special Meeting at any time.
- (e) The Chief Executive will attend all meetings of the Board, unless the Board asks the Chief Executive not to attend or to leave a meeting.
- (f) Minutes will be recorded of all meetings of the Board. The minutes will record the names of the Board Members present, all resolutions and the proceedings of each meeting. The minutes if signed by the Chairperson of a meeting or by the Chairperson of the next meeting will be conclusive evidence of the matters recorded. The minutes of all meetings shall be open to inspection by all Members.
- (g) At a Board meeting each Board Member is entitled to one vote. The Chairperson is entitled to a deliberative vote and may use a casting vote, where there is an equality of votes.

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## Part Ten - Officers

### 10.1 The officers of CCS Disability Action are:

#### A Executive Officers:

- (a) The President;
- (b) The Chief Executive;
- (c) The appointed members of the Board being the National Representatives;
- (d) The elected members of the Board being the Regional Representatives.

#### B Non-Executive Officers:

- (a) A Patron;
- (b) Honorary Members;
- (c) The Auditor;
- (d) The Solicitor.

### 10.2 Eligibility to Hold Office

- (a) All Board Members must be Members of CCS Disability Action.
- (b) People who are or who have been employees of CCS Disability Action or any Branch within 12 months of their proposed appointment are not eligible for election or appointment to the Board.

### 10.3 Appointment and Election of Officers

- (a) The Patron, Honorary Members, Life Members, President and Auditor will be elected at Annual General Meetings.
- (b) Candidates for election as President must meet the eligibility criteria in Rule 10.2 and be nominated in writing. The nomination must list the full name and address of the nominee, the signatures of the nominee, and the proposer and the seconder (all of whom must be Members). The nominations must be received at the registered office of CCS Disability Action at least 45 days prior to the Annual General Meeting.
- (c) Members of the Board will appoint Board National Representatives by a majority vote from time to time. No more than four Members will be appointed at any one time. All Board National Representatives must meet the eligibility criteria in Rule 10.2.

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- (d) Members in the relevant region will elect each Board Regional Representative. The election will be by a ballot co-ordinated by the Board in a way the Board sees fit. The election will be before each Annual General Meeting and the representative will take office at the end of the Annual General Meeting. All Board Regional Representatives must meet the eligibility criteria in Rule 10.2 and be nominated in writing. The nomination must list the full name and address of the nominee as well as the proposer and the seconder (all of whom must be Members). The nominations must be received at the registered office of CCS Disability Action at least 45 days prior to the Annual General Meeting.
- (e) Honorary Members must be recommended by the Board and elected at the Annual General Meeting. The Board will recommend candidates based on their particular interest in the work of CCS Disability Action.
- (f) The Chief Executive will be employed by the Board.
- (g) The Solicitor will be appointed by the Board.
- (h) All Board National Representative appointments will take into account the desirability of achieving diversity, an appropriate skillset and overall balance in the composition of the Board membership.

#### 10.4 Indemnity

Executive officers of CCS Disability Action are indemnified by CCS Disability Action against all losses and expenses incurred by them in carrying out their duties except when due to their wilful neglect or default.

#### 10.5 Remuneration of the President

The Board may pay the President, for the services he or she provides relating to the charitable purposes of CCS Disability Action, a rate that is reasonable and no more than fair market value.

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**Part Eleven- Administration And Powers**

**11.1 Governance**

The Board governs CCS Disability Action. The Board has the entire superintendence, control and management of CCS Disability Action. This is subject only to the provisions of this Constitution and any amendments to them as well as to any directions given at any general meeting of CCS Disability Action.

**11.2 Capacity**

CCS Disability Action must follow this Constitution. CCS Disability Action may do anything that this Constitution permits or requires it to do. CCS Disability Action may do anything that any enactment or rule of law permits or requires it to do.

**11.3 Common Seal**

The Common Seal may only be used with the authority of the Board or of a Committee acting under authority delegated to it by the Board. Every document to which the Common Seal is fixed must be signed by:

- any two members of the Board; or
- any member of the Board and the Chief Executive; or
- any other person authorised by the Board

A register of every document to which the Common Seal is fixed will be maintained and tabled at each meeting of the Board.

**11.4 Funds and Property**

The Board will administer the funds and property of CCS Disability Action in accordance with this Constitution.

- (a) All money received is to be paid to the credit of CCS Disability Action at such bank as the Board appoints.
- (b) Cheques and other negotiable instruments are to be signed or endorsed in such manner as the Board directs.
- (c) The financial year of CCS Disability Action shall end on the 30th day of June.
- (d) The books and accounts of CCS Disability Action are to be audited annually by the Auditor.

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## 11.5 Legacies, Endowments, Contributions and Gifts

- (a) For the purposes of this Rule 11.5, 'Legacies and Gifts' shall be interpreted to mean all legacies, endowments, bequests, contributions or other donations or gifts of money or of other real or personal property; and reference to a Legacy or Gift shall refer to all or any of the above, as the circumstances may require.
- (b) Legacies and Gifts may be made to CCS Disability Action. These may be made generally or for the purpose of any specific object of CCS Disability Action, and on such conditions (if any) as the Board in its discretion may accept.
- (c) It is acknowledged that a person may make a Legacy or Gift to CCS Disability Action in circumstances where there may be a legal or moral claim or right of another person or organisation in respect of that Legacy or Gift. In that situation the Board may, in its absolute discretion, make such payment or gift (whether by way of a payment or gift of or out of the property comprised in the Legacy or Gift or otherwise) in the satisfaction or part satisfaction of any such claim or threatened claim or right as the Board may in its absolute discretion think fit. The Board may make such payment or gift even though CCS Disability Action may have received the Legacy or Gift in whole or in part or has expressed its acceptance of the Legacy or Gift.
- (d) The Board may in the exercise of its discretion under subclause (b) above settle any legal proceedings in which CCS Disability Action has been joined as a party and may also consider and (if thought fit) approve and/or impose conditions on any proposal by the Executive or Local Committee of any Branch to settle any legal proceedings in which the Branch has been joined as a party.
- (e) Without limiting the above provisions, the Board may for the purposes of this Rule take into account any report and/or recommendation made by the Solicitor or by Counsel representing CCS Disability Action in the legal proceedings or in respect of any claim or threatened claim or right.
- (f) Legacies or Gifts given to or accepted by CCS Disability Action may, at the discretion of the Board (and shall, at the direction of the relevant donor), be exclusively held and applied for the benefit of a particular Branch or Local Area.
- (g) Any person authorised by the Board may receive and give receipts for Legacies and Gifts bequeathed, made or given to CCS Disability Action and any receipt given is an effective discharge for the money or other property stated to have been received.

## 11.6 No Personal Pecuniary Gain

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- (a) Any income, benefit, or advantage generated must be used to advance the charitable purposes of CCS Disability Action.
- (b) No Member of CCS Disability Action, or anyone associated with a Member, is allowed to take part in, or influence, any decision made by CCS Disability Action about giving any income, benefit, or advantage to, or on behalf of, the Member or associated person.
- (c) Any payments made to a Member of CCS Disability Action, or to any person associated with a Member, must be for goods or services that relate to the charitable purposes of CCS Disability Action and must be reasonable and relative to payments that would be made between unrelated parties.

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## Part Twelve- General Meetings

### 12.1 Annual General Meetings

- (a) The Annual General Meeting will be held in the month of November each year. The Board may decide in any year to hold the Annual General Meeting in another month, if the Board determines this is necessary or desirable for the efficient or convenient coordination of CCS Disability Action's operations. The Board will determine where the meeting is held.
- (b) At each Annual General Meeting any officers will be elected and the following will be considered:
  - i. the Annual Report;
  - ii. the Statement of Accounts of CCS Disability Action and the Auditor's Report;
  - iii. election of Officers;
  - iv. any remit or recommendation submitted by any LAC or LC with at least 60 days' notice (see rule (d) below);
  - v. any recommendation of the Board;
- (c) The Board will give 90 days' notice in writing advising LACs and LCs of the date of the meeting.
- (d) LACs and LCs are to deliver remits and recommendations in writing to the registered office of CCS Disability Action. This must be done at least 60 days prior to the Annual General Meeting. The Board shall give notice of remits and recommendations to all LACs and LCs 30 days prior to the Annual General Meeting.

### 12.2 Special General Meetings

- (a) A Special General Meeting can be called at any time by:
  - i. The Board;
  - ii. The written request of not less than five LACs or LCs. When making a written request, the request must state the reason for the proposed meeting.
- (b) The Board must give 30 clear days' notice of a Special General Meeting to each LAC and LC. The notice must name the date and place of the Special General Meeting. The notice must specify the subject matter to be discussed at the meeting.

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### 12.3 Voting Delegates

- (a) Each LAC and LC shall appoint a voting delegate to represent the Local Area. Voting delegates must be Members. Each LAC and LC will provide the names of their voting delegates to the registered office of CCS Disability Action before each meeting in writing.
- (b) Any Member may attend a meeting even if they are not a voting delegate. They can take part in the business and discussions of a meeting but are not entitled to vote on any question (unless they are the voting delegate).
- (c) If a voting delegate cannot attend a meeting, they can vote by proxy. The Board determines the form of proxy voting they can use from time to time in accordance with this Constitution.
- (d) A voting delegate, who cannot attend the meeting, can only appoint a proxy in writing. The voting delegate must sign the form. The proxy cannot vote unless this signed form is given to the Chairperson before the meeting. The signed form can also be given to the registered office before the meeting. Only a Member can be appointed as a Proxy.

### 12.4 Conduct of Meetings

- (a) The President will chair all general meetings of CCS Disability Action. If the President is absent, the Vice-President will chair the meeting/s. If both the President and the Vice-President are absent, the Members present will elect a Chairperson.
- (b) Six voting delegates present in person or by proxy will form a quorum.
- (c) If the Chairperson is a voting delegate, they can exercise a deliberative vote. If there is an equality of votes the chairperson can also exercise a casting vote.
- (d) All resolutions at any General Meeting shall be approved if the majority of voting delegates agree. Voting delegates can vote in person or by proxy. Delegates vote by a show of hands, unless a voting delegate demands a ballot. On all votes, each voting delegate is entitled to exercise the number of votes established by Rule 12.4(e). This entitlement includes any proxy votes held.
- (e) Every voting delegate is entitled to one vote for every 100 Members in the Local Area which the voting delegate represents. Areas with a count of 50 or more Members are rounded up to the next 100.
- (f) A Special General Meeting cannot happen if a quorum is not present within two hours of the agreed start time, if the meeting has been requested according to 12.2.

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In all other cases if a quorum is not present within one hour of the appointed time the meeting will be postponed. The meeting will be held four weeks later. If a quorum is not present at that next meeting, those Members present in person will form a quorum and the meeting will go ahead. The meeting may only deal with the business for which the meeting was originally called. No other business may be considered.

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**Part Thirteen- Rule Changes And Winding Up**

**13.1 Rule Changes**

The rules of CCS Disability Action can be changed at an Annual or Special General Meeting, as long as:

- (a) The required notice has been before holding these meetings; and
- (b) Two-thirds of the votes of voting delegates agree to the changes. A delegate can vote by proxy.
- (c) Rule changes are legal under the Act. Rule changes cannot change the charitable nature of any object/purpose of CCS Disability Action. Rule changes cannot go around or remove compulsory restrictions in Rule 11.6 of this Constitution.

**13.2 Winding Up**

- (a) CCS Disability Action may be put into liquidation or dissolved in any of the ways provided for in the Act.
- (b) To liquidate or dissolve CCS Disability Action, the Board must call a Special General Meeting of CCS Disability Action.

At the meeting, voting delegates will

- i. resolve (or decide) how they will dispose of any surplus assets
- ii. make sure that those assets are only used for charitable purposes in New Zealand. Voting delegates will try to make sure these charitable purposes are similar to the objects/purposes of CCS Disability Action.

Two-thirds of the voting delegates present must agree with these decisions. Delegates can also vote by proxy.

- (c) If a resolution does not pass in accordance with Rule 13.2 (b), the surplus assets must be used only for charitable purposes in New Zealand. A judge of the High Court of New Zealand will control what happens to these assets. The provisions of Section 27 of the Act shall apply.

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**Part Fourteen - Provision For 3 Members To Sign:**

Dairne Kirton

Member

[ Print name]

26<sup>th</sup> February 2021

Date



**Signed**

Prudence McLaren

Member

[ Print name]

26<sup>th</sup> February 2021

Date



**Signed**

Isaac Rakena

Member

[ Print name]

26<sup>th</sup> February 2021

Date



**Signed**

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**Constitution**  
**Of**  
**CCS Disability Action {Branch} Incorporated**

**(As adopted with effect from {October 2017})**

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**Branch Constitution (Updated October 2017)**

**Part One - Name**

- 1.1 The name of the Society is **CCS Disability Action {Branch} Incorporated**, referred to in this Constitution as “CCS Disability Action”.
- 1.2 The words “**CCS Disability Action**” may be used in the legal name of the Branch only for so long as the Branch is an affiliated Branch of CCS Disability Action.
- 1.3 The words “**Crippled Children Society**” or like words shall not be used as part of the legal name of the Branch but may be used for the purpose of identifying the former legal name of the Branch to the extent that such use is considered by the Board to be necessary.

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**Part Two - Definitions And Operative Date**

**2.1** In this Constitution, unless the context otherwise requires:

**“Act”** means the Incorporated Societies Act 1908 including all amendments to it.

**“Board”** means the National Board of CCS Disability Action.

**“Branch Manager”** means the Branch Manager of the Branch appointed by the Chief Executive under Part 9 of this Constitution.

**“Chief Executive”** means the Chief Executive of CCS Disability Action

**“Local Executive Committee”** means the Committee constituted under Part Six of this Constitution.

**“Local Area”** means a geographical area of New Zealand as defined by the Board from time to time which is served by the Branch.

**“Local Advisory Committee”** means the committee of Members appointed by or on behalf of the Members in a Local Area as provided in Part Five of this Constitution.

**“Local Committee”** means a committee of Members which combines the functions of the LAC and LEC as provided in Part Seven of this Constitution.

**“Member”** means a person or group of persons or an organisation that is registered as a Member of a Branch, or if there is no Branch in respect of a Local Area where the person or group of persons resides or where the organisation has its centre of operations, means a person or group of persons or organisation that is registered as a member of CCS Disability Action in respect of that Local Area as provided in Part Four of this Constitution. Except in the case of Life Members (whether of CCS Disability Action or of a Branch) registration as a Member is completed upon payment of the then current annual membership fee (if any).

**“CCS Disability Action”** means CCS Disability Action (Incorporated), incorporated at Wellington on 27 March 1935.

**2.2 Operative Date**

This Constitution shall be effective on and from {AGM date} October 2017.

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**Part Three - Objects**

**3.1** The objects of the Branch are:

- (a) To carry out the objects of CCS Disability Action.
- (b) To work in partnership with people with disabilities, and their families, to ensure equality of opportunity, quality of life and a community which values full inclusion and participation.
- (c) To support people with disabilities to attain their rights and achieve their aspirations.
- (d) To recognise and honour the principles of the Treaty of Waitangi.
- (e) To support and promote self determination of people with disabilities and their families.
- (f) To remove through education, research and advocacy, the attitudinal, social, legal, political, environmental and other barriers which limit opportunities for people with disabilities and their families.
- (g) To promote or provide services in response to the identified needs and choices of people with disabilities and their families.
- (h) To promote education and research on disability and impairment.
- (i) To support and promote the well-being of people with disabilities and their families.
- (j) To ensure people with disabilities and their families have equitable participation in all aspects of CCS Disability Action.
- (k) To develop awareness and understanding to support full community inclusion and participation of people with disabilities and their families.
- (l) To receive any money and other real and personal property gifted to or otherwise acquired by or passing to the management of the Branch (including any money or property donated to otherwise directed to be managed by the Branch under any former name) and to apply that money and real and personal property in and towards all or any of the above objects of the Branch.
- (m) To co-operate with CCS Disability Action and (if appropriate) to receive from CCS Disability Action money and other real and personal property which CCS Disability Action may make available and to apply that money and real and personal property in and towards the objects of the Branch.

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**3.2** The Branch is established exclusively for charitable purposes within the meaning of the Charities Act 2005 and the listed objects in Rule 3.1 are to be interpreted and applied accordingly.

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## Part Four - Membership

### 4.1 General

- (a) Any person using CCS Disability Action support services is entitled to become a member of a branch with full voting rights with no membership fee.
- (b) Any person, group of persons or organisation within the defined Branch area who wishes to support our work, becomes a Member with full voting rights subject to payment of a membership fee.
- (c) A person or group of persons residing in a Local Area which is not serviced by a Branch, or an organisation having a centre of operations in a Local Area which is not serviced by a Branch, becomes a Member of CCS Disability Action by subscribing such sum as may be prescribed from time to time pursuant to Rule 4.1(c) and being registered as a member of CCS Disability Action.
- (d) CCS Disability Action may at its discretion charge annual membership fees to Members who are not members of a Branch. The annual membership fees if charged shall cover the financial year commencing 1 July and ending 30 June.
- (e) A person ceases to be a Member:
  - (i) upon resignation of membership; or
  - (ii) if the person is a Member of a Branch, upon ceasing to be a member of the Branch or the Branch ceases to operate as a branch of CCS Disability Action ; or
  - (iii) if the Member is required to pay an annual membership fee to CCS Disability Action and has failed to pay the fee prior to 30 September in any year; or
  - (iv) upon death of the Member;
  - (v) if the person is a Member pursuant to Rule 4.1(b), upon exclusion from membership by resolution of the Board on the recommendation of the LAC for the Member's Local Area.

### 4.2 Life Members

- (a) **Life Member:** The Annual General Meeting of the Branch, on the recommendation of the Local Advisory Committee, may elect Life Members in recognition of special services to the Branch. Life Members have the powers and privileges of membership, including the right to vote at branch General Meetings, but shall not be required to pay a subscription.

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Any person may be nominated for election as a Life Member of the association in recognition of notable service in the interests or objects of the association. Nomination for Life Membership must be made in writing by no less than three financial Members and should be forwarded to the Board Secretary. Such nominations will be considered by the Board at the next meeting. If such nomination is approved by a majority vote at the Board meeting, it shall be considered by the Society at its next Annual General Meeting. A Life Member can only be elected by the supporting vote of a two-thirds majority of Members of the Society present and voting. No nomination for Life Membership will be received from the floor at such meetings. Life Members shall be entitled to all rights and privileges enjoyed by ordinary Members (including the right to vote) but do not have to pay fees, subscriptions or levies.

- (b) **Honorary Member:** An Honorary Member is a person who is acknowledged as providing or having provided important services to the Society. An Honorary Member has none of the rights or privileges of an ordinary Member. Honorary Members may be determined by the Local Advisory Committee on an annual basis.

#### 4.3 Register of Members

The Branch Manager shall cause to be maintained a register of Members and shall provide a copy of the then current register to the Board upon request and no less frequently than once every calendar year.

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**Part Five - Local Advisory Committee**

- 5.1 A committee of Members being Individual Members who are not employees of the Branch or CCS Disability Action and who have not within the 12 month period preceding their proposed appointment been employees of the Branch or CCS Disability Action, comprising no more than ten in number, shall carry out the functions and have the powers referred to at Rule 5.4 below, to be known as the Local Advisory Committee (“LAC”).
  
- 5.2 (a) The Members comprising the LAC shall hold office for a period of two years. At each Annual General Meeting those members of the LAC who have completed a two year term shall retire from office. The retiring members are eligible for re-election.
- (b) A member of the LAC may resign by giving notice in writing to the LAC.
- (c) The LAC may appoint an Individual Member to fill a casual vacancy. A person so appointed shall retire at the next Annual General Meeting but shall be eligible for re-election.
  
- 5.3 (a) Candidates for election as members of the LAC must be nominated in writing, with the full name and address of the nominee, and the signatures of the nominee, the proposer and the seconder (all of whom must be Members). The nominations must be received at the registered office of the Branch not less than 21 days prior to the Annual General Meeting.
- (b) The LAC may organise and co-ordinate the election of LAC members by ballot prior to an Annual General Meeting and shall have power to fix and regulate the procedures for any such ballot.
- (c) No more than three members of the LAC may also be members of the Local Executive Committee.
  
- 5.4 The functions and powers of the LAC are:
  - (a) to assist the Board and the Local Executive Committee in the provision of advice and support in relation to the achievement of the objects of CCS Disability Action;
  - (b) to provide advocacy support in consultation with management;
  - (c) to monitor the operations of the Branch in the Local Area and to ensure that services are meeting nationally defined standards;
  - (d) to monitor, advise and support Branch management on non-financial matters;
  - (e) to facilitate communications with Consumers in the Local Area;

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- (f) to assist in the organisation of elections of National Board Regional Representatives;
- (g) to appoint voting delegate(s) for the Branch for general meetings of CCS Disability Action;
- (h) to report to and liaise with the Board through the Regional Representative elected in terms of the Rules of CCS Disability Action in respect of the Region (as defined in those Rules) that includes the Local Area.
- (i) to liaise with CCS Disability Action as to defining and adjusting the Local Area boundaries (as considered appropriate from time to time).
- (j) from time to time, as required, to give nominations to the Board for persons possessing appropriate skills to be appointed by the Board to hold office as members of the Local Executive Committee as set out in the Rules for CCS Disability Action, having regard to the desirability of achieving diversity, an appropriate skillset and overall balance in the composition of the Local Executive Committee.

## 5.5 Meetings of the Local Advisory Committee

- (a) The LAC will meet from time to time each year as required and no less frequently than three times every calendar year.
- (b) The Chairperson of the LAC will be elected by the LAC from their own number.
- (c) Half of the voting members of the LAC will form a quorum for a meeting of the LAC.
- (d) A Special Meeting of the LAC may be called at any time by any three voting members of the LAC.
- (e) Minutes shall be recorded of all meetings of the LAC. The minutes will record the names of the members present, all resolutions and the proceedings of each meeting. The minutes if signed by the Chairperson of a meeting or by the Chairperson of the next meeting shall be conclusive evidence of the matters recorded. The minutes of all meetings shall be open to inspection by all Members.
- (f) At a LAC meeting each member is entitled to one vote, with all decisions being passed by majority vote. The Chairperson is entitled to exercise a deliberative vote and may exercise a casting vote where there is an equality of votes.
- (g) The LAC shall obtain a report from the Local Executive Committee as to the affairs of the Branch at least once every financial year, and more frequently if considered appropriate, and shall present an Annual Report to every Annual General Meeting of the Branch.

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- (h) The Branch Manager shall be entitled to attend meetings of the LAC unless the LAC determines that the Branch Manager is to retire from any particular meeting.

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**Part Six - Local Executive Committee**

**6.1 The Local Executive Committee**

The Branch shall be governed by the Local Executive Committee in accordance with Rule 10.1.

**6.2 Composition of the Local Executive Committee**

- (a) The Local Executive Committee consists of:
  - (i) Up to three persons appointed by the Board from the nominations received from the LAC and who have not within the 12 month period preceding their proposed appointment been employees of the Branch or CCS (Disability Action) and any of the Members provided that if the Board is satisfied that a larger number of appointees is necessary or desirable for the proper and efficient governance of the Branch it may agree to appoint additional persons from the nominations received and who meet the eligibility criteria in this sub-rule;
  - (ii) The Board's nominee, during any period in which a Board nomination in respect of the Branch is in effect,

and shall be determined by the Board having regard to the desirability of achieving diversity, an appropriate skillset and overall balance in the composition of the Local Executive Committee membership.

- (b) A member of the Local Executive Committee may resign by giving notice in writing to the Board, and may be dismissed from office by the Board, subject to the other provisions of this Constitution.
- (c) A member of the Local Executive Committee absent without leave for two consecutive meetings will forfeit and vacate office and the LAC may appoint a replacement to hold office until the replacement is appointed by the Board.
- (d) The Local Executive Committee may appoint a person to fill a casual vacancy for such period until a formal replacement is appointed by the Board, and for any period during which an Local Executive Committee member is absent with leave or, if such appointment is not made within twenty one days of the casual vacancy arising, the Board may appoint any person to fill such casual vacancy pending appointment of a formal replacement.
- (e) Where the numbers of the Local Executive Committee fall below two the remaining members may only act for the purposes of arranging for vacancies to be filled or of calling a general meeting.
- (f) The Local Executive Committee may invite any person approved by the Board to join the Local Executive Committee as a co-opted member.

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Co-opted members will not count in determining a quorum. The tenure of office of co-opted members may be determined by the Local Executive Committee at any time without notice or reason.

- (g) The appointed members of the Local Executive Committee will hold office for a period of two years, and in each case, subject to earlier resignation or dismissal from office, will retire from office by rotation at the conclusion of that two year period. A retiring member is eligible for re-nomination.

### 6.3 Powers

The Local Executive Committee may exercise all or any of the powers, functions and discretions vested in the Branch including but not by way of limitation:

- (a) To carry out the objects of CCS Disability Action and the other objects of the Branch.
- (b) To provide advice and support to Branch management staff.
- (c) To assist Branch management staff in fundraising initiatives.
- (d) To monitor Branch performance against the business plan and budget for the Branch.
- (e) To approve recommendations on the acquisition and disposition of Branch real property and the exercise of borrowing powers on Branch property, subject to the approval of the Board, such approval not to be arbitrarily or unreasonably withheld by the Board.
- (f) To act as custodian of Branch assets.
- (g) Subject to any national plan agreed by CCS Disability Action as to allocation of resources, and in consultation with the Chief Executive, receive and allocate money coming to the Branch subject to and in accordance with any directions and conditions attached to it.
- (h) Subject to sub-rule (g) above, invest funds in any manner as the Local Executive Committee determines, and in the investment of funds the Local Executive Committee has all the powers of a natural person.
- (i) Subject to sub-rule (e) above, borrow or raise money and give mortgages, charges or liens over the property of the Branch or parts of it.
- (j) Subject to the above sub-rules, rent, lease, hire, purchase, acquire, or sell, lease surrender or dispose of any interest in personal property.
- (k) Apply funds to support CCS Disability Action administration, as levied by the Board from time to time.

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- (l) Such other functions not inconsistent with the other provisions of this Constitution as may be considered necessary or desirable for the proper administration of the Branch and its affairs.

#### **6.4 Meetings of the Local Executive Committee**

- (a) The Local Executive Committee will meet from time to time each year as required.
- (b) The Chairperson will be elected by the Local Executive Committee from their own number.
- (c) Half of the voting members of the Local Executive Committee but not less than two will form a quorum for a meeting of the Local Executive Committee.
- (d) A Special Meeting of the Local Executive Committee may be called at any time by any two members of the Local Executive Committee.
- (e) The Branch Manager, or his or her nominee, will attend all meetings of the Local Executive Committee unless the Local Executive Committee decides that the Branch Manager (or his or her nominee, if applicable) shall retire from the meeting. The Branch Manager may nominate a substitute to attend any meeting in his or her absence. The Chief Executive shall be entitled to attend any meeting of the Local Executive.
- (f) Minutes shall be recorded of all meetings of the Local Executive Committee. The minutes will record the names of the members present, all resolutions and the proceedings of each meeting. The minutes if signed by the Chairperson of a meeting or by the Chairperson of the next meeting shall be conclusive evidence of the matters recorded. The minutes of all meetings shall be open to inspection by all Members.
- (g) At an Local Executive Committee meeting each member is entitled to one vote, with all decisions being passed by majority vote. The Chairperson is entitled to exercise a deliberative vote and may exercise a casting vote where there is an equality of votes.
- (h) The Local Executive Committee shall report to the LAC as to the affairs of the Branch at least once every calendar year, and when requested from time to time by the LAC or by the Board.

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**Part Seven - Local Committee**

- 7.1 Each Branch may, by resolution passed by a two thirds majority of votes of paid up voting Members, elect to combine the functions of the LAC and LEC into one committee known as the CCS Disability Action “Branch Name” Local Committee provided such resolution is approved by the Board. Each Branch that has established a single Local Committee in accordance with this clause 7.1, may by way of a two thirds majority of paid up voting Members, elect to revert to a two committee structure in accordance with this constitution.
- 7.2 Each Local Committee shall consist of a minimum of five and maximum of ten Members. Local Committee Members shall be appointed pursuant to those Rules of each Branch that govern the appointment of Members of the Local Advisory Committee, provided that the Board may appoint up to three Members pursuant to 9.3(o) of the National Constitution. In appointing the Members of the Local Committee, the Board shall have regard to the principles outlined in clause 6.2 of this Constitution to ensure that there is an adequate mix of skills to carry out all the required responsibilities.
- 7.3 A Member of the Local Committee may resign by giving notice in writing to the Local Committee. Members appointed by the Board may be dismissed from office by the Board at the Board’s discretion upon written notice.
- 7.4 Each Member of the Local Committee will hold office for a period of two years, and in each case, subject to earlier resignation or dismissal from office, will retire from office by rotation at the conclusion of that two year period. A retiring Member is eligible for re-election.
- 7.5 The Local Committee may exercise all or any of the powers, functions and discretions in the LAC and LEC as detailed in Part Five and Part Six of this Constitution.
- 7.6 Each Local Committee will meet at least three times a year and may establish sub-committees to carry out specific functions (for example, a finance sub-committee) which will meet from time to time each year, as required.
- 7.7 The Chairperson of each Local Committee will be elected by the Local Committee from their own number.
- 7.8 The Chairperson may convene a meeting of the Local Committee by giving notice to every Local Committee Member at least two days prior to the meeting, or such shorter period as the Members agree. The notice must include the date, time, and place of meeting. The notice need not be in writing.
- 7.9 Half the voting Members of the Local Committee present at a meeting will form a quorum of the Local Committee.
- 7.10 A Special Meeting of the Local Committee may be called at any time by any two Members of the Local Committee.

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- 7.11 Minutes shall be recorded of all meetings of the Local Committee. The minutes will record the names of the Members present, all resolutions and the proceedings of each meeting. The minutes if signed by the Chairperson of a meeting or by the Chairperson of the next meeting shall be conclusive evidence of the matters recorded. The minutes of all meetings shall be open to inspection by all Members.
- 7.12 At a Local Committee meeting each Member present is entitled to one vote, with all decisions being passed by majority vote. The Chairperson is entitled to exercise a deliberative vote and may exercise a casting vote where there is an equality of votes.
- 7.13 The Local Committee shall report to the Board as to the affairs of the Branch at least once every calendar year, and when requested from time to time by the Board.

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**Part Eight- Officers**

**8.1** The officers of the Branch are:

**A Executive Officers:**

The members of the Local Executive Committee.

**B Non-Executive Officers:**

- (a) A Patron
- (b) Honorary Members
- (c) The Auditor
- (d) The Solicitor

**8.2 Appointment of Officers**

- (a) The Auditor will be elected at Annual General Meetings.
- (b) The Solicitor will be appointed by the Local Executive Committee.

**8.3 Indemnity**

All executive officers of the Branch and the members of the LAC and LC are indemnified by the Branch against all losses and expenses incurred by them in carrying out their duties except when due to their wilful neglect.

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**Part Nine - Employees**

- 9.1 The Chief Executive shall make decisions on the engagement, control and dismissal of the Branch Manager.
- 9.2 The Branch Manager shall be responsible for the engagement, control and dismissal of all other employees of the Branch.

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**Part Ten - Administration And Powers**

**10.1 Governance**

The Branch shall be governed by the Local Executive Committee which shall have the entire superintendence, control and management of the Branch subject only to the provisions of this Constitution and the Rules of CCS Disability Action and any amendments to either of them, and to any directions given at any general meeting of the Branch or given by the Board.

**10.2 Capacity**

Subject to this Constitution the Branch may do anything which it is permitted or required to do by this Constitution, or by any enactment or rule of law.

**10.3 Common**

**Seal**

The Common Seal may only be used with the authority of the Local Executive Committee or of a Committee acting under authority delegated to it by the Local Executive Committee. Every document to which the Common Seal is fixed must be signed by any two members of the Local Executive Committee, or any member of the Local Executive Committee and any other person authorised by the Local Executive Committee. A register of every document to which the Common Seal is fixed shall be maintained and tabled at each meeting of the Local Executive Committee.

**10.4 Funds and Property**

The funds and property of the Branch shall be administered by the Local Executive Committee in accordance with this Constitution, and in particular.

- (a) All money received is to be paid to the credit of the Branch at such bank as the Local Executive Committee appoints.
- (b) Cheques and other negotiable instruments are to be signed or endorsed in such manner as the Local Executive Committee directs.
- (c) The financial year of the Branch shall end on the 30<sup>th</sup> day of June.
- (d) The books and accounts of the Branch are to be audited annually by the Auditor.

**10.5 Legacies, Endowments, Contributions and Gifts**

- (a) Legacies, endowments, contributions or other gifts of money or other real or personal property may be made to the Branch generally or for the purpose of any specific object of the Branch.
  - (i) If the Local Executive Committee is satisfied that any legacy, endowment, contribution or other gift made to the Branch has been made despite of or in ignorance of, or without full

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appreciation of the claim whether legal or moral of any person or organisation upon the duty or the bounty of the testator or donor the Local Executive Committee may make such payment or gift of or out of the property comprised in the legacy, endowment, contribution, or other gift in or towards the satisfaction or relief of such claim as it may in its absolute discretion think fit.

- (ii) The Local Executive Committee may act even though the Branch may have received in whole or in part or expressed its acceptance of the legacy, endowment, contribution or other gift.
  - (iii) The Local Executive Committee may with the prior approval of the Board and subject to any conditions the Board may impose, in the exercise of its discretion compromise or settle any legal proceedings in which the Branch has been joined as a party which proceedings if successful may diminish or detrimentally affect the entitlement of the Branch to the legacy, endowment, contribution, or other gift.
  - (iv) Without limiting the above the Local Executive Committee may for the purposes of this Rule take into account any report and/or recommendation made by the Solicitor or by Counsel representing the Branch or CCS Disability Action in the legal proceedings or in respect of any claim or threatened claim.
- (b) Any person authorised by the Local Executive Committee may receive and give receipts for all legacies, subscriptions, donations, or money bequeathed, made or given to the Branch and any receipt given by any such person is an effective discharge for the money or other property stated to have been received.

## 10.6 No Personal Pecuniary Gain

- (a) Any income, benefit, or advantage generated must be used to advance the charitable purposes of CCS Disability Action.
- (b) No member of CCS Disability Action, or anyone associated with a member, is allowed to take part in, or influence any decision made by CCS Disability Action in respect of payments of any income, benefit, or advantage to or on behalf of the member or associated person.
- (c) Any payments made to a member of CCS Disability Action, or to any person associated with a member, must be for goods or services that relate to the charitable purposes of CCS Disability Action and must be reasonable and relative to payments that would be made between unrelated parties.

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**Part Eleven - General Meetings**

**11.1 Annual General Meetings**

- (a) The Annual General Meeting will be held by the 15<sup>th</sup> November each year, at a time and place determined by the LAC. If no time or place is determined then the Local Executive Committee shall determine the time or place.
- (b) At each Annual General Meeting the following business shall be transacted:
  - (i) Consideration of the Annual Report;
  - (ii) Consideration of the Statement of Accounts [of the Branch] and the Auditor's Report;
  - (iii) Subject to Rule 5.3(b), election of Members to the LAC with effect from the end of the meeting, in accordance with Rule 5.2;
  - (iv) Consideration of any remit or recommendation submitted by any Member and in respect of which 7 clear days notice has been given;
  - (v) Consideration of any recommendations of the Local Executive Committee;
  - (vi) Appointment of the Auditor;
- (c) The LAC will procure that no less than one month clear notice is given either by notice in writing to all Members or by public newspaper advertisement advising Members of the date of the meeting and place.

**11.2 Special General Meetings**

- (a) A Special General Meeting may be called at any time by the LAC, and shall be called by the LAC on the written request of not less than five Members. When making a written request the request must state the object of the proposed meeting.
- (b) The LAC must procure that at least 14 clear days notice of a Special General Meeting of the Branch to the Members. The notice must specify the date and place of the Special General Meeting and the subject matter intended to be submitted to the meeting. Such notice may be given either by public newspaper advertisement in at least one newspaper circulating in the Local Area or by notice in writing to all Members.

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### 11.3 Consumer Involvement and Member Delegations

- (a) Any person who is a recipient of services from the Branch, although not a voting Member, may attend and take part in the business and discussions of a general meeting but is not entitled to vote on any question.
- (b) Any Member entitled to vote who is unable to attend any meeting may vote by proxy appointed in a form determined from time to time by the Local Executive Committee in accordance with this Constitution.
- (c) The instrument appointing a proxy is to be in writing, signed by the Appointer, and is to be produced prior to the meeting to the Chairperson or to the registered office before the person named in the instrument as the proxy purports to vote. No person may be appointed a proxy who is not a Member.

### 11.4 Conduct of Meetings

- (a) The Chairperson of the Local Advisory Committee will chair all general meetings of the Branch. In the absence of that Chairperson the Members present will elect a Chairperson.
- (b) Twelve persons, being Members of the Branch entitled to vote, present in person or by proxy, will form a quorum.
- (c) The Chairperson of any meeting, if a Member entitled to vote, may exercise a deliberative vote and may exercise a casting vote if there is an equality of votes.
- (d) All resolutions at any General Meeting shall be carried by a majority of the votes of the Members entitled to vote, present in person or by proxy. Voting is to be by a show of hands, unless a Member entitled to vote demands a ballot. On all votes each Member entitled to vote is entitled to exercise one vote personally and one vote for every valid proxy vote held.
- (e) In the event that a quorum is not present within thirty minutes of the time set down for the commencement of the meeting then the meeting if it has been called pursuant to Rule 11.2 will lapse. In all other cases if a quorum is not present within thirty minutes of the appointed time the meeting will be adjourned until the same time on a date four weeks later and if a quorum is not present then, those Members present in person will form a quorum and may deal with the business for which the meeting was originally called but no other business may be considered.

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**Part Twelve - Rule Changes And Winding Up**

**12.1 Rule Changes**

Subject to the provisions of the Act and the approval of the Board, the Rules of the Branch may be amended in whole or in part by resolution carried by a two-thirds majority of the votes of the Members entitled to vote being present, in person or by proxy, at any Annual or Special General Meeting of the Branch of which the required notice has been given. No amendment is to be approved if it has the effect of altering the charitable nature of the objects of the Branch or if it would have the effect of circumventing or removing the restrictions imposed by Rule 10.6 of this Constitution.

**12.2 Winding Up**

- (a) The Branch may be put into liquidation or dissolved in any of the ways provided for in the Act or in the Rules of CCS Disability Action.
- (b) In the event of a liquidation or dissolution of the Branch the surplus assets of the Branch shall pass to CCS Disability Action to be dealt with by the Board to assist in achieving the charitable purposes of CCS Disability Action, subject to any conditions on which the assets were held by the Branch immediately prior to liquidation or dissolution (as the case may be).
- (c) If the above provisions are ineffective for any reason in disposing of the surplus assets of the Branch, any surplus assets remaining in the Branch in the event of a liquidation or dissolution after application of the above provisions shall be applied exclusively for charitable purposes in New Zealand as directed by a judge of the High Court of New Zealand and the provisions of Section 27 of the Act shall apply.

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Confirmation of amendment to the Rules by CCS Disability Action {Branch}  
Incorporated contained in the foregoing 24 pages, by the Members, namely

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Office: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Office: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Office: \_\_\_\_\_

Date: \_\_\_\_\_

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## CCS Disability Action Millennium Charter



TE HUNGA HAUĀ MAURI MŌ NGĀ TĀNGATA KATOA

The Charter that follows is an agreement for partnership of individual Branches and the National Society of CCS Disability Action.

- 1 CCS Disability Action Incorporated (“CCS Disability Action”) and its Branches enter into this Charter with the purpose of unifying the delivery of CCS Disability Action services to consumers, to adopt minimum standards throughout New Zealand and to confirm nationwide executive and management cohesion.
- 2 The parties to this Charter recognise and confirm that the objects and purposes of CCS Disability Action are the prime reason for their existence. These are set out in the new Constitution of CCS Disability Action, as attached.
- 3 The parties recognise and honour the Treaty of Waitangi in the context of the objects of the Society by maximising the capacity of the Society and its members and employees to participate in the delivery of bi-cultural services.
- 4 All parties recognise that the organisational structures of CCS Disability Action have an historical origin which is now inappropriate in the context of the delivery of the services of CCS Disability Action.
- 5 As the 21<sup>st</sup> Century approaches, it is of vital importance to CCS Disability Action that it is identified as a nationwide organisation which has high standards of service consistently provided in all areas while upholding the initiatives and support of local Branches.
- 6 In signing this Charter, the parties accept that they are making a commitment to consistent, quality minimum standards of services on a nationwide basis, ensuring these services are sensitive to all cultures, and that local and regional differences will be resolved with reference to that objective.
- 7 In recognition of above principles, the signatories to this Charter bind themselves to adopt and operate under the framework set out below:
  - a. Through the operation of the Incorporated Societies Act all members of local Branches are members of CCS Disability Action which is a nationwide organisation;
  - b. The objects of local Branches are identical to the objects of CCS Disability Action;
  - c. The Branches accept that the minimum standards of CCS Disability Action services must be uniform nationwide and that CCS Disability Action will establish monitoring and evaluation systems to assess, improve and develop services;

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d. The Branches also accept that nationwide cohesion is required but that this must also be representative of regional interests. In recognition of this the Board Regional Representatives will be elected by local members.

8. The **Board** (which will comprise the President, six regional representatives elected by members, four national representatives appointed by the Board and the Chief Executive Officer) is responsible for:

- a. charting the strategic direction of CCS Disability Action ;
- b. determining policy;
- c. the development of a Business Plan for CCS Disability Action nationwide and the provision of the resources required to implement it;
- d. establishing and enforcing minimum standards;
- e. ensuring a Local Advisory Committee (LAC) is established, to undertake the functions in 10 below, in local areas which do not have separate Branches;
- f. monitoring the performance of CCS Disability Action nationwide;
- g. appointing the Chief Executive Officer (“CEO”);
- h. ensuring CCS Disability Action operates as a financially viable not-for-profit organisation;
- i. ensuring a Branch Executive Committee is appointed where appropriate;

These responsibilities shall be undertaken in consultation with Branches and local areas, except in relation to (g) above.

9. The **Chief Executive Officer** shall:

- a. be accountable to the Board;
- b. be responsible for the overall effective and efficient management of CCS Disability Action nationwide in accordance with the philosophy of CCS Disability Action and the policies and Business Plans adopted by the Board;
- c. be responsible for the development of nationwide management structures;
- d. be responsible for the development and implementation of nationwide human resource policies including the employment of Branch managers.

10. Each Branch shall elect a Local Advisory Committee (LAC) which will report to and liaise with the Board through Board Regional Representatives. The LAC shall be responsible for:

- a. providing advice and support to Branch management other than on financial matters;

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- b. monitoring the operations of CCS Disability Action at the local level;
- c. facilitating communication with consumers;
- d. undertaking an advocacy role in consultation with management;
- e. assisting in the organisation of the election of Board Regional Representatives.

11. Each Branch shall establish an **Executive Committee**. The purpose of this Committee is to provide advice and support with respect to Branch financial matters. The Executive Committee shall:

- a. act as a custodian of Branch assets;
- b. monitor performance against its business plan and budget;
- c. approve all decisions on the acquisition and disposition of Branch real property and the exercise of borrowing powers on Branch property subject to the Board's approval which shall not be unreasonably or arbitrarily withheld;
- d. assist in fundraising if required;
- e. promote the profile of the Society and Branch

The Executive Committee will comprise the Branch Manager, a nominee of the CEO, and nominees of the LAC or other members of the Branch all to be approved by the Board.

12. To implement these provisions, the parties agree to:

- a. adopt the attached Constitution for CCS Disability Action;
- b. co-operate in establishing and implementing consistent, quality minimum standards of services nationwide and ensuring those standards are maintained;
- c. accept and support the nationwide authority of the Board in regard to policy, objectives, strategic direction, business plan and related functions;
- d. accept and support the nationwide authority of the CEO in matters of management, the employment, review and assessment of Branch managers, and implementation of policy under direction of the Board;
- e. Branch Boards/Committees will promote the adoption of the standard Branch constitution, as approved by the Board at Special General Meetings of their Branch within 45 days;
- f. actively promote and encourage the establishment of LACs and support them in undertaking their key tasks.

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**SIGNED** on behalf of the National Board of CCS Disability Action  
Incorporated by its duly authorised representative

.....  
**SIGNED** on behalf of CCS Disability Action  
Incorporated by its duly authorised representative

.....

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## Strategic Priorities 2019-2022

<https://www.ccsdisabilityaction.org.nz/about-us/>

### Our Vision

*Including All People*

**CCS DISABILITY ACTION** has a vision that every disabled person\* will be included and participates in the life of their family and community.

We are in action to make Aotearoa/ New Zealand an inclusive society where everyone has an opportunity to play a meaningful part in including all people. We therefore work with - family members, friends, Hapū, Iwi, educators, health, social services, business, employers, councils, Government, community agencies, community groups and the public.

### Our Foundation Statement

*Te hunga hauā mauri mō ngā tāngata katoa*

**THIS STATEMENT FORMS** the foundation of our identity and means that all people have Mauri, unique life force, and that we value every person equally.

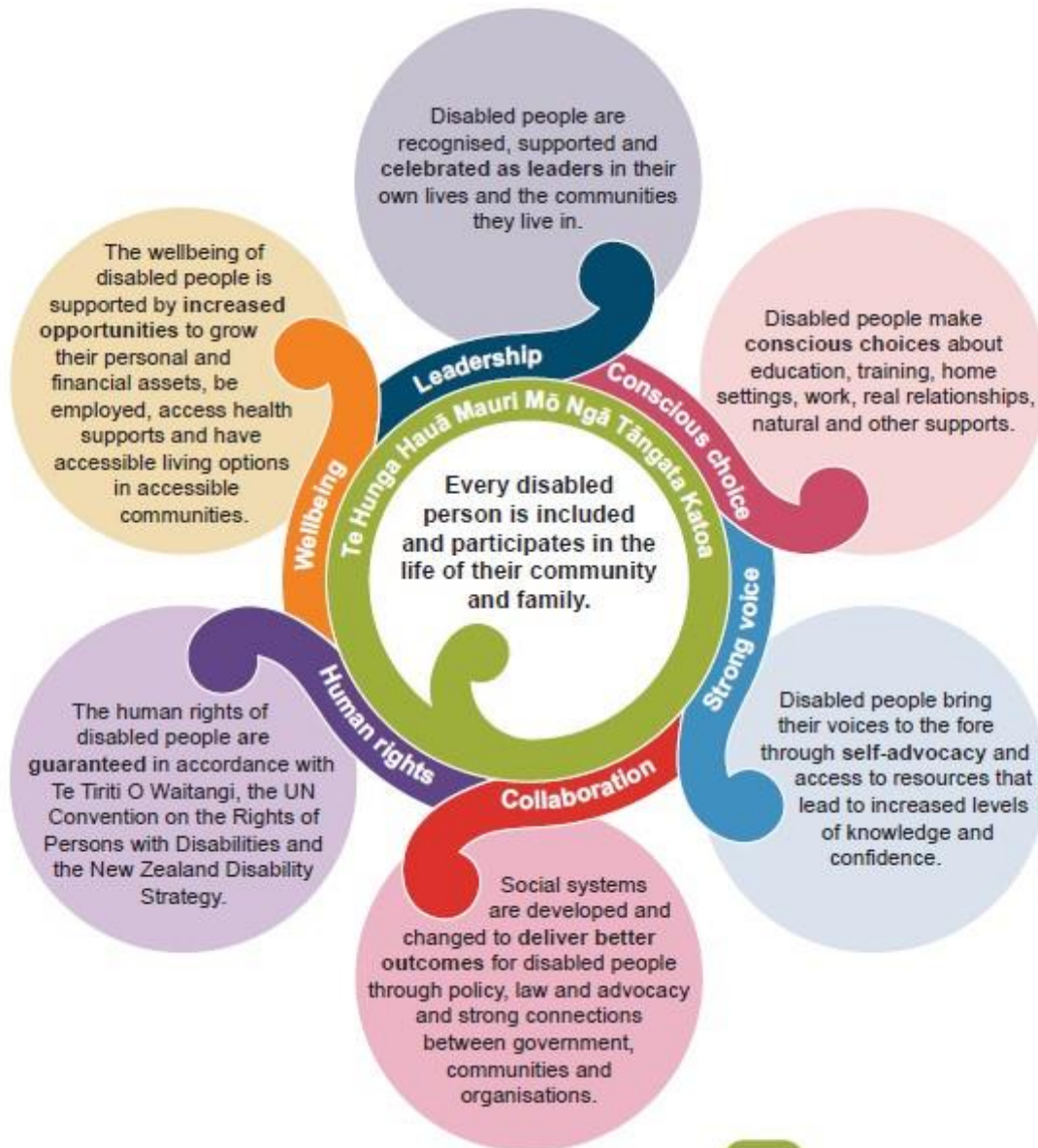
\*We use the term “disabled person” in our documents to align our Vision with the social model of disability, Enabling Good Lives Principles and the NZ Disability Strategy. We respect the right of all people to define their own individual and varied identities for themselves.

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# Our Vision

## Te Puāwaitanga



TE HUNGA HAUĀ MAURI MŌ NGĀ TĀNGATA KATOA

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## Our Challenge

*Te whakatara*

**ONE IN FOUR** New Zealanders live with an impairment. Our society does not always operate in a way where everyone can participate. This lack of participation can be due to a physical barrier; a barrier created by other people's attitudes and behaviours; or by a lack of access to information, resources and support. These barriers create an environment that can make life even more challenging for disabled people.

## Our Organisation

*Tō tātou whakahaere*

**CCS DISABILITY ACTION** was founded by Rotary in 1935 as the Crippled Children Society to support children affected by polio. Today we are the largest pan disability support organisation in Aotearoa/ New Zealand supporting people of all ages, across a diversity of cultures with a wide range of impairments.

We work within a disability rights framework and this is reflected in everything we do. We partner with disabled people, their families and wider whānau, to enable them to have choice and control in their lives which are positive and connective. We also work with local communities, to challenge and assist them to become more inclusive.

In our work, we connect with all parts of Aotearoa/New Zealand. We acknowledge Māori as Tangata Whenua. We are committed to being in relationships with Hapū and Iwi so that we continue to develop our ability to support Māori people with disabilities and their wider whānau.

## Our purpose

*Tō tātou tumanako*

**TO STRENGTHEN COMMUNITIES** and provide information, advocacy and support so disabled people are included and participate in the life of their family and in their community.

### We value:

- Mauri, the unique life-force of each person.
- Disabled peoples' leadership.
- The connections of family, wider whānau and community.
- Our diversity and our differences.
- Personal and collective responsibility.
- The relationships and partnerships with those we work with and alongside.

### We will achieve this by focussing on:

- Leadership
- Conscious Choice
- Strong Voices
- Collaboration
- Human Rights
- Well-being

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**Our work in the community will be organised to ensure that disabled people will:**

- Have access to information, resources, support and advocacy at the right time, and that disabled children get the best start in life.
- Have access to information, resources and support to move through their key transition points such as starting school, moving into adulthood, finding employment, a home, a partner, becoming parents and retirement.
- Have the resources to live successfully in the home and community of their choice and are free from social isolation, abuse or neglect.
- Attend their local early childhood centre, school, college, and further education establishment with the supports they need to succeed.

**In all that we do we will:**

- Challenge and support communities to remove barriers to participation and focus on inclusive planning and accessible community development for all.
- Challenge and support disabled people to take on leadership roles, in their own lives and within their own community, including our own organisation.
- Support the diverse populations and communities in which we work.
- Be open to and actively seek partnerships and coalitions with other values-aligned organisations and people.

**As a result of our work:**

<b>Leadership</b>	<b>Conscious choice</b>	<b>Strong voice</b>
More disabled people are recognised, supported and celebrated as leaders in their own lives, the community and business.	More disabled people can make conscious choices about education, training, home, work, real relationships and natural supports.	More disabled people will grow their self-advocacy skills, confidence, knowledge and personal resources to bring their voices to the fore.
<b>Collaboration</b>	<b>Human rights</b>	<b>Wellbeing</b>
Social systems will deliver better outcomes for disabled people through changes in policies, laws and regulations because of advocacy and connections made with and between Government, communities and businesses.	Human rights will take more of a centre stage in Aotearoa/ New Zealand supported by the foundation documents of Te Tiriti, the UN Convention on the Rights of Persons with Disabilities and the NZ Disability Strategy.	The wellbeing of disabled people is supported by increased opportunities to grow their personal and financial assets, be employed, access health supports and have accessible living options

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**Within our organisation we will focus on:**

Adopting a rights based approach by:

- Guiding our shared understanding of the United Nations Convention on the Rights of Disabled Persons and the NZ Disability Strategy.
- Delivering support within a rights based framework.
- Embracing the Enabling Good Lives Principles (EGL).

Openly committing to Te Tiriti O Waitangi by:

- Acknowledging Māori as Tāngata Whenua.
- Basing our approach on our shared understanding of Te Tiriti O Waitangi.
- Acknowledging that we cannot achieve our vision without recognising the partnership and the values that Te Tiriti signifies.

Being a good employer by:

- Ensuring staff work in a healthy and safe environment.
- Focusing on their well-being.
- Recognising their contributions and the times they go the “extra mile”.

Supporting our staff to:

- Continue developing skills, knowledge and innovation to carry out their role.
- Access resources to carry out their work.
- Be open to change and on-going professional development opportunities.

Being nationally consistent by:

- Implementing common work processes and business systems.
- Developing an effective national infrastructure.

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## Māori Disability Framework (2019-2022)



CCS  
disability action  
Including all people

TE HUNGA HAUĀ MAURI MŌ NGĀ TĀNGATA KATOĀ

### Looking Forward

CCS Disability Action's work is committed to ensuring social equity and inclusion for disabled people. Te Tiriti o Waitangi is one of our three core documents, alongside the UN Convention on the Rights of Persons with Disabilities and the NZ Disability Strategy.

As an organisation, we see Māori as tāngata whenua of Aotearoa/New Zealand. We acknowledge that this nation was built on a partnership between Māori and the Crown, based on the Treaty of Waitangi and Te Tiriti o Waitangi (The Māori version of the Treaty). Our vision to include all people cannot be done without acknowledging the partnership this nation was built on, and the values that it signifies.

We recognise that whānau hauā, (disabled Māori) face social inequalities and other barriers specific to cultural needs. We as an organisation make a commitment to address these barriers.

We also acknowledge that Māori culture has strengths in how it approaches disability. We endeavour to address the unique barriers whānau hauā can face, while building on their unique strengths.

We aim to ensure that our services are responsive to whānau hauā. We work to ensure that our organisation presents a proactive and cohesive approach to Māori strategy across all developments - local, regional and national.

The primary goals of the Māori Disability Framework are to outline CCS Disability Action's commitment to Te Tiriti o Waitangi and to addressing disability issues for Māori. This will build a greater sense of responsibility and accountability for the organisation to work inclusively for the benefit of all.

### Māori and Disability

Māori are over-represented in disability statistics. Māori and Pacific people are also less likely to access disability support services than other population groups (Awekotuku, Hickey, Karapu, &, Nikora 2004).

The New Zealand Disability Strategy (2001) suggests that a disabling environment exists when one group of society creates an environment that takes no account of an individual's impairments. Other researchers have stated that Māori are disabled by society because they are not recognised for their Māori cultural identity, interaction or interpretations they give to disability (Philips, Cowan & Tikao, 2009).

"NZ disability strategy revised 2016-2026 notes that despite what they have learnt and the progress that has been made since 2001, many disabled children and adults still face some barriers that prevent them from reaching their full potential."

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Māori are a holistic people (Durie, 2008; Ratima & Ratima 2010). For whānau hauā, a holistic view often extends beyond an individual experiencing disability, to achieving a balance of interdependence between different variables; whānau, accessibility, culture, wairua and connection to the land (Ratima & Ratima, 2007).

By working more inclusively with whānau hauā and Māori communities, our organisation can strive towards a better understanding and shared responsibility for positive outcomes.

**Looking Back**

Between 1999 to 2003, a number of hui were held throughout the country to increase the visibility of the bicultural partnership between Māori and Non-Māori, Tauiwi.

The groups involved in this development were Te Waka Whakapakari and Pūkenga Rangatira. Te Waka Whakapakari was made up of the newly-appointed Kaitohutohu (National Māori Advisor - the late Simon Tawhā), kuia & koroua, Māori staff and Māori governance members from around the country.

Pūkenga Rangatira was largely made up of kuia and koroua from the Bay of Plenty/Waikato region who worked alongside the Kaitohutohu to ensure national Māori cultural awareness and safety. Kōeke Taumata was also established from this rōpū.

During this time the National Kaitohutohu role evolved into the role of Tumu Whakarae – National Manager Māori Policy and Strategy. Ruth Jones was appointed as the Māori disabled leader in this role. The role of Tumu Whakarae involves national development and coordination of CCS Disability Action’s policy work in relation to disabled Māori. It includes research, consultation, drafting policy, submissions and lobbying.

Kihi Ngatai, a member of Kōeke Taumata gifted the foundation statement *Te Hunga Hauā Mauri Mō Ngā Tāngata Katoa* to the organisation. Woven within this statement is the unique word *Mauri*, meaning a life-force/spirit that all people possess. In the foundation statement, we are saying that Mauri considers all living beings as equals and does not discriminate against a person based on culture, gender or disability.

Kōeke Taumata concluded in 2007, with the decision being made to focus kaumātua energy on strengthening local branches to be more responsive to whānau hauā disability issues for Māori within their local hapū and iwi.

Niho Taniwha, a subcommittee to the CCS Disability Action National Board, was established in 2016 to reaffirm and bring to life the strategies of the Māori Disability Framework throughout the communities of Aotearoa and branches of CCS Disability Action. Ike Rakena Māngai to the National Organisation and Board Tainui waka, was appointed chairperson and Māngai. In March 2017, a Kaiārahi was employed to support branches throughout the four regions to act on the Māori Disability Framework. Recenia Kākā of Te Hikutū Ngāpuhi, was employed in the newly created role of Kaiārahi in March 2017, with the purpose of making the Māori Disability Framework

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functional and meaningful throughout the CCS Disability Action’s regions and branches.

A member of Niho Taniwha, Recenia is a clear link between the National board and the National Leadership Team, meaning that the organisations vision “Te Puāwaitanga” is at the forefront of intentionality when working within Titiro Whakamuri, Anga Whakamua across the country. The growth of Karanga Maha/Many Voices (and inclusive platform for tangata hauā and their whanau) in some of our regions and the initiation of the National Māori Leadership group ‘Te pou Whirinaki’ are some of the initiatives that are evolving through Te Puāwaitanga and TitiroWhakamuri, Anga Whakamua in 2018 and gives a good springboard for the coming years ahead.

This historical journey has been written to acknowledge those who have been a part of the organisation’s bicultural journey and the imprints they have left. Nō reira, e kui mā, e koro mā kua huri ki tua o te ārai, moe mai rā. Kua whai hua ā koutou tini mahi mō te hunga hauā Māori te painga. Okioki mai rā i waenga i ō tātou mātua tūpuna.

**Te Tiriti o Waitangi and the Treaty of Waitangi**

Te Tiriti o Waitangi is a core document for CCS Disability Action. Te Tiriti o Waitangi is the Māori version of the Treaty, and it differs from the English version. Even though the two treaties are different, collectively the Treaty of Waitangi and Te Tiriti o Waitangi form the basis for partnership between the Crown and Māori. We all approach life from different perspectives based on our culture(s), and partnership is based on understanding and respecting these differences.

The principles of the Treaty of Waitangi and Te Tiriti o Waitangi are determined by courts of law. Because they are determined by the courts, they are not set in stone, and new principles emerge from rulings and old ones are modified. Four key principles that have been consistently identified are:

- active protection
- the tribal right to self-regulation
- the right of redress for past breaches
- the duty to consult

These broad principles are based on cases between iwi and the Crown. This means that they tend to focus on relationships between governing entities rather than individuals. Nevertheless, the core of the key principles (the spirit) is applicable to our work. In these principles are the ideas of self-determination, participation, partnership and the protection of rights.

At its core Te Tiriti o Waitangi is a social contract. The chiefs gave the Crown the right to overall governorship of New Zealand in return for having their rights to govern their lands, villages and all their treasures respected. Self-determination participation and partnership were at the core of Te Tiriti o Waitangi. These concepts are at the centre of our work.

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Te Tiriti o Waitangi and the Treaty of Waitangi also gave all Māori the rights, duties and protection of being a British citizen. This was the foundation of Aotearoa/New Zealand. All New Zealand citizens have the same rights and protections. That everyone is entitled to the rights and protections of citizenship is also central to our work.

**Supporting Documents**

1. Te Tiriti o Waitangi is a core document for our organisation and for the rights of the citizens of Aotearoa/New Zealand. It sets out the core ideas of self-determination, partnership and the protection of rights. Every person should be able to participate in decisions that feel right by them, participate in their community and society and have their fundamental wellbeing protected.
  
2. The United Nations Convention Rights of Disabled Person is about ensuring disabled people have the same rights as others. In relation to this framework article 25 (equitable access to health and disability services) and article 30 (right to participate in cultural life) are particularly pertinent to whānau hauā.
  
3. More recently is the Ministry of Health’s document *Whāia Te Ao Mārama: The Māori Disability Action Plan for Disability Support Services* (current version). This document outlines a pathway towards supporting Māori with disabilities to achieve overall wellbeing and unifying each other into a shared understanding and action.
  
4. The updated New Zealand Disability Strategy 2016 - 2026 sets the overarching guide for planning, developing and monitoring government departments’ responsiveness to disabled people in New Zealand. The following excerpt taken from the New Zealand Disability Strategy 2016 – 2026 states; a Māori world view needs to be woven into the implementation of this Strategy. (Statistics New Zealand 2015) (He Hauā Māori) (Findings from the 2013 Disability Survey). This includes the cultural importance of whānau and a whānau-centred approach, which differs from Western concepts of family and disability. The Māori Disability Framework strategies are fundamental towards this approach for whānau hauā to receive quality supports.
  
5. Enabling Good Lives (EGL) is a new approach to supporting disabled people that offers great choice and control over the supports they receive, so that they can plan for the lives they want.
  
6. Hauā – He Mana tō te Kupu – Ike Rakena Māngai for CCS Disability Action  
 The purpose of this paper is to dispel any confusion of CCS Disability Action’s continued use of the kupu ‘disabled’ and the unexplained mana that is attached to it.

The recent introduction of the kupu (word) ‘whaikaha’ (Opai. K, Te Pou o te whakaro Nui: 2017) has begged the question as to the use and retention of

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the old kupu 'hauā', due to the connotations surrounding the definition of what 'hauā' means. As an Organisation that has held the kupu 'hauā' as part of our foundation statement since 2007, the objective is for CCS Disability Action to uphold the mana of the kupu 'hauā', as well as the mauri of our Māori identity. (Please refer to Hauā – He Mana tō te Kupu Appendix A attached)

## Te Puāwaitanga

Our vision

*Every disabled person is included and participates in the life of their community and whānau.*

This Māori Disability Framework leads onto a set of six key objectives. These objectives encompass our work in all regions and each region will respond to these in their annual planning process.

## Framework Objectives

### Objective 1: Hanga Whakaroto

CCS Disability Action is committed to support & facilitate Whānau Hauā (that choose) to live as Māori.

We do this by:

- Building responsiveness to Māori diversity and disability and respect for these preferences.
- Supporting whānau hauā to get the appropriate resources and supports they need; so that tamariki have the best start in life.
- Supporting whānau hauā to have opportunities and resources to participate in Te Ao Māori and also have the full citizenship rights that other New Zealanders have.

### Objective 2: Te Kotahitanga

CCS Disability Action works and/or partners with hapū/iwi and Māori organisations and rūnanga a iwi groups to support inclusion of whānau hauā

We do this by:

- Developing relationships and good partnerships with whānau hauā, hapū, iwi, Māori communities' organisations and rūnanga a iwi.
- Engaging with Māori within political parties and local government.
- Ensuring our policies consider and promote improved outcomes for Māori. Promoting accessibility within Māori communities, including accessible marae.

### Objective 3: Hā, Taonga Tuku Iho

CCS Disability Action will use the key principles ideas (the spirit) from Te Tiriti o Waitangi of self-determination, participation, partnership and the protection of rights across all new and current developments.

We do this by:

- Ensuring that the spirit of Te Tiriti o Waitangi is reflected in our policies, processes, and new and current service and training developments.
- Ensuring that all staff has a good understanding of Te Tiriti o Waitangi and how Te Tiriti o Waitangi and disability rights are interlinked, to enhance their practice.

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- Ensuring the Māori disability framework is included in our core training content and growing the number of Māori facilitators in this training.
- Ensuring staff can greet people confidently and respectfully in Māori.
- Ensuring the availability of cultural supervision and guidance to all staff.
- All regions having training on tikanga at least annually.
- Having affirmative HR processes and practices, including recruitment and engagement strategies.

#### **Objective 4: Mana Ake**

CCS Disability Action will uphold the voice of Māori to influence the development and delivery of services

We do this by:

- Ensuring that the voices of whānau hauā are embedded within our internal service and policy development.
- Supporting the development of research opportunities on Māori and disability.
- Ensuring Māori are present in organisational governance, both nationally and locally.
- Ensuring Local Branches seek guidance from local kaumātua on tikanga and kawa.

#### **Objective 5: Ngā Whakahaerenga Pai**

CCS Disability Action actively promotes and monitors Māori Development, both externally and internally

We do this by:

- Advocating for social systems, government policy and laws to promote beneficial outcomes for whānau hauā.
- Ensuring that disability reforms reflect aspirations for whānau hauā and we are actively evaluating these outcomes.
- Ensuring that we are accurately recording, reviewing, reporting and monitoring outcomes for whānau hauā within our organisation.
- All Regions developing an action plan for responsiveness to Māori, and this is reported and monitored and the Kaiārahi will have a role in monitoring and supporting regions (if needed).

#### **Objective 6: Mana Tangata**

CCS Disability Action will foster, provide opportunities for leadership for and by Whānau Hauā

We do this by:

- Supporting the growth of disabled Māori leadership in people's own life, in whānau, hapū, iwi, community and within our organisation.
- Resourcing and/or providing leadership opportunities for whānau hauā.

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### Te Puāwaitanga – Our Vision

Every disabled person is included and participates in the life of their community and family. The leadership petal, or outcome, states, “disabled people\* are recognised, supported and celebrated as leaders in their own lives, community and business”. Our vision guides our strategic priorities.

### Our Strategic Work Priority

CCS Disability Action encourage and support disabled people to take on leadership roles, wherever possible, in their own lives and within their own community, including our own organisation (CCS Disability Action Strategic Priorities 2019-2022).

### Disability Leadership

Disability Leadership is an overarching term that refers to individual and collective forms of leadership taken by disabled people, people with impairments and those people who understand and are committed to progressing the rights of disabled people. This leadership can be individual leadership such as a person taking leadership in their own life, or collective leadership when people take leadership around disability issues.

\*We use the term “disabled person” in our documents to align our Vision with the social model of disability, Enabling Good Lives Principles and the NZ Disability Strategy. We respect the right of all people to define their own individual and varied identities for themselves.

### Core Documents

**The United Nations Convention on the Rights of Persons with Disabilities [UNCRPD]** is about ensuring disabled people have the same rights as others. The Convention follows decades of work by the United Nations to change attitudes and approaches to persons with disabilities.

**Te Tiriti o Waitangi** is a core document for our organisation and for the rights of the citizens of Aotearoa/New Zealand. It sets out the core principles of self-determination, partnership and the protection of rights.

**The New Zealand Disability Strategy Whakanui Oranga (current version)** sets the overarching guide for planning, developing and monitoring government departments’ responsiveness to disabled people in New Zealand.

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**Supporting Documents**

**What is Disability Leadership?** These definitions clarify what CCS Disability Action means by the terms disability leadership, disabled leadership, a disabled leader, disabled identity, individual leadership and our allies.

**Titiro Whakamuri Anga Whakamua (Māori Disability Framework - current version)** The primary goals of the Māori Disability Framework are to outline CCS Disability Action’s commitment to Te Tiriti o Waitangi and to addressing disability issues for Māori.

**CCS Disability Action Strategic Priorities (current version)** outlines and guides our strategic and organisational work priorities over the next three years. The Action

This Disability Leadership Framework outlines objectives under six headings; Rights, Leadership, Partnership, Development, Delivery and Promotion and Measuring. These objectives encompass our work in all regions and each region will respond to these in their annual planning process. These objectives will allow CCS Disability Action to develop disability leadership and to measure our progress.

**Framework Objectives**

**Objective 1: Rights**

**CCS Disability Action, as a rights based organisation, recognises the rights of disabled persons in relation to leadership within the organisation and wider community**

We do this by:

- Informing disabled people of their rights
- Aligning our policies and procedures with the guiding principles of UNCRPD
- Aligning our services with the guiding principles of UNCRPD

**Objective 2: Leadership**

**Disabled people hold leadership roles throughout the organisation and the wider community**

We do this by:

- Implementing affirmative processes and practices to recruit and engage disabled people into leadership roles including in governance and management
- Supporting disabled people to take up leadership roles internally as well as externally
- Identifying and communicating leadership development opportunities to disabled people within and outside the organisation.

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- Supporting disabled people to access professional development opportunities to take up leadership roles
- Allocating budget resources to develop governance and staff leadership
- Implementing a succession plan to bring disabled people into governance and management roles
- Promoting people to take leadership roles in all services and to be able to contribute as leaders in their life, community and within CCS Disability Action

**Objective 3: Partnership**

**CCS Disability Action works in partnership with the wider community to promote disability leadership**

We do this by:

- Continuing to encourage whānau, staff and governance, to develop the leadership of disabled people
- Continuing to develop partnerships with disabled person’s organisations and other aligned groups
- Engaging with political parties & local government
- Encouraging Government, agencies and professional bodies to involve disabled people in the design and implementation of services, facilities and infrastructure
- Continuing to advocate for change to a rights-based social system within government

**Objective 4: Development**

**CCS Disability Action provides opportunities for disabled leadership in governance, staff and the wider community**

We do this by:

- Adhering to the guiding principles in the UNCRPD in all new and current developments internally and externally.
- Educating all governance members and staff so that they understand how to implement our core documents
- Delivering training from a rights perspective so that the rights of disabled people are upheld
- Taking opportunities to educate disabled people, their whānau and the community about their rights.

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<b>Review Date:</b> 2022	<b>Last Amendment/Review:</b> December 2019

**Objective 5: Delivery**

**Disabled persons hold leadership roles in the delivery of CCS Disability Action services**

We do this by ensuring disabled people hold leadership roles:

- In the design and development of services
- In the delivery of services
- In the monitoring and evaluation of services

**Objective 6: Promotion and Measurement**

**Disability leadership is promoted and evaluated throughout CCS Disability Action**

We do this by:

- Actively promoting, developing and monitoring disabled leadership
- Ensuring that all regions and all national workstreams implement an action plan for the disability leadership framework
- Implementing a nationally consistent monitoring and reporting process on Disability Leadership action plans, for management & governance

<b>Governance Handbook:</b> Disability Leadership Framework	<b>Issue Date:</b>
<b>Review Date:</b> 2022	<b>Last Amendment/Review:</b> December 2019

## National Policies

CCS Disability Action has a comprehensive set of policy documents that relate to both staff and volunteers as follows:

### Human Resources Policy

- Valuing People Policies
- Our Practices
  - Standards of Integrity & Conduct
  - Conflict of Interest
  - Confidentiality
  - IT
  - Expenses
  - Motor Vehicles (Vehicle User Policy currently under review)
  - Concerns & Complaints Process
- Leave
- Recruitment
- Rewards & Benefits
- Professional Development
- Managing your performance
- Health & Safety

### Service Policies

### Financial Policies

### Car Vehicle Purchase & Disposal Policy

Please contact the Executive Assistant if you require further details about any of the above policies.

## Local Governance Policies & Procedures



TE HUNGA HAU MAURI MŌ NGĀ TĀNGATA KĀTOA

### *Code of Conduct (Updated February 2021)*

## CCS Disability Action National Board and Local Governance Committees

### **Policy – Ethical and Good Conduct**

The CCS Disability Action National Board and all Branch Local Committees (LAC, LEC, LC) are committed to the adoption of ethical and good conduct in all areas of their responsibilities and authorities.

The National Board and Local Committees bind their respective members to ethical and good conduct principles and practices.

### **Principles and Practice - Obligations of Members**

Members shall abide by the following ethical and good conduct principles and practices:

- **Adherence to Visions, Values and Purpose.** Act honestly, conscientiously, reasonably, respectfully and in good faith in the best interest of, and be faithful to the CCS Disability Action Vision, Values and Purpose.
- **Commitment to International and Te Tiriti O Waitangi.** Demonstrate and uphold our commitment to UNCRPD, Te Tiriti O Waitangi and New Zealand Disability Strategy.
- **Compliance with Constitution and Regulations.** Take all reasonable steps to ensure compliance to our constitution, policies, legal, regulatory and contractual responsibilities.
- **Professional Courtesy.** Ensure acceptable standards of professional courtesy are maintained at all times.
- **No Intimidation.** Not use any kind of physical or verbal abuse, or intimidation of any other person in the course of undertaking CCS Disability Action business.
- **Maintain Privacy and Confidentiality.** Respect the privacy of individuals, clients, organisations and CCS Disability Action, and use confidential information only for the purpose for which it was intended.
- **Proper Use of Resources.** Neither use, nor allow the use of CCS Disability Action property, resources, or funds for other than authorised purposes.
- **Proper Authorisation.** Not incur any liability on the part of CCS Disability Action without proper authorisation.

<b>Governance Document:</b> Governance Code of Conduct Policy	<b>Issue Date:</b>
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- **Reputation of CCS Disability of Action.** Not behave in any manner which could bring CCS Disability Action into disrepute or misrepresent or misuse the name of CCS Disability Action or its Branches.
- **Secret Commissions.** Not claim or accept any fee, gratuity, commission or benefit from any person or persons other than CCS Disability Action in payment for any matter or thing concerned with their duties and responsibilities, nor to accept any gift or favour from any source which could be seen as influencing a business relationship.
- **Full and Open Participation.** Participate fully and openly in the making of National Board or Branch committee(s) meeting decisions.
- **Maintain Reputation.** Not denigrate CCS Disability Action National Board, staff or members or harm their public image and reputation.
- **Collective Responsibility.** Be loyal, abide by and support the collective decisions made by CCS Disability Action National Board or branch committee as appropriate, as one unified body.
- **Declarations of Interest.** Make every effort to avoid actual or perceived conflicts of interest and declare any potential (actual or perceived) conflict of interest at the earliest possible opportunity.
- **Maintenance of Confidentiality.** Observe confidentiality in respect to the National Board and Branch committees' discussions and decision making.
- **Proper Preparation.** Demonstrate due diligence and dedication in preparation for and attendance at National Board and or Branch committee meetings, special events and all other activities on behalf of CCS Disability Action.
- **Safe Environment.** Ensure meeting environment and culture of meetings is a safe meeting environment for all.

**Standards of Integrity for Governance**

CCS Disability Action follows the 4 Rs:

- **Rights** these are fundamental to equality, are non-negotiable and are the same for everybody.
- **Respect** is about demonstrating that people have value and rights.
- **Relationships** enable people to support each other and are reciprocal.
- **Role** is about knowing your place in a person's life and is used to ensure that rights, respect and relationships exist that support an individual's self-determination, independence and right to choice.

**To ensure the 4 Rs happen, we have an employment relationship with each other based on being:**

**Fair**

We are committed to:

- treating everyone fairly and with respect

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- avoiding behavior which could be deemed to be bullying or harassment
- being professional and responsive to the needs of people we work with working towards better outcomes for those living with disabilities both within their own homes and within their community
- being respectful of other people's beliefs whether these are cultural, political, religious etc

### **Responsible**

We are committed to:

- acting lawfully and objectively
- using CCS Disability Action's resources carefully and only for the intended purposes
- ensuring individual's private information is treated with care and is used only for the proper purposes it was intended for
- improving the performance and efficiency of our organisation

### **Trustworthy**

We are committed to:

- being honest
- working to the best of our abilities
- ensuring our own personal actions are not affected by our personal interests or relationships
- ensuring our position is not being used to take advantage of or to gain personally from others
- declining gifts or benefits that place us under any obligation or perceived influence
- avoiding any activities, both work or non-work, that may harm the reputation of CCS Disability Action.

## **Code of Conduct Process**

### **Breaches of Code of Conduct**

Local Committee member conduct is to be address firstly by the Local Committee members and may be escalated to the Regional Representative for review and/or escalation to the National President.

If any member or committee is found to be in breach of this Code of Conduct, then they may be asked for their resignation.

In the case of a committee being in breach of this code of conduct then the full committee may be stood down and the National Board will appoint a person to oversee the committees' role.

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**Complaints Process:**

- a) Where governance have a complaint about governance, they are to take the complaint to the National Board President to be addressed.
  - i. Where a Letter of complaint is sent to the National Board through the National Board Chair:
    - a. If the Board feels that there is a case, the individual or committee will be notified and if an investigation is needed, the individual or committee will be stood down during the period of the investigation.
    - b. If an investigation is to take place, the Board will appoint an investigator. This person will be independent and unbiased and will provide the Board with a full report with recommendations on moving forward.
    - c. The Board will communicate the outcome of the investigation to the individual and/or committee.
- b) Where governance have a complaint about staff, they are to take the complaint to the National Board President, who will progress this through the CE as appropriate.
- c) Any complaints by staff against a governance member should be referred to the Chief Executive to raise directly with the President.
- d) Where staff make complaints to governance members about other staff member/s, governance members are to advise staff that this is not an appropriate conversation for them to be involved in and direct the staff member to the organisational HR Complaints Policy and their team leader.

The following principles apply to the handling of breaches of the Code of Conduct within CCS Disability Action:

- a. Procedural fairness will apply to all parties involved in any investigation, that is:
  - i. there is a right to fair and impartial consideration by an unbiased person;
  - ii. the parties have the right to know of, and comment on, any information which is damaging to their case or interests; and
  - iii. there must be facts or information to support adverse findings.
- b. A determination shall be made with as little formality and as much expedition as a proper consideration of the matter allows.
- c. The person who determines whether there has been a breach the Code of Conduct must be independent and unbiased.
- d. In establishing contested facts, and in reaching a conclusion as to whether a breach of the Code of Conduct has occurred, the standard of proof to apply will be the balance of probabilities. That is taking account of all available relevant information; an investigator will ask themselves what is more likely to have happened in a particular case.

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Please sign the Code of Conduct Form (**App GP1**) and return to your chair to place on your file.

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<b>Review Date:</b>	<b>Last Amendment/Review:</b> 26 <sup>th</sup> February 2021

## Statement

CCS Disability Action is committed to ensuring that there are no financial barriers to participation as a member of Local Governance.

## Guiding Principles

1. We will be transparent and fair when it comes to reimbursing / funding Governance members' travel costs for meetings and other related and approved work and for other expenses incurred on behalf of the organisation.
2. Arrangements will take into consideration individual support required for people to be able to participate in local governance. For example, but not limited to:
  - Travelling the evening before an event where a meeting has an early start or is an all-day event outside the region.
  - Childcare costs.
3. Governance members may be accompanied on CCS Disability Action business by a partner / whanau member, but costs incurred by the partner/whanau member are at the expense of the local governance member and will not be funded by the organisation.
4. Where a partner or another person is supporting a disabled Governance member, their essential travel costs (e.g. flights, accommodation and meals) will be booked and funded by the organisation. Meal Allowance and Air Travel guidelines will apply to the support person. No other costs will be funded unless the support person is a paid employee of our organisation or another disability / health provider. In this case an hourly / daily rate for support will be agreed on before travel takes place.
5. Requests for cash advances may be submitted to the General Manager and/or Service Manager.
  - a. Consideration of requests for cash advances will take into account:
    - The reasons for incurring the expense/s.
    - The level of costs involved.
    - Possible alternative solution/s.
    - Impact on Branch and/or National Budget.
  - b. Where a request for expenses is not approved, the Local Governance member is to be advised of the reasons.
  - c. Where expenses have been incurred without approval, consideration will be given to:
    - The cost of the expenses.
    - The reason for the unapproved expenses.
    - Precedents that have been or may be set.
    - The financial impacts on the local governance member if the expense request is not approved.

<b>Governance Document:</b> Governance Reimbursement & Expenses Policy	<b>Issue Date:</b>
<b>Review Date:</b>	<b>Last Amendment/Review:</b> July 2022

**Actions**

1. All local governance expenses including but not limited to, travel, accommodation, meals and out of pocket expenses incurred on behalf of the organisation, are to be pre-approved by the National President, General Manager, and/or Service Manager (per their Limitations).
2. CCS Disability Action (Local Branch and/or National Office) will organise all local and national governance meetings and book all approved work-related travel (including flights) and accommodation to minimise personal costs to local governance members, seeking the most cost-effective option:
  - a. Coordination includes the booking and payment of airfares and accommodation and, where possible, the charging back of meals through hotels / motels.
3. All expense claims must be accompanied by GST inclusive receipts. Claims without receipts cannot be approved. Reimbursement will be paid as soon as possible after the event
  - All expense claims are to be made using a CCS Disability Action Expense Claim Form (which can be requested from your local Branch or National Office). Claim forms must be completed, ensuring that the following information is provided/included:
    - The date the expense was incurred
    - Details of the expense e.g. travel, parking, meals, accommodation etc.
    - The total cost of expense including GST where applicable.
4. In the event that meals/catering is not included, a daily rate (allowance – per IRD rates) for meals will be provided of \$80 (GST Inclusive) as per our HR Policies as follows, noting that GST inclusive receipts for all meals must accompany expense claims:
  - Breakfast      \$20.00
  - Lunch            \$20.00
  - Dinner            \$40.00
5. All pre-approved overseas air travel for local governance will be booked by CCS Disability Action (per our HR Policies) as follows:
  - Air travel of less than 8 hours – economy (seat and bag if bag required).
  - Air travel of 8 - 13 hours – economy (seat and bag) unless a premium economy airfare is available at the ordinary price of economy. Then premium economy may be booked.
  - For air travel longer than 13 hours premium economy can be booked.
  - For air travel longer than 13 hours (to the UK, Middle East, Europe etc.) approval will be given for one night’s paid accommodation (stop over) to break the journey.

<b>Governance Document:</b> Governance Reimbursement & Expenses Policy	<b>Issue Date:</b>
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6. All pre-approved accommodation for local governance members will be booked by CCS Disability Action using the following guidelines:
  - Up to NZ\$180.00 per night within New Zealand
  - Up to NZ\$400 per night outside New Zealand
  - If staying privately (with whanau or friends), local governance members may seek an Accommodation Reimbursement of \$80.00 per night. This is a contribution to accommodation and is inclusive of any meals provided by the host.
  
7. Travel within a region but outside of the branch are to be made in CCS Disability Action work vehicles, where possible. If using private vehicles Governance members are to seek approval from their General Manager and/or Service Manager before travelling, to claim mileage at the national rates below (Per IRD ~~and our HR Policies~~).
  - .83 cents per km (for first 14,000 kms in a calendar year) for
    - Petrol or Diesel
    - Petrol Hybrid
    - Electric
  - For Mileage over 14,000 kms in a calendar year as follows:
    - Petrol 31c per km
    - Petrol/hybrid 18c per km
    - Electric 10c per km
  
8. Where a governance member has responsibility for children who require care in their absence, actual and reasonable costs of this care will be reimbursed to a maximum of the current daily rate for respite childcare (carer) for each 24 hour period on production of a tax receipt accompanied by the expense claim form.
  
9. Cash Advances may be requested by local governance members for work related travel, with the request to be made in writing (email or letter) to the General Manager and/or Service Manager at least five working days before travel is required.

Governance members are to sign for receipt of cash provided and once travel is complete must provide an Expense Claim Form with the GST inclusive receipts. Any money not used for work related travel must also be returned to the Branch.

Guidelines for cash advances are as follows (per HR Policies):

- \$80 per day for meals *or*
  - \$40.00 per day where lunch is provided
  - \$40 per half day
- Estimated cost of buses / taxis to meetings if work vehicles are not used
- Actual mileage cost.

## References

<b>Governance Document:</b> Governance Reimbursement & Expenses Policy	<b>Issue Date:</b>
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- *Governance Reasonable Accommodation Policy*
- *HR Policies*

**See Governance Handbook Appendices for**

- APP GP2 Governance Expense Claim Form

<b>Governance Document:</b> Governance Reimbursement & Expenses Policy	<b>Issue Date:</b>
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## **Governance reasonable Accommodation Policy (added July 2022)**

### **Statement**

CCS Disability Action is committed to ensuring that that barriers to participation are removed for people on governance committees.

Reasonable accommodation is the term used to describe creating an environment intended to ensure equity of opportunity, to support:

- the particular practices of a person's religious or ethical beliefs
- the person's needs in relation to family commitments
- the person's needs in relation to a disability.

CCS Disability Action policies and procedures support inclusion in all activities of the organisation. Reasonable accommodations are the accommodations that the organisation agrees to make that are specific to the needs of individuals.

### **Actions**

What this means for CCS Disability Action governance members is that we will consider changes to the way we provide support for governance activities that supports a particular need for that governance member.

If a governance member requires support to be able to fully participate in meetings or activities, they can speak directly with the General Manager for the region they are supporting.

The General Manager will work with the governance Chair for the committee to support any requests. When deciding how we are able to support the request we will consider:

- the effectiveness of the accommodation in helping the person to perform their role
- whether it is practical to put in place the accommodation
- the financial or other costs of the accommodation
- the extent of available resources, including the organisation's
- how much disruption, if any, will be caused to CCS Disability Action or other people
- whether we can get help with the accommodation and its cost e.g. a modification grant

### **References:**

- *Governance Expenses and Reimbursements Policy*
- *A Guide to Creating accessible Events* [..l.l.l.l.l.l.l.l1National Documents\Access Toolkit\Hosting Events\A guide to creating accessible events.docx](#)

<b>Governance Document:</b> Governance Reasonable Policy	<b>Issue Date:</b> 2 <sup>nd</sup> July 2022
<b>Review Date:</b>	<b>Last Amendment/Review:</b>

## Governance Probity Code of Conduct Policy



TE HUNGA HAUĀ MAURI MŌ NGĀ TĀNGATA KATOA

Probity is the strict following of the [code of ethics](#) that is based on honesty, especially in matter related to money and beyond the legal [requirements](#). (Black's Law Dictionary)

CCS Disability Action is committed to achieving the highest possible standards of probity and good governance in all activities. CCS Disability Action promotes openness and transparency in all aspects of its work and expects everyone (members, board and governance members, employees, contractors and volunteers) to practice those principles too. Our conduct as individuals impacts directly on our' public reputation and we must all strive to conduct the business in ways that will maintain the good reputation of CCS Disability Action and the sector generally. This policy sets out our approach concerning payments, benefit schemes, gifts and hospitality that can be accepted as part of your role with CCS Disability Action.

This policy applies to all employees, contractors, volunteers, board members, governance members and committee members. For the purposes of this policy, the term "employee" encompasses all these different groups.

This code of conduct may be read alongside other governing policies and for staff should also be read alongside relevant items in the staff handbook.

### PROBITY CODE – PRINCIPLES

CCS Disability Action believes that all interactions and engagements should be conducted in an open, honest and transparent manner. These qualities should be the hallmarks of good corporate governance.

Our **Probity Code** comprises of 5 Principles and respective provisions and should apply to all employees. This Code will not address every situation but provides a framework to the values and behaviours that are expected. Failure to comply with the Code and its related policies and procedures may result in disciplinary action.

#### **Principle 1 – Conduct and general responsibilities:**

You must fulfil your duties and obligations responsibly, acting at all times in good faith and in line with our culture, vision, mission and values, policies and procedures, regulation and legislation.

#### **Principle 2 - Conflict of Interest:**

You must take all reasonable steps to ensure that no undeclared conflict arises, or could be perceived to arise, between your duties and your personal interests, financial or otherwise.

You should not put yourself in a position where you are involved in an activity or business transaction for personal gain, for you or your family.

#### **Principle 3 - Bribery, Gifts and Hospitality:**

You must not offer, seek or accept bribes or inducements to act improperly or corruptly. You must not accept gifts or hospitality or other benefits that might be seen to

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compromise your judgement or integrity or place you under any obligation to act in a certain way.

**Principle 4 - Funds, Property and Resources:**

You must not misuse CCS Disability Action funds, property or resources.

**Principle 5 - Reporting Concerns:**

You must report to the appropriate senior person or Committee or National Board member any suspicions you may have about possible wrongdoing.

**Review Process:**

Compliance with the CCS Disability Action Probity Code will be monitored by the Chief Executive (or designate) reporting to the National Board. Any relevant findings resulting from this monitoring will be considered as they may arise but there will be an expectation of a formal report to the National Board every six months.

**Specific Actions and Responsibilities:**

- The CCS Disability Action CEO has overall executive responsibility for ensuring organisational awareness of and compliance with this and all other CCS Disability Action codes and policies, reporting to the Board.
- All declarations of interest, gifts and hospitality (accepted and declined) will be reviewed by the Board Chair (Governance) or CEO (staff) (or GM for regional staff), prior to being entered on a central database, if merited (for example, the cleaner gives CCS Disability Action a tin of biscuits at Christmas, this need not be entered; a printing firm takes a member of staff to dinner, this should be noted). If the CEO has any concern in relation to these declarations, s/he will raise this with the Board Chair.
- On a periodic basis the database holding the declaration of interest, gifts and hospitality information will be interrogated to identify any trends. Where trends are identified these will be investigated and reported as necessary.
- CCS Disability Action will not raise petitions as an organisation to respond to issues but will address these through advocacy as and where appropriate.

**PROBITY CODE – Requirements for compliance**

**Principle 1 - Conduct and general responsibilities:**

CCS Disability Action employees, must fulfil their duties and obligations responsibly, acting at all times in good faith and in line with our culture, vision, mission and values, policies and procedures, regulation and legislation.

Everyone is expected to:

- Comply with all relevant laws, regulations, CCS Disability Action policies and procedures, and in accordance with the terms of appointment
- Conduct themselves in a professional manner and with the highest standards of honesty and integrity as outlined in CCS Disability Action policies, Codes of Practice, staff handbook, Board/Committee Member Code of Conduct and any professional standards that may apply
- Must not use their own position for personal or private interests or for the interests of others that they may have a close connection with

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**Principle 2 - Conflict of Interest:**

Everyone must take all reasonable steps to ensure that no undeclared conflict arises, or could be perceived to arise, between their duties and their personal interests, financial or otherwise. No one should put themselves in a position where they are involved in an activity or business transaction for personal gain, for themselves or their families or for someone they have a close connection with.

Conflict of interest will be a standing agenda item at all Board and Committee meetings, and members of these committees will be required to declare any such potential conflict of interest prior to the discussion of any item, following which they may be required to absent themselves for the duration of those discussions.

Everyone covered by this policy is expected to:

- Comply with CCS Disability Action’s policies and procedures for declaring, recording and handling conflicts of interest. They must declare all perceived or actual conflicts of interest as soon as any conflict or potential conflict arises. Situations where a declaration should be made include but are not limited to:
  - Involvement with other organisations, whether paid or voluntary (approval must be sought from your line manager prior to taking up outside commitments)
  - Employees providing technical services to other employees in their own time
  - Employees using the services of CCS Disability Action’s suppliers/ sub-contractors for personal/private work
  - Purchasing property from CCS Disability Action
  - Where a family member of, or a person in close connection with, a member of CCS Disability Action staff or Board is an affiliate, professional colleague or a person supported by CCS Disability Action, all transactions should be administered in the same way as any other transaction available to CCS Disability Action and its colleagues and customers. No employee or Board Member, family member or someone of close connection shall be given unfair or unwarranted preferential treatment over any other colleague or person we support.
- No one should use their position as an employee or trustee of CCS Disability Action to obtain discounts from CCS Disability Action’s contractors/suppliers unless they are agreed corporate discounts that are made available to all employees
- CCS Disability Action staff and Board members must not be involved in the appointment of a supplier or contractor to whom they are closely connected, without declaring any such relationship. Any terms of a contract or its ongoing monitoring and management subsequently offered must be referred to the Director and/or the Board for approval.

**Principle 3 - Bribery, Gifts and Hospitality:**

Everyone covered by this policy must not offer, seek or accept bribes or inducements to act improperly or corruptly; they must not accept gifts or hospitality or other benefits that might be seen to compromise their judgement or integrity or which might place them under any obligation to act in a certain way.

Everyone is expected to:

- Comply with CCS Disability Action’s policies and procedures in relation to fraud, bribery and corruption

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- Comply with rules governing the giving, receipt, approval and recording of gifts and hospitality as set out in the Employees' Code of Practice and Board Member Code of Conduct
- Declare any gifts (worth over \$50) or hospitality, whether accepted or declined, as and when they are offered. Gifts or offers of hospitality should be referred to the Chief Executive (or designate) and/or Board chair before acceptance, wherever possible and subject to common sense as to the scale of the gift and motive of the giver. Where possible, any gifts accepted should be shared amongst a team.
- Any hospitality provided by anyone covered by this policy to develop commercial relationships should be commensurate to the industry 'norm', and referred to senior personnel for prior approval
- No one should offer gifts and/or hospitality to public officials, suppliers etc. as an inducement to facilitate a process or obtain more favourable contract terms or gain any other advantage
- No one should accept any payment or benefit in return for a business favour or advantage
- Everyone covered by this policy should ensure that all requests for payment to be made are for legitimate business purposes

**Principle 4 - Funds, Property and Resources:**

- Everyone covered by this policy should not misuse the Group's funds, property or resources. Everyone must comply with CCS Disability Action's policies and procedures in respect to:
  - Value for money
  - Information Security (including data protection and good practice guidelines for storing images)
  - Financial regulations
  - Levels of seniority and delegation
  - Anti-Fraud, bribery and corruption
- Everyone covered by this policy has the responsibility to manage and use CCS Disability Action's financial resources in a prudent manner and ensure that value for money is achieved at all times and that expenditure contributes to and does not compromise CCS Disability Action's overall aims and objectives
- Everyone covered by this policy must comply with CCS Disability Action's policies and procedures in relation to procurement, ensuring value for money and fairness
- Everyone covered by this policy must comply with CCS Disability Action's policies and procedures in relation to the disposal of assets
- Everyone covered by this policy must not use CCS Disability Action's resources to conduct any personal/private business that they are affiliated with or for any other personal reason
- Everyone covered by this policy must comply with CCS Disability Action's policies and procedures in relation to contractual and non-contractual payments and benefits

**Principle 5 - Reporting Concerns:**

Everyone covered by this policy must report to the appropriate senior person any suspicions you may have about possible wrongdoing.

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- If anyone has any concerns about fraud or dishonest behaviour or breaches of this Code, this should be reported to the line manager in the first instance.
- CCS Disability Action’s Whistle blowing Policy and items in the CCS Disability Action HR Manual give guidance relating to the reporting of concerns and suspicions of fraud and wrongdoing without fear of repercussions or intimidation and in the knowledge that the information will be treated confidentially and will be investigated fully and rigorously
- If anyone believes that they are being required to act in a way which conflicts with this Code, it must be promptly reported to an appropriate senior person within the CCS Disability Action structure.

**Please Note:** While compliance with the spirit of this code and other governing CCS Disability Action policies is essential and is required from everyone, it must be recognised that there might be a particular context or working practice which impose certain practicalities and realities which may need to be carefully negotiated. Any such instances should be referred to either the HR Manager (staff) or Board Chair (Governance).

**Contracting of CCS Disability Action Committee or Board members to deliver work or services:**

CCS Disability Action is a disability organisation, and some of its core personnel have lived and other experiences which are relevant to its work and operation. Thus it may sometimes arise that a given member of a Committee or the Board, is best placed to deliver a certain piece of work or specialist service. Again, the spirit of CCS Disability Action Codes and Policies must be followed; it must be clear that the selection is appropriate and defensible, and that it represents value for money for CCS Disability Action. All and any such agreements must be subject to the chain of referral, and may require Board scrutiny. Where contract values are relatively large or where there are any other issues or potential issues of conflict, then the Board will have the power to refuse in advance, or terminate even if ongoing, any such agreement.

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## About CCS Disability Action

“In New Zealand an incorporated society is a group of at least 15 people who have applied for registration under the Incorporated Societies Act 1908. Once registered the Society constitutes a distinct legal entity which provides protection to members from debts, contracts etc.” *(Wikipedia definition of Incorporated Society)*

CCS Disability Action is a large **member based organisation** with offices around the country.

CCS Disability Action is an organisation that has strong emphasis on the local and regional membership and governance activity. The national governance bodies and activities are built from the local membership base.

There are a wide range of people involved with each Branch of CCS Disability Action. Some of these people are financial supporters, political and social change partners, and some will become a CCS Disability Action Member.

### Regions

A General Manager is responsible for the group of branches that form a region. Regions do not exist as a legal structure but form an important reporting relationship between the branches, the national organisation and the Board. The General Manager is employed by the National Office and reports to the CE and is part of the National Leadership Team. The General Manager is also responsible for reporting to the local committee structures (LAC, LEC and LC).

**Operationally, branches are grouped into 4 regions.** There may be up to 6 Branches in each Region.

Regions	Branches	Offices
Northern	Northland Auckland	Whangarei, Royal Oak
Midland	Waikato Bay of Plenty Tairāwhiti Hawkes Bay	Hamilton, Tauranga, Rotorua, Whakatane, Gisborne, Napier,
Central Region	North Taranaki South and Central Taranaki Wellington Manawatu Horowhenua Wairarapa Whanganui	New Plymouth, Hawera, Whanganui, Wellington, Palmerston North, Masterton,
Southern Region	Nelson Marlborough Canterbury West Coast South Canterbury Waitaki Otago Southland	Nelson, Blenheim, Westport, Greymouth, Hokitika, Kaikoura, Rangiora, Christchurch, Ashburton, Timaru, Oamaru, Dunedin, Invercargill

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**Governance is grouped into 6 regions.**

Regions	Branches	Offices
Northern	Northland Auckland	Whangarei, Royal Oak
Bay of Plenty/Waikato	Waikato Bay of Plenty	Hamilton, Tauranga, Rotorua, Whakatane,
	Tairāwhiti Hawkes Bay Manawatu Horowhenua Wairarapa Whanganui	Gisborne, Napier, Palmerston North, Masterton, Whanganui
Central Region	North Taranaki South and Central Taranaki Wellington	New Plymouth, Hawera, Wellington,
Upper Southern Region	Nelson Marlborough Canterbury West Coast South Canterbury	Nelson, Blenheim, Westport, Greymouth, Hokitika, Kaikoura, Rangiora, Christchurch, Ashburton, Timaru,
Lower Southern Region	Waitaki Otago Southland	Oamaru, Dunedin, Invercargill

### **National Board**

The CCS Disability Action **National** Board is made up of a President (elected every three years by all the national body members and announced at the national AGM), 6 Regionally Elected Board Members (elected every three years by Branch members in the region) and up to 4 additionally appointed members.

### **Appointed Board Members**

The appointment of additional members to the National Board is to provide additional knowledge and support in areas that existing members do not have.

The National Board:

- Sets the policies and strategic direction, oversees the development of strategic and business plans and the provision of resources to implement them.
- Establishes and monitors performance standards.
- Appoints Chief Executive.
- Considers and ratifies nominations of Local Executive **and Local Committee Finance Sub Committee** members.
- Keeps local governance informed of relevant matters in a timely manner following board meetings.

### **Regionally Elected Board Members**

All the members of a Branch in each of the six governance regions can vote for a Regional Representative who will represent them on the CCS Disability Action Board.

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After Board meetings a communication will be sent out by the National President to all governance members, and these are to be recorded as Inward Correspondence at Local Governance meetings.

A Regionally Elected Board Member will also report to the region any national strategies/ developments /suggestions of interest.

While a Regionally Elected Board Member only needs to attend a small number of local meetings as determined by the Constitution, it is expected that there is regular contact maintained between the **LEC Chairs, LC Chairs** and LAC chairs and the Regionally Elected Board Member.

## **Staff**

### **Chief Executive**

- Holds delegations from the Board to lead CCS Disability Action operations and is monitored through Board reports and a set of limitations policies.
- Oversees implementation of activities to ensure accord between policy, strategic and business planning and allocation of resources
- Monitors performance standards and progress towards targets
- Implements the Strategic and Business Plans agreed by the Board

### **General Managers**

- Are responsible for the operational management and leadership of CCS Disability Action activity in the region
- Are part of the National Leadership Team and contribute to the achievement of the national strategic priorities and the delivery of consistent high quality services.

### **National Leadership Team**

The National Leadership Team (NLT) is made up of the Chief Executive, the General Managers, and National Portfolio Managers. The NLT provides input into the strategic direction of CCS Disability Action, business planning and key national operational decisions.

### **National Office**

The National Office – CCS Disability Action Incorporated is responsible for:

- **Reviewing and measuring how well we are achieving our strategic priorities.**
- **Policy advice and campaigning:** campaigning and raising awareness at central government and other groups on disability issues.
- **Information service:** a national public library and research service. This is a valuable resource for team members, people with disabilities and their family and whanau.
- **The development of national policies, procedures and infrastructure:** for example, development of the Mobility Parking Scheme, the national computer system and network, National Service Policies, Human Resource Policy Handbooks and Health & Safety policies and procedures.
- **Brand development and compliance:** for example, development of logo's and standards for the proper use of the CCS Disability Action name.
- **National marketing and fundraising:** development and implementation of national campaigns for fundraising such as direct mail and face to face fundraising.

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**Branch Staff**

- Implement activities as specified in the national strategic priorities, business plans and service agreements at the local level - working to the same set of unified principles and standards throughout New Zealand as the national body.
- Staff member's roles and responsibilities are determined by their job description and their Employment Agreement.
- Provide administration support for the local governance committees as required.

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## Local Governance

Each Branch, as a legal entity, has its own local governance, which is formed of a Local Advisory Committee (LAC) and a Local Executive Committee (LEC) or a Local Committee (LC) which combines the functions of the LAC and LEC.

## Governance Annual Work Cycle

### A Guide to your Work Programme

The goal of this work plan is to help you answer the question “*What is our Role?*” It is intended as a **guide** only, and is not a set of rules.

	Activity	Result
<b>March - April</b>	Business planning / reviewing	LAC/LEC/LC input into 2 yearly Branch Business Plan. Review of progress against plan
	GM & LEC develop a first cut annual budget.	LAC/LEC/LC have agreed resources budgeted for in annual budget
	Regional Meeting (frequency to be determined by region)	LAC/LC identifies any initiatives it would like to lead in local community
<b>May - July</b>	CCS Disability Action Awareness Week involvement, based on national programme	Branch responds to request to be involved in awareness week activity LAC/LC implement agreed local initiatives
	Governance Forum	Hosted by the National Board
	Regional Meeting (frequency to be determined by region)	
	Further consultation with LECs/LCs on branch budgets	Final budgets presented to the <b>National</b> Board for approval by 30 June.
<b>August - September</b>	<b>National</b> Board approve branch Final Budgets	LECs/LCs adopt the budget for the current year
	Review information, policies and procedures relating to service evaluation	LAC/LC know what service evaluation procedures are in place and results from this activity
	Consider any remits Branch wants to have discussed regionally to take to the national AGM	LAC/LC lead Branch discussion on possible remits and are prepared for regional meeting, these maybe either face to face or teleconference
	Regional meeting, remit and recommendation planning for AGM	Regional meeting happens and has agreed remits and recommendations to take to National AGM
<b>October - December</b>	Branch AGMs	Local Branch is constitutionally sound
	Governance Forum	Hosted by the National Board
	National AGM	CCS Disability Action <b>National</b> Board demonstrates accountability to LAC / LEC/LC Chairs for their performance over the previous year and vice versa

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### **Local Advisory Committee (LAC)**

Each branch elects its own LAC. The LAC reports to and liaises with the CCS Disability Action **National** Board through the Regionally Elected Board Member. LAC's are comprised of no more than 10 people who are involved members of CCS Disability Action, but not employees of CCS Disability Action.

All LAC members are also members of CCS Disability Action Incorporated, the National Entity.

The LAC is involved with CCS Disability Action's strategic direction, business planning and service review, with the core focus being identified in the national strategic aims and the bi-annual branch and regional plans.

General Managers will oversee the implementation of the strategic and business plans at a local/regional level. This cycle provides a basis for each LAC to plan its work, set meetings to fit with the work cycle and to assess if there is time and energy for additional local activity on top of the work cycle.

### **LAC Election Process**

LAC members are nominated by Members of CCS Disability Action (in writing no less than 21 days before the Branch Annual General Meeting) and elected for a term of two years — at which point they can choose to stand for another term of office. A Standard LAC/LC Nomination form Template is provided (APP GRR6).

Administrative support to governance are to have committee membership nomination forms at the committee meeting prior to the AGM to ensure meeting the Constitutional requirement of 21 days prior to the AGM.

Whilst the constitution rules are that nominations are required 21 days prior but due to the very real issue of obtaining a quorum and recruiting committee members, the **National** Board were agreed that the practice (has been happening for many years) of having nomination forms at the AGMs to sign up both members and Committee members, would be acceptable as a practical means to an end.

This does not address and/or remove the responsibility of current members returning their forms in time but it acknowledges the reality of how things go, and finds a way forward to ensure the work can continue.

This is actioned as follows:

- Branch Governance Administration support send out LAC nomination forms to members of the CCS Disability Branch with notification of Branch AGM.
- Nominations are to be received in writing by the branch, no less than 21 days prior to date of Branch AGM

Following election at the Branch AGM, LAC Members must also sign:

- Governance Code of Conduct (APP GP1)
- LAC or LC Confidentiality Statement (APP GRR4/APP GRR 5).

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### **LAC Membership through Branch AGM process**

A member of the local branch of CCS Disability Action can attend the Branch AGM and is able to nominate and vote for members of the Local Advisory Committee and the Local Committee, as well as nominate members for the Local Executive Committee. They can be involved in the direction of the local branch of CCS Disability Action and may be kept informed of developments within the services and wider CCS Disability Action activity. There are different types of membership as outlined in the National and Branch Constitution.

### **Excerpt from Branch Constitution**

**5.3 (a)** *Candidates for election as members of the LAC must be nominated in writing, with the full name and address of the nominee, and the signatures of the nominee, the proposer and the seconder (all of whom must be Members). The nominations must be received at the registered office of the Branch not less than 21 days prior to the Annual General Meeting.*

### **LAC Membership Outside of Branch AGM process**

Applications/expressions of interest for membership of the Local Advisory and/or Local Committee outside the Branch AGM approval process through appointment by the Committee.

Please note that “co-opting” LAC members is not constitutional, therefore cannot be applied. The only way outside the Branch AGM process to have new committee members join, is through appointment, which entitles them to be fully voting members of the committee.

### **Excerpt from Branch Constitution**

**5.2 ( c )** *The LAC may **appoint** an Individual Member to fill a casual vacancy. A person so **appointed** shall retire at the next Annual General Meeting but shall be eligible for re-election.*

Appointed members **are able to vote.**

### **Prior to the next Branch AGM:**

- The appointed member would “retire” from the committee.
- A nomination form would be filled out as per 5.3 (a) of the Branch Constitution and taken to the Branch AGM to be voted on.

### **Branch Constitution**

**11.1** *At each Annual General Meeting the following business shall be transacted:*

- Consideration of the Annual Report;*
- Consideration of the Statement of Accounts [of the Branch] and the Auditor’s Report;*
- Subject to Rule 5.3(b), election of Members to the LAC with effect from the end of the meeting, in accordance with Rule 5.2;*

If selecting this option, motion for the minutes as follows:

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**Motion:** That ..... be **appointed** to the {Branch} Local Advisory Committee/Local Committee, until the Annual General Meeting {date}, at which time.....will resign from the committee and be eligible for nomination to the Committee as per 5.3 (a) of the Branch Constitution.

**Moved:**  
**Carried:**

***LAC Member Voting Rights***

Each of the ten committee members has one vote. The Chairperson, who is elected by the other LAC members, can use a casting vote if there is no clear majority.

***LAC Chair Role***

The Chair’s role is important in that it can determine how successful a meeting is. The Chair:

- Determines the success of a meeting
- Keeps the meetings focused, on time
- Supports healthy debates on issues being discussed
- Ensures that all voices on the committee are heard on the matters being discussed
- Knows CCS Disability Action meeting rules
- Attend National Governance forums and report back to local committee through written report
- Prepare a report for the Branch Annual Report

***LAC Committee Members Roles***

Any person who wishes to take a governance role within CCS Disability Action must be a member of a local branch or a Life Member of a branch. To take on the role of a member of the LAC a person must have the time to commit to attend meetings, read minutes, agendas and other papers before the meeting so that they can discuss issues at that meeting. A person must feel free to take a part in all aspects of the meeting; that is both listening and contributing to discussions.

***LAC Responsibilities***

- Elect a chairperson at the first LAC/LC meeting following the Branch AGM
- Provide advice and support to Branch management
- Monitor the operations of CCS Disability Action in the relevant local area to ensure that services are meeting nationally defined standards
- Help the Branch and National Organisation communicate with people we support in the local area
- Assist in the election of National Board Regional Representative from your region
- Appoint a voting delegate to the National AGM
- Submit remits to the national AGM
- Work together with Branch Staff to organise the Branch AGM
- Receive reports from the Local Executive Committee. It would be expected that both committees have regular reporting times throughout the year
- Organise the election for the LAC
- Elect a chairperson at the first LAC meeting following the elections

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- Report to and liaise with the National Board through the National Board Regional Representative
- Nominate individuals with suitable skills who reside in the local area to be appointed as members of the LEC of the branch
- Support the development of the regions business plan
- Up to 3 members of a LAC may also be members of the LEC of the branch

### ***LAC Relationships***

LAC members can develop relationships locally to:

- Respond to enquiries from service users and disability groups about the work of CCS Disability Action in the local community
- Find a means of liaising with service users in local areas to develop familiarity with consumer issues, e.g. newsletters, community forum, networking with other relevant agencies
- If LAC Members wish to make a submission to their local councils, the submission may be put on to the local Branch letterhead – subject to having been reviewed by the General Manager of the region to ensure that it is consistent with our mission, vision and values, prior to it being sent out.
- Petitions are to be reviewed by the National Board to ensure that there is no potential for negative impact on the reputation of the organisation. **National** Board approval will be supported by a Board resolution. Petitions are only to be sent when approved by the National Board.

LAC members have an opportunity to work closely with the General Manager and/or the Branch Team Leader to:

- Provide advice and guidance on local service delivery
- Ensure LAC activities and contribution are in accordance with the branch strategic and business plans
- Ensure LAC activities and contribution comply with CCS Disability Action policy and local responsiveness
- Report perceived gaps in the community in terms of services to people with disabilities
- LAC members have an opportunity within the local community to:
  - Identify barriers that are preventing people with disabilities from participating in the community and develop recommendations to address these
  - Where appropriate, pass on feedback from the community on issues that would improve service delivery

### ***LAC Membership - Parents of young Children***

In the process of aligning the National and Branch Constitutions in 2017, the section below was an unintended casualty of this process as it is considered acceptable practice for parents of young children to be members on their behalf due to the age of the person we support. Parents are therefore not automatic members, but are accepted as members for the purpose of being able join a LAC.

Therefore it is acceptable for parents of younger people to join Branch LACs.

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**4.1.2 Family Members**

*Husbands and wives, or partners in bona fide domestic relationships similar to marriage including same sex couples, or a parent or parents and one or more children living together in a family unit, and who subscribe to the funds of the Branch such sum as shall be determined from time to time by the Board shall be Family Members. For voting purposes, a Family Member shall have the same rights as an Individual Member even though the Family Member may consist of more than one person.*

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## **Local Executive Committee (LEC)**

Each branch that has a LAC, has a LEC. The LEC consists of up to three members appointed by the **National** Board from nominations received by the LAC or any member. The LEC are custodians of branch assets and financial delegations are approved by the CEO and given to General Managers who report back to the LEC and CEO. The LEC is also responsible for monitoring risk management. LEC's will monitor branch performance against the business plan and against the branch budget.

### **LEC Relationships**

At least once a year the LAC receives a report on Branch affairs from the LEC and then presents a full annual report to the Branch AGM.

### **LEC Committee Appointment Process**

LAC Committee members or Branch Financial members nominate LEC Committee members.

In March of each year, National office (Executive Assistant) sends out the nomination forms to the LEC member/s (cc LAC Chair, General Manager and Regional Representative) whose term is up for renewal.

Ensure that completed nominations are sent to National Office within the deadline, filled in correctly and signed. These will include:

- Nomination form (APP GRR3)
- Charities Commission Compliance Form (APP GRR1)
- LEC Confidentiality Agreement (APP GRR2)
- Code of Conduct Form (APP GP1)

Following the **National** Board ratification, the National Executive Assistant will notify the nominee of the Board's decision in writing by email.

The LEC of a Branch shall consist of:

- Up to three persons (may be more with **National** Board approval) appointed by the Board from the nominations received from the LAC or other members
- Where the LEC does not meet the Constitutional minimum requirement or lacks reassurance of the skill sets of committee numbers, the **National** Board may appoint a nominee to the committee.

### **LEC Responsibilities**

The LEC will consult with the LAC when making asset management decisions that involve selling Branch assets.

The LEC of a Branch may exercise all or any of the powers, functions and discretions vested in the Branch, including but not by way of limitation:

- a) To carry out the objects of CCS and the other objects of the Branch.
- b) To provide advice and support to Branch management staff.
- c) To assist Branch management staff in fundraising initiatives.
- d) To monitor Branch performance against the business plan and budget for the Branch.

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- e) To approve recommendations on the acquisition and disposition of Branch property and the exercise of borrowing powers on Branch property, subject to the approval of the (National) Board, such approval not to be arbitrarily or unreasonably withheld by the (National) Board.
- f) To act as custodian of Branch assets.
- g) Subject to any national plan agreed by CCS as to allocation of resources, and in consultation with the Chief Executive, receive and allocate money coming to the Branch subject to and in accordance with any directions and conditions attached to it.
- h) Subject to sub-rule (g) above, invest funds in any manner as the Local Executive Committee determines, and in the investment of funds the Local Executive Committee has all the powers of a natural person.
- i) Subject to sub-rule (e) above, borrow or raise money and give mortgages, charges or liens over the property of the Branch or parts of it.
- j) Subject to the above sub-rules, rent, lease, hire, purchase, acquire, or sell, lease surrender or dispose of any interest in personal property.
- k) Apply funds to support CCS administration, as levied by the Board from time to time.
- l) Such other functions not inconsistent with the other provisions of this Constitution as may be considered necessary or desirable for the proper administration of the Branch and its affairs.

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## **Local Committee (LC)**

Local Governance (LEC and LAC) is able to elect to combine the functions of the LAC and LEC into one combined committee – called “Local Committee (LC). This must be done by the passing of a resolution with a two thirds majority of votes of paid up voting members.

The combined committee is able to revert to the two-committee structure by the same voting process. The combined committee is made up of a combination of both LAC and LEC functions and responsibilities.

The Local Committee carries out both “advisory” and “executive” functions. To meet Constitutional requirements, the Local Committee must have a minimum of 3 members who fulfil the “executive” function of financial oversight to the branch. These members would carry out these roles through the formation of a Finance subcommittee of the Local Committee. The Finance Subcommittee meets prior to and reports to the LC meetings.

The election process for non-finance subcommittee members of the LC is the same as for LAC members.

### ***Local Committee Finance Sub Committees***

Membership of the Finance Sub Committee of Local Committees follows the same process as for LEC membership i.e. updated nomination form APP GRR3 is to be filled in with supporting forms and documentation and sent to the Executive Assistant. The National Board will then consider the nomination for approval and confirmation of appointment will be sent to the nominee following the Board meeting and/or passing of an email resolution.

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## Requirements for Governance Committee Membership

### **Ministry of Justice - Police Vetting**

To meet Charities, Incorporated Societies and Vulnerable Children’s Act compliance, all governance members must undergo a police check. This is actioned through “Request for Criminal Conviction History – Third Party form.

### **Start date for new committee members**

The Ministry of Justice and Police Vetting processes can take some time.

New committee members (joining after the AGM or through appointment) may attend meetings from the outset as full members – voting etc, but they are informed that to remain on the committee, the appropriate signed forms (confidentiality & Code of Conduct) are required ASAP, and membership is always subject to the outcome of the Ministry of Justice check results.

The ability to use Ministry of Justice vetting in place of police vetting is covered in our police vetting policy and is in done in each of the regions. General Managers are all aware of this and when the policy was updated to reflect this it was communicated to all HR staff who submit police vetting.

Submitting information for police vetting is the role of the HR Admin staff in each region, and they have this information regarding who can have a Ministry of Justice (MOJ) check, and who requires police vetting.

- The local CCS Disability Action branch will initiate this process for the local governance committees.
- This is to be undertaken every three years.
- The Executive Assistant will initiate the process for National Board Members.
- A record is kept that a police vetting has taken place, but no results are kept on file.
- Any findings following a police/Ministry of Justice check are to be reported back to the National President for further action.

## **Health and Safety Responsibilities and Guidance for Governance**

### **The National Board**

- sets the tone for health and safety leadership
- holds the organisation and Chief Executive to account
- asks deep and probing questions, and requests and gathers sufficient information to ensure that CCS Disability Action is meeting its health and safety obligations

### **Responsibilities**

Under recent legislative changes the responsibilities for all those involved in health and safety have been clarified. Everyone from the board members, through to the staff and even the public have responsibilities for health and safety.

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Board Members are considered officers under the Health and Safety At Work Act 2015 (HSWA). Offices must do **due diligence** to make sure the business understands and manages its key risks and meets its health and safety requirements.

### **Board Members Due Diligence**

Due diligence requires Board Members (as officers) to take reasonable steps to understand the PCBU's operations and health and safety risks, and to ensure that they are managed so that the organisation meets its legal obligations.

Due diligence is defined in section 44(4) of HSWA as taking reasonable steps to:

- acquire and update knowledge of health and safety matters
- gain an understanding of the operations carried out by the organisation, and the hazards and risks generally associated with those operations
- ensure the PCBU has, and uses, appropriate resources and processes to eliminate or minimise those risks
- ensure the PCBU has appropriate processes for receiving and considering information about incidents, hazards and risks, and for responding to that information in a timely way
- ensure there are processes for complying with any duty, and that these are implemented
- verify that these resources and processes are in place and being used.

Board Members (and other officers) must exercise the care, diligence, and skill that a reasonable board member (or officer) would exercise in the same circumstances. What is considered reasonable will depend on the particular circumstances, including the nature of the business or undertaking, and the board members or officer's role and responsibilities.

All officers, including board members, may seek health and safety advice from experts or others within their organisation, such as managers. Where they choose to rely on this advice, the reliance must be reasonable.

**Board Members (and other officers) should obtain enough health and safety knowledge to ask the right questions of the right people and to obtain credible information.**

### **Prosecutions and Enforceable Undertakings**

The HSAW has introduced considerable fines and punishments for officers and those with significant influence over the business should there be considerable health and safety failings. There have been some recent cases through the courts with fines in the area of tens to hundreds of thousands and home detention.

In many cases Worksafe is looking at applying Enforceable Undertakings, this is where a business puts in place significant improvements and training for their staff and others in the industry, rather than face large financial penalties. However the cost of enforceable undertakings is often within the range of penalties available to the courts.

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## What is the liability of volunteer officers?

While officers who are volunteers have a due diligence duty to ensure the PCBU complies with its duties and obligations, they do not commit an offence if they fail to meet it. This immunity ensures that voluntary participation at a leadership level is not discouraged.

However, volunteer officers may be prosecuted as 'other persons' at the workplace if they fail to take reasonable care of their own, or another person's health and safety while at the workplace, or fail to comply with reasonable instructions about health and safety given by the PCBU.

## What Next?

This guidance is a high level overview. As a board member you need to ensure you are keeping your health and safety knowledge up to date. Key resources to guide board members with their health and safety responsibilities are:

**Institute of Directors, Health and Safety Guide: Good Governance for Directors**  
[https://www.iod.org.nz/Portals/0/Governance%20resources/Health%20and%20Safety%20Guide\\_Good%20Governance%20for%20Directors.pdf](https://www.iod.org.nz/Portals/0/Governance%20resources/Health%20and%20Safety%20Guide_Good%20Governance%20for%20Directors.pdf)

Appendix A: directors Health and Safety Checklist – is a good place to start

## Worksafe Factsheet, Information for Officers Who are Volunteers

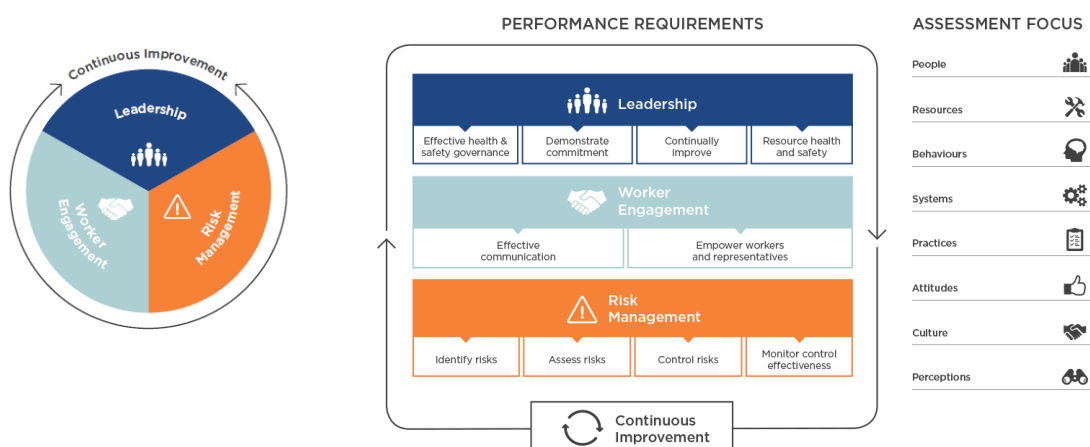
<https://worksafe.govt.nz/managing-health-and-safety/getting-started/understanding-the-law/volunteers/information-for-officers-who-are-volunteers/>

**Worksafe Website** – recently refreshed and regularly updated with more content, you can also subscribe to their newsletters

<https://worksafe.govt.nz/>

## SafePlus – Health and Safety Framework

This is a good framework to think about health and safety within our organisation, how we can improve and how we can make health and safety part of the everyday business as normal way of working.



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**SafePlus** is part of the Worksafe website. There are some very good diagnostic tools that aid board members in enquiring to the health and safety of the organisation

<https://worksafe.govt.nz/dmsdocument/2563-safepus-performance-requirements-questions-for-governance-roles>

**See Governance Handbook Appendices for**

- APP GRR1 Charities Compliance Form CCS Disability Action
- APP GRR2 LEC Confidentiality Statement
- APP GRR3 LEC\_LC Finance Committee Nomination Form Current
- APP GRR4 LAC Confidentiality Statement
- APP GRR5 LC Confidentiality Statement

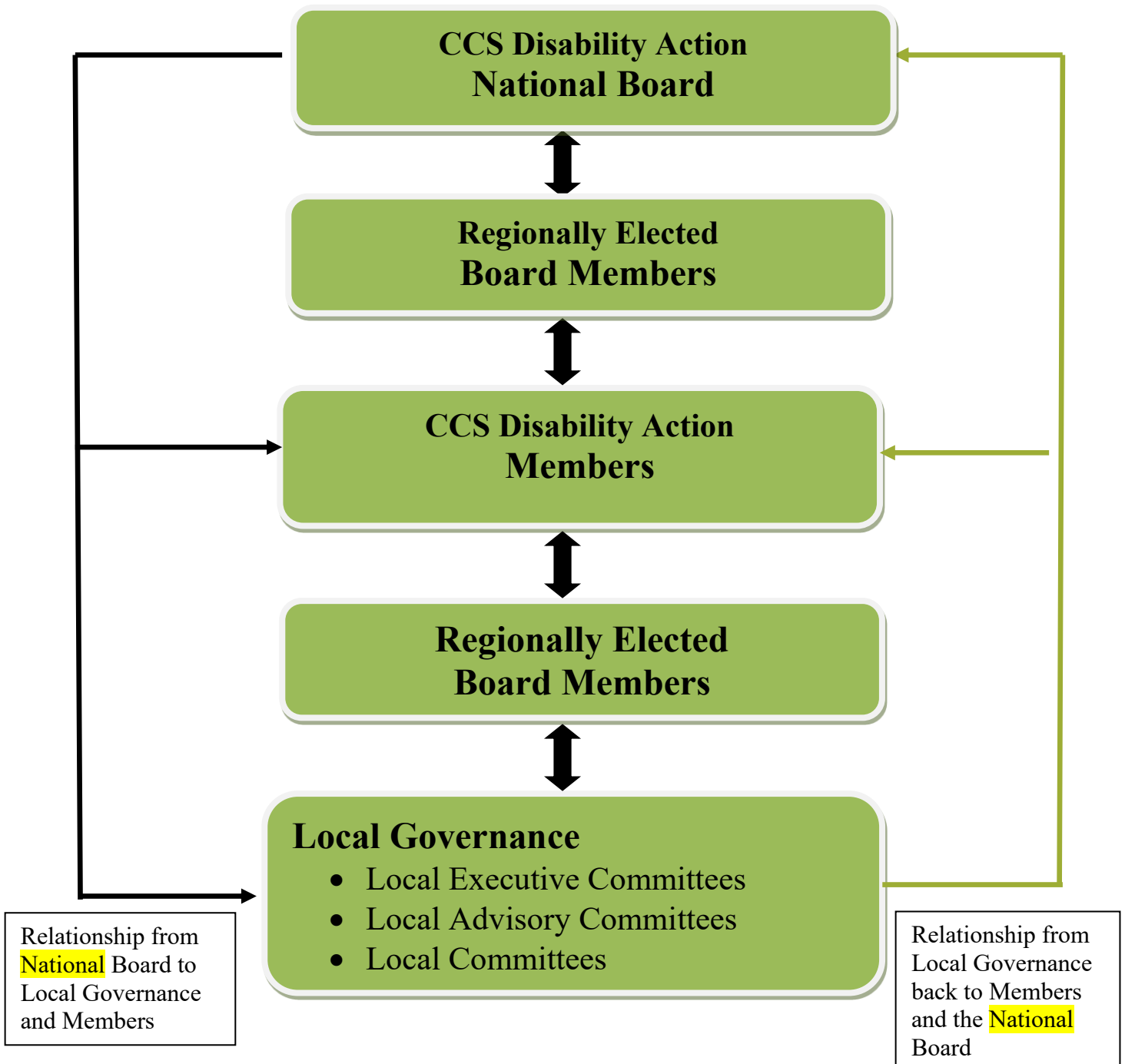
<b>Governance Document:</b> Requirements for Local Governance Membership	<b>Issue Date:</b>
<b>Review Date:</b>	<b>Last Amendment/Review:</b> 12 <sup>th</sup> March 2021

**Governance Communication with the National Board**

LAC, LEC and LC members' point of contact with the **National** Board is through the Regionally Elected Board Member; it is understood however that all Chairs may contact the President on an issue from time to time.

Any concerns that involve CCS Disability Action services should initially be discussed with the General Manager and the Regionally Elected Board Member.

The General Manager is responsible for providing the LAC, LEC and LC with appropriate Branch reports. Their job description requires that they be delivered in a timely and accurate manner.



<b>Governance Document:</b> Communication with the Board	<b>Issue Date:</b>
<b>Review Date:</b>	<b>Last Amendment/Review:</b> 12 <sup>th</sup> March 2021



# Membership

## Membership Database

Vega Works has replaced Donman as the membership and donor database. This is to be updated immediately by local branch admin staff where:

- There is a change of details for governance members.
  - Governance members – if you need to check who are current governance members – use the Governance Directory as a guide – [this](#) is pretty current unless branches have not updated this.
- There is a change of details for members.

If there are any issues, please contact Ranjith Rajeswaran (National Office).

## Life Membership

There are 2 types of Life Membership

1. Branch Life Membership – of service to the branch/local area. AGM minutes are to record nominations and approvals of Branch Life Membership. Life Members of the Branch are listed in the Branch Annual reports.

[S:\1National Documents\Branding and Logos\Branded certificates\Branch Life Membership certificates](#)

1. Can staff be nominated for Branch Life Membership?
  - Yes - Staff and Governance are able to be nominated for Branch Life Membership.
  - Branches (governance and staff) determine who they wish to nominate to Branch Life Membership and why. It does not need to be approved by the **National** Board.  
The nomination still needs to be voted on at the Branch AGM by members.

2. Is it appropriate to nominate staff for Branch Life Membership based on length of Service?
  - Yes, but please note that where length of service is being acknowledged, we also have other ways of acknowledging this – through appreciation of Long Service Certificate. Again, this is a branch decision as to what should be awarded and why.

- In our Branded Certificates folder, [S:\1National Documents\Branding and Logos\Branded certificates](#), you will also find other certificates to acknowledge people in different ways:
  - Long Service Certificate
  - Certificate of Appreciation
  - Certificate of Inclusion
  - Certificate of Dedication

3. Does the nominee need to be a member of the branch (either paid or as a person we support)?
  - Branch Life Membership – current criteria as underlined infers that they do not have to be a member – the key component being that they have supported the local Branch, noting that this is possibly not worded as clearly as it could be.

<b>Governance Document:</b> Membership	<b>Issue Date:</b>
<b>Review Date:</b>	<b>Last Amendment/Review:</b> 12 <sup>th</sup> March 2021

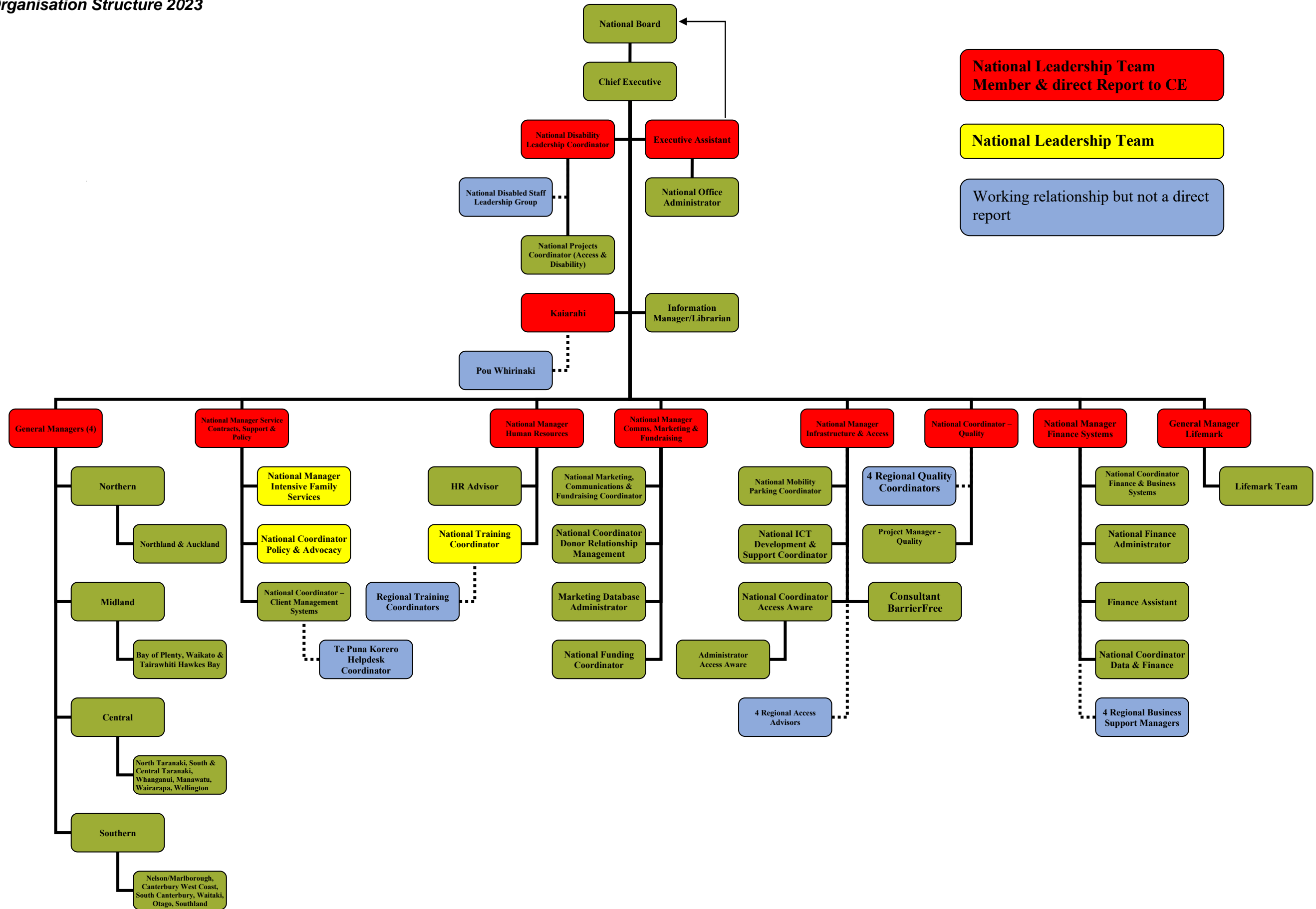
### **Who should be considered for life membership?**

For consideration, a nominee would normally:

- Consistently demonstrate the values of CCS Disability Action {Branch}
- Be committed to the ongoing development of CCS Disability Action {Branch}
- **Have supported or contributed to CCS Disability Action {Branch} as a member or in the wider community**
- Have demonstrated quality leadership in their community/region
- Be highly respected by current membership

2. National Life Membership – of service to the whole organisation – e.g. National Board Members etc. This is organised by the National Executive Assistant.

<b>Governance Document:</b> Membership	<b>Issue Date:</b>
<b>Review Date:</b>	<b>Last Amendment/Review:</b> 12 <sup>th</sup> March 2021



<b>Governance Document:</b> Organisational Structure	<b>Issue Date:</b>
<b>Review Date:</b>	<b>Last Amendment/Review:</b> 2 <sup>nd</sup> February 2023

## Governance Procedures

### Governance Resources

CCS Disability Action Website has Governance and Members Portals available for accessing documents and information. Information included in the portals is:

- Governance Portal
  - Governance Forums agendas, papers and notes
  - Annual Reports
  - AGM notifications and documentation
  - Briefings to Ministers
  - National Newsletters
- Members Portal
  - Annual Reports
  - AGM notifications and documentation
  - Briefings to Ministers
  - National Newsletters

Please note that these continue to be works in progress.

Access to the portals is through the CCS Disability Action Website  
[www.ccsdisabilityaction.org.nz](http://www.ccsdisabilityaction.org.nz)

#### Governance Portal

**Email:** [governance@ccsdisabilityaction.org.nz](mailto:governance@ccsdisabilityaction.org.nz)

**Password:** to be confirmed following update of CCS Disability Action Website

#### Membership Portal

**Email:** [member@ccsdisabilityaction.org.nz](mailto:member@ccsdisabilityaction.org.nz)

**Password:** Green\*Forest96

The Governance Handbook and Appendices (forms and templates) are a further guide to:

- The Constitution (our rules)
- Strategic Priorities
- Frameworks
- Governance Policies
- Practice

## **Guidelines for Meetings**

### ***Frequency of meetings***

Committees should meet no less than four times a year with Special Meetings able to be called at any time by at least three voting members.

Local Governance meetings are **not** to be staff led and/or determined.

- Local Committee Chairs are to set the agenda.
- Staff are to provide administration support.

LAC and LC Meetings are open to members and service users and must encourage participation from all those attending.

**Formal meeting procedures are set out in the Branch Constitution; what follows is a general guide to meetings.**

### ***Notice of Meetings***

The notice for committee meetings should be circulated seven days before the meeting date and will include the agenda and associated papers. LACs, LECs and LCs should set their meeting dates for the year at either before the Branch AGM, or at the first meeting straight after the Branch AGM as this will give members dates well in advance of when the meetings will be held. Meetings are to be held via ZOOM where possible and where face to face meetings are held, ZOOM is to be offered as a way of joining the meeting if unable to attend in person.

### ***ZOOM Meetings***

Technology has provided the ability to hold virtual meetings as well as face to face meetings. There are two platforms available:

- ZOOM (where non staff e.g. governance members are part of the meeting)
  - Use your local/branch ZOOM account to book and set up the meeting and send out invitations with the details of how to join the meeting accordingly.
  - Video conferencing units will need to be used for meetings to provide the audio (ability for Zoom participants to hear what is being said) if there is a face to face meeting being held with the option to join via ZOOM.
  - Start the meeting @ ½ hour earlier to enable to people to join earlier
    - Where the participant's name is not showing – you can change their name as the host of the meeting by clicking on “participants” and then you have options (as long as you are the designated host\_ to
      - Mute all
      - Mute individuals
      - Keep track of who has a hand up
      - Keep track of chat contributions

### ***Local Governance Meeting Administration Support***

This will include sending out/preparation/organisation of:

- Agenda
- Register of Interests (App GM 5)
- Minutes of previous meeting/s
- Financial reports (LEC and LC Finance Subcommittee Meetings only)

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- Other as notified by LAC/LEC/LC Finance subcommittee Chairpersons.
- Branch Service Manager Report
- General Manager Report
- Spare sets of documentation to have available at face to face meetings
- Booking venue – taking into consideration accessibility of venue
- Ensuring that the meeting time will enable a full attendance
- Use of alternative communication formats and the way information is presented e.g.
  - Email
  - ZOOM and/or TEAMS
  - Power point presentations
- Meeting structure (rest breaks etc.)
- Individual requirements in terms of transport, ZOOM attendance and technology, large print (for face to face) or other support needs

**Agendas**

The agenda sets out the order of business for the meeting, and together with the related reports and papers, is sent out in advance to enable committee members to be fully prepared. There is a standard format for the committee agenda that can be used as a guide. (App GM1 & APP GM2)

The agenda is usually drafted by the Committee secretary, in consultation with the LEC/LC/LAC chair and the General Manager and should include a section on matters arising from the previous meeting so that the committee can monitor progress on outstanding issues.

The President’s letter should be part of the standing reports at each meeting and any questions relating to this report should be directed to the regional representative.

Regionally Elected Board Members should present a quarterly report to the committees.

**Minute Secretarial duties**

- Take the minutes at the meetings
- Type up minutes and distribute as draft to all Committee Chairs for review **within 10 working days** of the meeting.
- Ensure that minutes that have been approved at meetings are physically signed and dated by chairperson
- Keep copies of all minutes on file
- Send copies of signed committee minutes to the National Executive Assistant.

**Register of Interests**

Register of interests will be a standing agenda item at all Board and Committee meetings, and members of these committees will be required to declare any such potential or perceived conflict of interest prior to the discussion of any item, following which they may be required to absent themselves for the duration of those discussions. A standard template is provided for Register of Interests. (APP GM5)

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A conflict of interest can arise where a committee member has, or might have, a personal interest in a contract or arrangement that the committee intends to discuss. If this happens the committee member must declare his/her interest before the debate begins and offer to withdraw while the issue is under discussion, unless the committee decides otherwise. *For further details please refer to the Governance Probity Policy.*

**The Quorum**

Before a meeting can go ahead a quorum is required, meaning that half the elected members of the LAC or LAC representation (Local Committee) must be present.

**Voting Members**

Each committee member is entitled to one vote, with all decisions being passed by majority vote. The Chair has deliberative vote and in the case of a tied decision the chair will also have a casting vote.

**Apologies for Absence**

Committee members who are unable to attend a meeting should send in their apologies to be formally recorded in the minutes. A member will be considered to have left the committee if he/she is absent from two consecutive meetings without obtaining leave of absence.

**The Role of the Minute Taker**

Your role as minute taker can affect how you interact during the meeting. If you are not a local branch member or a committee member, you should not actively participate in the meeting, unless invited/asked to do so by the Chair.

**Before the meeting starts – some helpful suggestions:**

It can be helpful to sit beside the chairperson for clarification or help as the meeting proceeds.

Circulate a sheet of paper for attendees to sign. (This sheet can also help identify speakers by seating arrangement later in the meeting.) If the meeting is an open one, write down **only the names of the attendees who have voting rights.**

Note who arrives late or leaves early so that these people can be briefed on what they missed.

**Structuring the Minutes**

A good meeting will have a pre-prepared agenda, and all attendees will be clear about the meeting objective and expected outcomes. Use the agenda to structure your note-taking and be prepared to clarify points as the meeting progresses.

Aim to record key themes not verbatim comments

**Minutes**

The minutes form the written record of a meeting and are always confirmed at the following meeting. A standard form has been prepared as a guide. (App GM3 & APP GM4)

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It is in everyone’s interests that the Minutes are kept as brief as possible. They should record committee decisions and also specify what is to be done, by whom and by what date.

You do not need to record topics irrelevant to the business at hand. Taking minutes is not the same as taking dictation.

Consult only the chairperson, not the attendees, if you have questions.

The person taking minutes does not participate in the meeting.

Write in a concise, accurate manner, taking care not to include any sort of subjective opinion.

No matter what type of minutes you take, focus on capturing and communicating all important actions that took place.

**What should the minutes include?**

Meeting minutes normally include these elements as standard;

- Time, date and venue.
- Present, in attendance, and apologies from absentees.
- Correspondence in and out
- Reports received
- Key outcomes from the meeting - decisions made, actions agreed and open issues.

NB: Minutes should not record “John said.....” If it is important to identify the role of the contributor, use the job title.

Tip: Remember who said what by making a named seat plan at the start of the meeting when introductions are made and referring to it as necessary.

**Correspondence In**

To include any letters and emails to the committee

**Recording those present:**

- **Present:** Only the actual members of a committee are recorded as present
- **In attendance:** Staff, and Regionally Elected Board Members (unless the Regionally Elected Board Member is a member of the committee) and others, are recorded as In Attendance
- Only those listed as present or in attendance can be referred to in the minutes as contributing to the meeting.
- Only those present (i.e. committee members) are able to move/second a motion.

Note who arrives late or leaves early so that these people can be briefed on what they missed.

***After the Meeting***

Write up the minutes soon after the meeting, when your memory of the event is still fresh.

Follow the format used in previous minutes

Preface resolutions with "**It was resolved that.....**"

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Consider attaching long resolutions, reports or other supplementary material to the minutes as an appendix.

Before you circulate the minutes, spell check and ask the committee chair and General Manager to proofread the minutes. Well written, clear minutes circulated in a timely manner are always well received!

Minutes are to be signed – (following approval by the committee and the by the chair) as soon as possible following their ratification

Place minutes chronologically in a record book.

***Retention of Governance Minutes***

As these are a historical document belonging to the branch/organisation, they are to be archived and retained in perpetuity (forever).

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**Resolutions/motions:**

A motion is a suggestion to take some form of action. The phrase “I move a motion that ....” is a formal sign that the member of the meeting wishes to see some result from the discussion. A motion must be seconded before it is voted on by the members of the meeting. An amendment is a change suggested to the original motion. The amendment must also be seconded and the amended motion must be voted on first. If the amendment is successful then that becomes the motion. If it is “lost” then the original motion can be put to the meeting. (App GM6 Motion Guideline Flowchart).

- Must be worded in full and form part of the body of the written minutes– not a reference to something or an attachment
- Only voting Committee members can move a motion/minute
- Record the motions made and the full names of people who move them.
- Record whether motions are adopted or rejected e.g.

**Motion: It was resolved that.....**

**Moved: Seconded: Joe Bloggs/Frank Drake**

**Carried**

Regionally Elected Board Members cannot move or second a motion unless they are at their own local branch meeting of which they are a member.

**See Governance Handbook Appendices for**

- APP GM1 Meeting Agenda Template
- APP GM2 LEC/LC Finance Committee Meeting Agenda Template
- APP GM3 LAC Meeting Minutes Template
- APP GM4 LEC/LC Finance Committee Meeting Minutes Template
- APP GM5 Register of Interests Template

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**Meeting Guidelines for Motions and Amendments**

**1.**  
**Put the motion to the meeting**  
*“I put the motion to the meeting that....”*

**2.**  
**Ask for a mover and seconder to the motion**

If seconder is not received, the motion lapses

**3.**  
**Open the motion up for discussion**  
*“Is there any discussion?”*  
a. Mover and seconder have the rights to speak to the motion first.

**4.**  
After discussion from the floor, the chair offers the mover of the motion the final right of reply.

**5.**  
The Chair then says:  
“All those in favour of the motion that ..... please say aye, followed by “all those against” and “any abstentions”  
If vocal response is unclear, ask for a show of hands and do a count.

**6.**  
The Chair then declares that the motion is carried, (or lost) depending on the outcome of the vote.

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**Amendments to Motions**

A member can move an amendment to any motion but the Chairperson must determine that the amendment **adds or subtracts** a piece of information but **does not change the meaning or intention of the motion.**

1.  
**Put the motion to the meeting**  
*“I put the motion to the meeting that...”*

2.  
**Ask for a mover and seconder to the motion**

3.  
**Open the motion up for discussion**  
*“Is there any discussion?”*  
b. Mover and seconder have the rights to speak to the motion first.  
c. Speakers from the floor speak once each

4.  
**Amendment Proposed**  
If there is a change to the motion required following discussion, the wording is to be as follows by the member proposing the change:  
“I move an amendment that.....”

5.  
**Ask for a seconder to the amendment**

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6.

**Amendment opened up for discussion**

7.

**Following discussion, the amendment is put to the vote**

*“All those in favour that ..... (words for amended motion), please say aye, followed by “all those against” and “any abstentions”*

This vote is to agree to the amended wording for the motion only – not the motion itself.

8.

**Amendment Passed, proceed as follows:**

8.

**If the amendment is lost, the original motion stands**

8a

**The Chair informs the meeting that the original motion is now..... (wording of amended motion)**

8b

**The motion is opened up for discussion**

8c

**After discussion from the floor, The Chair then says:  
“All those in favour of the motion that .....  
please say aye, followed by “all those against” and  
“any abstentions”**

If vocal response is unclear, ask for a show of hands and do a count.

## **Remits and Recommendations**

### **What is a remit/recommendation?**

- A **remit** is focused on possible changes to the Constitution and if passed, will change the Constitution.
- A **recommendation** is a request to the National Board to consider a new practice or change current practice.

Remits/recommendations can be suggested at any time of the year by any member of CCS Disability Action: it doesn't matter if the person who is suggesting the remit is not a member of the LAC / LEC/LC.

### **How to draw up a remit/recommendation:**

1. Draft up the remit/recommendation and take it to your LAC /LEC/LC for discussion and acceptance.
2. A remit/recommendation can be submitted by any 2 financial members of a branch and must be tabled and minuted at a Local Branch Committee meeting before being brought forward to the National Board.
3. Send completed remits/recommendations to the National Office in line with the dates required by the Constitution (sent out by National Office as part of the notice of the National AGM). There should also be a supporting statement outlining the reasons for the remit/recommendation.
4. Where there are separate LACs and LECs, they should hold a joint meeting before the National AGM to decide on how the branch should vote on any remits/recommendations that have been submitted. A voting delegate to the National AGM should be appointed and it is good practice to move in the combined meeting how the meeting has instructed the delegate to vote.

### **What happens next:**

Once received at National Office, the remit/recommendation will be taken to the next **National** Board meeting, where the remit/recommendation will be looked at by the Board. Feedback will be provided if needed.

***Any changes to the Constitution are first made at a national level and then at a local level. A LAC/LC cannot change their Constitution locally.***

### **At the National AGM:**

At the National AGM the Chair will:

1. Ask the voting delegate of the branch who provided the remit to move the remit.
2. Ask for someone to second the remit.

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***If no one seconds the remit/recommendation it is lost and there is no further discussion.***

If the remit is seconded then the Chair will

- 3. The Chair will then open the remit up for general discussion, with the mover and seconder having the rights to speak first.
- 4. The mover of the remit/recommendation is given the final option to speak to the remit/recommendation after discussion and before the vote is taken.
- 5. When general discussion has ended, the Chair will then ask for those in favour, those against, and any abstentions. If the vocal response is unclear, the Chair may request a show of hands for counting.
- 6. The Chair will then declare that the motion is carried or lost (depending on the outcome of the vote)

**If the remit is passed:**

- 1. Changes part of the National CCS Disability Action Constitution
- 2. Changes will need to be incorporated into Branch Constitutions

***If the remit/recommendation is lost no further action is taken.***

**Amendment of a motion**

A remit/recommendation can be amended during the meeting and the Chair will guide the meeting as to how an amendment is processed – as follows:

- 1. Ask the voting delegate of the branch who provided the remit to move the remit.
- 2. Ask for someone to second the remit.
- 3. The Chair will then open the remit up for general discussion, with the mover and seconder having the rights to speak first.
- 4. If there is a change to the wording of the motion required, following general discussion, the wording for this part of the proceedings from the member proposing the change is as follows: “I move an amendment that.....”
- 5. The Chair will ask for someone to second the amendment to the motion.
- 6. The Chair will then open up the meeting for general discussion on the amended motion.
- 7. Following discussion, the **amendment is** put to the vote. (This is not voting on the motion, it is voting to accept the amended motion for putting forward to the meeting). “all those in favour that.....(words of amended motion) please say aye, against, abstentions”.
  - a. If the amendment is lost, the original motion as presented stands.
- 8. If the amendment is passed
  - a. The chair now informs the meeting that the original motion is now .....(wording of the amended motion as accepted)
  - b. The Chair then invites discussion on the new original motion.
  - c. After discussion from the floor, the Chair then puts the new amended motion to the vote.

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### **Confidentiality, Privacy and Safety**

During the course of their work, committee members are often privy to personal information about consumers, their families or to sensitive information about CCS Disability Action. The requirement on all committee members is to maintain confidentiality and to protect the privacy of individuals.

The Privacy Act itself applies to everyone in CCS Disability Action's service, including volunteers. Given this situation, it is good practice and commonsense to handle all potentially sensitive information with care. Committee members should respect the right of individuals and CCS Disability Action to protect personal or other sensitive information, just as you would expect others to respect your privacy. On occasions it may be appropriate for the Chair to remind the committee of these requirements and identify particular topics that should not be discussed outside the meeting.

### **In Committee**

There are times when by the nature of the matter being discussed, it is necessary to exclude this discussion from the formal minutes being noted, other than recording that the meeting has "gone in to committee."

However, any motions, outcomes, decisions, concerns must be recorded. These form what is known as "in committee" minutes and are to be kept in a separate minute book to be held by the chair of the committee.

### **When should a committee move to "in committee?"**

- When the subject matter is seen to be controversial
- When the subject matter has the potential to put the organisation and/or reputation of the organisation at risk
- When confidentiality agreements may be breached due to the need to clearly identify persons by name

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**National Governance Forums**

**Finance Forums**

The Chairs of the LEC/LC meet with the Branch Accountants/Business Support staff to focus on financial, HR and Health & Safety matters in order to create clarity of understanding, policy, procedure and practice. It is expected that all Local Governance Committee attendees report back to their committees following Finance Forums and the notes received following the Forums are to be noted as “Correspondence In” at Local Committee meetings.

**Governance Forums**

The Chairs of the LACs, LECs and LCs meet in a forum to share experiences and to communicate directly with the wider CCS Disability Action National Board. The forums are co-chaired by a National Board Member and a rotating LAC, LEC or LC chair. The forums are also an opportunity for governance members to be updated on what is happening at National Office and across the organisation. It is expected that all Local Governance Committee attendees report back to their committees following Governance Forums and the notes received following the Forums are to be noted as “Correspondence In” at Local Committee meetings.

<b>Governance Handbook:</b> National Governance Forums	<b>Issue Date:</b>
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## **Branch & Governance Directories**

### ***Branch Directory***

The Branch Directory is for keeping the staff information for each branch up to date and is located

<..\..\..\1National Documents\Branch Directory>

- When staff leave, or join, this is to be updated immediately and the date and who updated the information for the Branch is to be recorded at the top of the Branch Page.
- Branch Admin staff and/or regional Executive Assistants are to keep this updated for their branch.
- The National Executive Assistant updates the information for the National Board.
- When the “word” document has been updated, this must also be saved as a PDF – which will involve selecting “replacing existing document.”

### ***Governance Directory***

The Governance Directory is a record of the National Board, LEC, LAC and LC membership. It is located

<..\..\..\1National Documents\Branch Directory>

- Any changes to local governance committee membership must be updated immediately.
  - The National Executive Assistant is to be notified of any changes so that the National Governance Email Groups can be updated accordingly.
- The National Executive Assistant updates the information for the National Board, LEC and LC Finance Sub Committee members (as these are appointed by the National Board).
- When the “word” document has been updated, this must also be saved as a PDF – which will involve selecting “replacing existing document.”

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## Annual General Meetings (AGMs)

### Patronage

Historically, it has been the practice of Branches and the National Entity to have a Patron. This has often been someone who has significantly supported the Branch/National Entity over many years, or is a key player in a local community, or holds a role externally at a national level that connects with CCS Disability Action.

Process of seeking patronage:

#### ***National/Branch Patron Appointment Process***

The appointment of a Patron for any entity of CCS Disability Action is the role of local and/or Board governance groups.

The process will be followed by local governance or the National Board with the support of the appropriate staff groups as required throughout the process.

- Any member of CCS Disability Action may recommend to the Board potential candidates for the role of Patron
- A verbal invitation will be extended by the Chair, on behalf of the Board, to a potential Patron
- If accepted, a written proposal outlining the Terms and Conditions of the role will be negotiated
- A formal letter of engagement along with the agreed Terms and Conditions will be signed

#### **Term of Appointment:**

The role will be negotiated on an annual basis prior to the Annual General Meeting and confirmed at the Annual General Meeting

#### **Engagement**

Engagement of a Patron is completed when the Agreement Letter (Governance Handbook App BRAGM9) is provided to the potential Patron and the Patron signs and returns the letter to the local or national governance body that has provided the Agreement Letter.

#### ***National/Branch Patron Person Specification and Role Description***

The role of Patron for any CCS Disability Action branch or the National organisation is a position that is offered by CCS Disability Action. This is not a role that can be applied for. A Patron is someone who, due to his/her public achievement and profile in society can promote and enhance the organisation's purpose and credibility.

#### **Competencies**

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## 1. Interpersonal skills

To interact with others in a way that shows understanding of and respect for their feelings and concerns. The ability to listen deeply, think about the effects of what they do and being able to change their behaviour to accommodate the needs of others when this is appropriate. Builds and sustains positive relationships with people we support, families and whanau, colleagues and networks.

It also involves the ability to present a point of view in a way likely to lead to productive outcomes, anticipating and minimising unnecessary conflict, and identifying and using opportunities for resolution.

## 2. Communication skills (oral and written)

The ability to express thoughts and ideas clearly and effectively, to a range of different audiences, in a variety of formal and informal situations. It includes the ability to relate to people from diverse backgrounds including people with disabilities and people from different cultural backgrounds in a way that recognises and respects their background or culture.

Excellent written communication skills, including the development of plans, reviews, reports and individual notes

## 3. Commitment to Te Tiriti o Waitangi

Understanding of the position of Maori as Tangata Whenua and their individual and collective aspirations. Commitment to Te Tiriti o Waitangi and understanding of the implications of te Tiriti for all aspects of the operation of CCS Disability Action.

Knowledge of and respect for local Kawa and Te Reo, and the ability to conduct oneself appropriately in a Maori cultural setting.

## 4. Disability Rights

Is familiar with the UN Convention on the Rights of Persons with Disabilities, the NZ Disability Strategy and the Health and Disability Commissioners Code of Rights. Illustrates commitment to disability rights and disabled leadership. Contributes to the organisation's development of a rights based approach.

## 5. Sensitivity to context

Appreciation of the culture and complexities of the community and disability sectors and the workings of the Government sector, and the ability to work effectively within these environments to achieve the organisation's objectives.

Development of a strong knowledge of our community and the varied groups, organisations and networks within the area.

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**6. Ability to relate to a diverse range of people**

Ability to relate to a diverse range of people with and without disabilities in a way that affirms them as individuals i.e. recognises their rights, is culturally aware, acknowledges their aspirations, sensitive to their realities and the practical, communication and attitudinal barriers that they face day to day.

**KEY TASKS**

A Patron will:

- Promote the rights of disabled people
- Undertake a range of mutually agreeable duties
- Lend his/her name to the organisation to support and further CCS Disability Action’s Mission and Vision
- Support fundraising activities
- Look for opportunities to promote and boost the work of CCS Disability Action
- Utilise their knowledge and skills for the benefit of the organisation
- Leverage off their networks to encourage others to donate time and knowledge and to support fundraising activities
- Attend the Annual General Meeting

**Constraints:**

A Patron will not:

- Have voting rights
- Have authority over the governance of CCS Disability Action
- Be required to attend regular meetings
- Pay membership fees
- Undertake or participate in any activities that could damage the image of CCS Disability Action

**The Term of Patron will expire under any of the following conditions:**

- When the agreed term of service expires (usually in conjunction with an AGM)
- Upon written resignation by the Patron to the Chair of the Board and effective from the date identified
- Upon written termination of the Patron’s services from the Chair, acting on behalf of the Board and effective from the date identified
- When the Patron dies

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## National AGM

The National CCS Disability Action AGM is attended by the LAC or LC Chairs (or their nominee), and other interested Branch members. The National Board reports on activity of the previous year and signals direction for the year ahead. Branches can bring remits or recommendations forward to the AGM for discussion and/or vote. In this way the Branches can influence and guide the Constitution and direction of CCS Disability Action.

Persons are put forward for patronage and officers of the National Entity are confirmed.

## Branch AGM

### The Branch Constitution states:

The Annual General Meeting will be held by the 15<sup>th</sup> of November each year, at a time and place determined by the LAC.

The time and the place are determined by the Local Advisory Committee (LAC) or Local Committee (LC).

Branch AGMs are “face to face” meetings i.e. in person, but with the ability to use virtual platforms either instead of (if required) or as well as, ZOOM is offered as a way for people to attend the meeting.

- Video conferencing units will need to be used for Branch AGMs to provide the audio (ability for Zoom participants to hear what is being said)
- Start the meeting @ ½ hour earlier to enable to people to join earlier
  - Where the participant’s name is not showing – you can change their name as the host of the meeting by clicking on “participants” and then you have options (as long as you are the designated host\_ to
    - Mute all
    - Mute individuals
    - Keep track of who has a hand up
    - Keep track of chat contributions

### ZOOM Platform for AGMS

#### ZOOM invite (COMMS)

- This is drafted by Comms and General Managers and a template has been shared with Regional EAs.

#### ZOOM Set up for AGMS

- To avoid last minute rush/panic etc, set up all equipment and test – well in advance
- Pre-type draft AGM minutes before the meeting to make the minute taking easier. It is a fairly prescriptive agenda with motions etc so is easy to have this in advance.
- As there is also a need to keep an eye on the Zoom meeting platform:

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- Use separate laptops (one for the Zoom and one for minute taking) or
- Use one laptop and split the screen
- If you anticipate challenges in managing the Zoom platform and the minute taking, arrange for a different person to do the Zoom platform management by setting them up as a co-host.

### **Admin and/or Committee duties prior to Branch AGM**

#### **First/Second LAC/LC Committee Meeting of year**

- Confirm date of AGM (Committee)
- Book venue and/or set up ZOOM meeting, ensuring:
  - Accessibility of venue (Admin)
  - Ability of members to connect via ZOOM (this may involve setting up “practice” ZOOM meetings in advance)
- Send out ZOOM invitations
- Consider branch Patronage – inviting current Patron to continue etc
- Confirm solicitor appointment with the General Manager
- Agree on speakers for AGM e.g. President, CEO, invited guest/s etc and issue invitations ASAP to ensure availability (Committee and admin support)

#### **At least one month prior to AGM date (Admin support)**

The Constitutional requirement for notification period has been met through the Annual Membership Newsletter publication.

<S:\1National Documents\Brochures and Publications\National newsletter Reflections\CCS DA 2020 Annual Governance Newsletter ELECTRONIC.pdf>

- However, Branches have their own customised documentation relating to their AGMs that needs to be shared with members. Options are:
  1. Postal and Email
    - Postal to those without email addresses **or**
    - Via email to those with email addresses
      - which is to include:
        - Notice of AGM, time, date and location
        - Draft minutes of the previous AGM
        - AGM Agenda
        - Proxy Form
        - LAC/LC Nomination form with role descriptions
        - Schedule of deadlines of AGM processes
        - Option of attending via ZOOM
  2. Membership Portal on CCS website
 

<https://www.ccsdisabilityaction.org.nz/Security/login?BackURL=%2Fmembership-portal>

Email: Member@ccsDisabilityAction.org.nz  
Password: Green\*Forest96 (case sensitive)

    - Only Comms is able to upload to the portals and as such you will need to send the documentation to Melissa Mae for uploading.

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[Melissa.Mae@ccsdisabilityaction.org.nz](mailto:Melissa.Mae@ccsdisabilityaction.org.nz)

This would go under the “Annual General Meetings” tab under “Branch Documentation”

- Arrange catering
- Arrange travel for committee members as required
- Arrange supports as required e.g. large print, interpreter etc
- Set up ZOOM meeting and send out invitations as required

### ***Committee Membership***

Administrative support to governance to have committee membership nomination forms at the committee meeting prior to the AGM to ensure meeting the Constitutional requirement of 21 days prior to the AGM.

### ***AGM Meeting Format:***

- Establish that there is a quorum (12 paid up financial members of the branch who are entitled to vote – present or by proxy)
- If no quorum present within 30 minutes from the time of the advertised start of the meeting, then the meeting must be called off and a new date set.
- Present and Apologies
- Motion to accept any proxy votes received (read out all proxies)
- Passing of minutes of previous AGM
- Consideration of Annual Report
- Consideration of the Statement of Accounts of the Branch and the Auditors report
  - Election of the members to the LAC – with effect from the end of the meeting
  - Consideration of any remit or recommendation submitted by any member of the branch which has been received at least 7 days prior to the date of the AGM
  - Consideration of any remits and/or recommendations
  - Appointment of Auditor
  - Appointment of Solicitor
  - Appointment of Branch Patron
  - Appointment of voting delegate to attend National AGM – this is to be done by recommendation from LAC/LC and then moved and seconded
  - Passing of a motion in the meeting to determine how the delegate is instructed to vote at the National AGM in regards to any remits
  - Move to destroy all proxy votes immediately following the end of the AGM

### ***Chairperson role at AGM:***

- AGM is chaired by the chairperson of the LAC
- Chairperson (members of the branch with voting entitlement) may exercise a casting vote if there is an equal number of votes on a motion

### ***Administrative duties following the Branch AGM***

### **Obligations to National Office:**

- Notify National Office of any changes in the committee.

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## Obligations to Charities:

- Notify Charities of any changes in the committee (LEC, LC Finance sub Committee). Please note that this can be actioned at any time – not just after the AGM – as it is a requirement that Charities is kept up to date with changes to officers. When governance members and/or staff who are named as officers resign, update the Charities details as notified.

### **Charities Definition of Officers:**

*“Your officers are all the members of your highest governing body and all the people in a position to have significant influence over the management or administration of the charity”*

*(Excerpt from Registration information on Charities website).*

CCS Disability Action Governance Officers will be all LEC and LC Finance subcommittee members.

## Constitutional Obligations

- Any changes approved for either the Branch or National Constitution will be updated by the National Executive Assistant who will then send through the updated constitutions to branches for signing and lodging with Companies Office and then Charities
- Update **Companies Office** first and then **Charities** with any amendments to the Branch Constitution (can be done following instructions via their websites)
  1. **Companies Office:**  
<http://www.societies.govt.nz/cms>
  2. **Charities:** (excerpt below from Charities)  
<https://www.charities.govt.nz/im-a-registered-charity/update-charity-details/#Changing-your-purposes>

**Changing your rules:** *If you are reporting changes to your rules, you must also provide a copy of:*

- the amendment to the rules
- the minutes of the meeting or other record of the decision specifying the change and the effective date of the change.

If your organisation is incorporated (under the Charitable Trusts Act 1957, Incorporated Societies Act 1908 or Companies Act 1993), the rules you send us should match the rules you have sent to the Companies Office. Please ensure that your most recent rules have been approved by the Companies Office before you send them to us.

## Legal Deposit Requirements and Lodging an official copy

<https://natlib.govt.nz/publishers-and-authors/legal-deposit>

Under legislation, all publishers in New Zealand must deposit their publications with the National Librarian. This enables the National Library of New Zealand to collect, preserve, and make available the documentary heritage of New Zealand.

- 2 copies of the Branch and National Annual report are to be sent to the National Library within 20 days of publication.

**Post to:**

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National Library of NZ  
P O Box 12-340  
Wellington 6144

- 3 printed copies of your branch annual reports are to be sent to our National Information Manager – Mel Stassen for the purposes of document record keeping and this is considered as part of lodging an official copy.
- To ensure that this is embedded into your post AGM practice, please add to your Annual report Distribution list:

**Post to**  
Melanie Stassen  
National Information Manager  
CCS Disability Action National Office  
P O Box 6349  
Wellington 6141

### **AGM Minutes Obligations**

- Ensure that previous AGM Minutes have been approved (ratified) and filed appropriately

### **Branch Life Memberships Obligations**

- Where Branch Life Memberships have been awarded, ensure that the membership database is updated accordingly i.e. change the membership category to ensure that membership renewal letters do not get sent out in the future.

### **Governance Committee Membership**

Following the Branch AGM:

- The Governance Directory is to be updated immediately with changes. <..\..\..\1National Documents\Branch Directory\Local Governance Committees Directory Master.doc>
- The National EA is to be notified of any changes so that Governance Email Groups can be updated accordingly.

### **Governance duties following the Branch AGM**

- At first LAC/LC meeting following AGM:
  - Vote on chair of committee
  - Ensure that all new committee members read and sign: (Signed forms to be held on file by the Branch)
    - Code of Conduct Agreement
    - Confidentiality Agreement

### **Meeting Proxy|Votes**

Any voting delegate of the branch and/or committee, who is not able to attend the meeting, is able to vote by proxy. This is the process of the delegate appointing someone attending the meeting to vote on their behalf.

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A proxy vote must uphold the decision voted on at the Local Branch Committee Meeting and cannot be changed.

A proxy form is to be filled in by the voting delegate to validate this process. These must be in writing.

**12.3.C and D** of CCS Disability Action Inc. National Constitution relating to appointing a Proxy.

(c) ***“Any voting delegate unable to attend any meeting may vote by proxy appointed in a form determined from time to time by the Board in accordance with the Constitution”***

(d) ***“The instrument appointing a proxy is to be in writing, signed by the Appointer, and is to be produced prior to the meeting to the Chairperson or to the registered office before the person named in the instrument as the proxy purports to vote. No person may be appointed a proxy who is not a member.”***

**How to handle Proxy Votes**

When a proxy is received, it is to be handled as follows:

- The proxies must be recorded in the minutes as apologies.
- The meeting must record a motion at the end of the meeting “that all proxy votes received for the meeting be destroyed immediately following the closure of the meeting”

**Obtaining Membership Proxy Votes by Phone**

The issue of obtaining member information for the purpose of securing proxy votes by phone for Annual General Meetings has some privacy restraints.

As the purpose of the phone call is CCS Disability Action related business, it is acceptable to provide **only the member name and phone number** to a staff or governance member for the purpose of phoning for a proxy vote. No further information is to be provided which would enable identification of type of membership, address etc. **Ranjith Rajeswaran** (National Office Marketing Database Administrator) is able to extract this information for each branch as required.

The list can be provided to

- Staff and/or
- Local governance to use for phoning members as all have signed a confidentiality agreement (template attached) which prohibits further sharing or disclosure of information received

**The phone script below is to be followed when making the phone call on behalf of CCS Disability Action:**

“Good morning/afternoon Mrs/Mr/Miss/Ms .....

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"I am phoning you as a member of the CCS Disability Action {Branch name} branch about our upcoming annual general meeting which is on .....

1. "Will you be attending the AGM?"

**(If answer is yes)** "Thank you for taking the time to attend this meeting and we look forward to seeing you on ....."

2. **(if answer is no)** "Thank you. Would you wish to register a proxy vote?"

**(if answer is no)** Thank you for your time today.

**(if answer is no)** "Thank you. Would you wish to register a proxy vote?"

**(If answer is yes)** Thank you. A proxy vote cannot be given over the phone but must be in writing before the meeting. Are you happy for me to post you a form to fill in to be sent back to the branch either by email or post?

**(If answer is yes)** We will send you a proxy form in the post today and thank you for your time.

**(If the person asks about how we got their number)**

We got your phone number through the membership form you filled in (or someone filled in on your behalf). The membership form allows us to use your information to contact you about membership-related matters. If you do not want any phone calls from us, that is completely fine. I can put a note not to call you.

**See Governance Handbook Appendices for**

- APP BRAGM1 Branch Notice of AGM Template
- APP BRAGM2 Branch AGM Agenda Template
- APP BRAGM3 Branch AGM Minutes Template
- APP BRAGM4 Branch AGM Attendance Register Template
- APP BRAGM5 National AGM Remit/Recommendation Form
- APP BRAGM6 Branch AGM Proxy Form
- APP BRAGM7 LAC/LC Nomination Form
- APP BRAGM8 LAC/LC Role Description
- APP BRAG9 Branch and National AGM Timeline

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**Special General Meetings (SGM)**

- A Special General meeting of the branch can be called at any time by the LAC.
- The meeting is called by a written request of at least 5 members of the LAC.
- The written request must state the purpose of the proposed meeting.
- Notify all members or Public newspaper advertisement in at least one local newspaper
- At least 14 days' notice must be given to members of a Special General Meeting of the branch.
- Notice must specify the date, time and place of the SGM and the subject matter intended to be submitted to the meeting
- Notice of the meeting can be given by:
- If a SGM is called, notify your Regionally Elected Board Member.

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## Glossary

### Maori Strategic Framework

The Maori Strategic Framework is a living document that guides us in our intention to be an inclusive organisation. The Treaty of Waitangi provides the principles as they relate to the inclusion of Maori, and the NZ Disability Strategy provides principles toward the inclusion of disabled people. This Framework weaves these sets of principles together and sets out actions at the national, regional and local level that the National Management Team will be responsible to see carried out. The Board will review progress annually.

### Branch/Business Planning/Plans

A process that consists of the development, implementation, and evaluation of a plan for the provision of services in accordance with an organisation's strategic direction.

A business plan is a document prepared for a department or service that describes its purpose (mission), where it wants to go (vision), and its services, goals (and objectives). The plan also identifies the activities it will undertake to meet those goals (and objectives), the allocation of resources, and the measure that will be used to indicate progress and achievement.

CCS Disability Action has a 2-yearly business planning cycle, with all Regions and National Office preparing plans to be submitted to the National Board for approval.

### Community Development

It is a process based on the sharing of power, skills, knowledge and experience. Community development takes place both in neighbourhoods and within communities of interest (e.g. migrants, people with disabilities, young people), as people identify what is relevant to them.

CCS Disability Action has a community development approach, building service responses in partnership with disabled people and their families so that natural family and community systems are developed. We are embedded in and responsive to both our local communities and the community of disabled people and their families, valuing and drawing on their resources and expertise to create more inclusive communities.

In doing this, we make long lasting change in our society so disabled people have access to the same opportunities as other New Zealanders.

### Constitution

A written document that establishes the fundamental rules and principles by which an organisation is governed. It usually outlines the name, purpose, authority, relationships and financial structure of an organisation.

Every CCS Disability Action branch, as well as CCS Disability Action as an organisation, has a constitution. Amendments to the constitution can be made at the CCS Disability Action Annual General Meeting by submitting a remit at the appropriate time.

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## **Governance**

How any organisation is run and includes all the processes, systems, and controls that are used to safeguard and grow assets. Good governance creates a strong future for an organisation by continuously steering towards a vision and making sure that day-to-day management is always lined up with the organisation's goals. An effective board will improve the organisation's results, both financial and social, and make sure the assets and funds are used appropriately.

CCS Disability Action has a National Board (setting policy and strategic direction), with Local Advisory Committees providing advice to local branches in relation to service planning and development and Local Executive Committees.

## **Hapu**

Sub-tribe

## **Kaumatua**

Elders within the Maori community

## **Koeke Taumata**

A network of kaumatua that support CCS Disability Action with service delivery to Maori, and encourage their own iwi and hapu to become more responsive to the needs of Maori within their own rohe or area.

## **Koroua**

Male elders within the Maori community

## **Kuia**

Female elders within the Maori community

## **Mana Whenua**

Maori people of a particular area (rohe) or sub-tribe (hapu) within New Zealand.

## **Management**

An organisational process that includes strategic planning, setting objectives, managing resources, deploying the human and financial assets needed to achieve objectives, and measuring results.

See page 9 for the CCS Disability Action management structure.

## **Policy/Policies**

A plan or course of action intended to influence and determine decisions, actions, and other matters.

## **Rohe**

Area

## **Strategic Direction**

A particular targeted focus for action to achieve national priority outcomes.

CCS Disability Action's direction is detailed in the Strategic Directions 2005-2009 document. It details the 7 strategic directions, our guiding principles, and the mission, vision and values.

**Tangata Whenua**

People of the land

In a CCS Disability Action context, it would be the New Zealand Maori community.

**Kaiarahi**

The National Manager Maori Development, based in Whangarei.

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