



Health Information Association  
of New Zealand Inc.

**Rules of  
Health Information  
Association of  
New Zealand Incorporated**

Signed by: \_\_\_\_\_ Designation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Index**

Rule	Description
1	Name
2	Interpretation
3	Aims and Objectives
4	Membership
5	Admission to Members
6	Withdrawal of Members
7	Appointments of Subscriptions
8	Officers
9	Duties of President, Vice-President, Treasurer, Secretary and Membership Co-ordinator
10	Constitution of the Executive Committee
11	Powers of the Executive Committee
12	Meetings of the Executive Committee
13	Conduct of Executive Committee Meetings
14	Special Committees
15	Joint Committees
16	Annual Reports & Statement of Accounts
17	Annual General Meeting
18	Voting at Annual General Meeting
19	Business of Annual General Meeting
20	Notices of Motion
21	Remits
22	Election of Officers and Executive Committee
23	Special General Meeting
24	Chair's Casting Vote
25	Proxies
26	Conference
27	Dissolution
28	Commencement
29	Amendment
30	Indemnity

1. The name of the society shall be the Health Information Association of New Zealand Incorporated (hereinafter referred to as either HIANZ or the Association).

***Interpretation***

2. In these rules unless the context otherwise requires, words in the singular shall include the plural, and words in the plural shall include the singular.

‘Association’ means the Health Information Association of New Zealand or HIANZ.

‘Executive Committee’ means the Executive Committee of the Association as provided for in these rules.

‘General Meeting’ means either Annual General Meeting or Special General Meeting as defined in these rules.

***Aims and Objectives***

3. The Association exists to coordinate communication and cooperation among all users and providers of health information services, systems and issues to benefit the society of New Zealand. Any or all of the objects of the Association shall be carried out in any part of New Zealand. It therefore seeks to provide an avenue for addressing the concerns and aspirations of all health professionals, health organisations and health information specialists with an interest in the publication, acquisition, storage, organisation, management, retrieval and dissemination of health information and in areas relating to the access of health information.

Signed by: \_\_\_\_\_ Designation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Aims

- 3.1 The aims of the Association shall be:
- 3.1.1 **To promote** cooperation and sharing of information and publications among health sciences organisations and health information services,
  - 3.1.2 **To improve** access to health information,
  - 3.1.3 **To promote** awareness of the importance of health information and its management and use among health professionals,
  - 3.1.4 **To develop** and encourage an understanding and appropriate application of health informatics, medical informatics, new technologies to health information management and delivery and also to decision making processes,
  - 3.1.5 **To represent** and promote the interests of the users and providers of health information,
  - 3.1.6 **To promote** the use and development of health information services and resources,
  - 3.1.7 **To develop** the professional standing of health information specialists and medical / health librarians.

## Objectives

- 3.2 To achieve these aims, the Association should:
- 3.2.1 **Provide** a forum for cooperation in addressing health information issues between information professionals and health professionals. This includes ensuring that meetings are held which will provide a forum for the discussion and critical analysis of developments and activities involved in health information services,
  - 3.2.2 **Ensure** a planned programme of continuing education is offered through special interest seminars. Such a programme will include education and training for those working in health information services,
  - 3.2.3 **Promote** and review standards for health information services,
  - 3.2.4 **Promote** the development, resourcing and use of health information services,
  - 3.2.5 **Comment** publicly on health information issues and lobby at appropriate levels,
  - 3.2.6 **Support** and seek funding for promotion, research and development of health information services,
  - 3.2.7 **Create** and maintain resources of health information services,
  - 3.2.8 **Seek** representation on other committees and associations which will ensure the achievement of the Association's aims,
  - 3.2.9 **Encourage** and ensure adequate reporting of professional and member's activities in appropriate publications and in the Association's newsletter.
- 3.3 The Association will not change its aims and objectives as listed above unless agreed to by the Executive and ratified at a Special General Meeting.
- 3.4 The Health Information Association of New Zealand Incorporated is formed for charitable purposes only and no one person stands to gain personal financial wealth from the income of the said Association.

Signed by: \_\_\_\_\_ Designation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Membership**

- 4.1 Personal membership of the Association shall be open to all individual users and providers of health information based upon the payment of an annual subscription. Health Information professionals, medical / health librarians, records officers, clinical coders, information systems analysts, programmers and operators and health information services personnel, health professionals, health service managers, medical / health publishers or other persons interested in the aims and objectives of the Association shall be eligible for personal membership of the Association.
- 4.2 Corporate Membership shall be open to Health Organisations and other Organisations interested in the aims and objectives of the Association and will entitle any employee of that organisation to attend Study Days / Seminars / Conferences at membership rates and will entitle the organisation to one copy of the HIANZ newsletter.
- 4.3 The Membership Fee shall be determined from time to time at a General Meeting on proposals submitted to it by the Executive Committee and shall become effective from a date to be decided upon by that meeting.
- 4.4 Annual Membership Fees shall be due and payable in advance by the first day of July in each year. If by the thirty first day of July of that year the Membership Fees due for that year have not been paid, the Membership shall be deemed to have lapsed.
- 4.5 Membership Fees are non-refundable.

## **Admission of Members**

5. Any person / organisation wishing to become a member of the Association should complete a Membership Application Form and forward this to the Membership Co-ordinator. At the discretion of the Membership Co-ordinator, the application may be referred to the Executive Committee for a decision.

**Withdrawal of Members**

- 6.1 Any member intending to withdraw from the Association shall send their resignation to the Membership Co-ordinator.
- 6.2 At any time, the Executive Committee has the jurisdiction to expel members whose activities are reasonably expected to (will) bring HIANZ into disrepute. The member will be notified in writing.
- 6.3 No withdrawal from the Association shall relieve the member from the payment of any subscription or other monies due or payable at the time.

**Appointment of Subscriptions**

- 7 If any member is granted membership after the thirty-first day of December in any year, the Executive Committee shall have power to charge such member proportionate subscription for the remainder of the financial year as it thinks fit.

**Officers**

- 8. The Officers of the Association shall consist of a President, a Vice-President, a Secretary and a Treasurer all of whom shall be elected as provided in Rule 22 together with a Membership Co-ordinator and Editor(s) who shall be appointed by the Executive Committee; provided that if in any year it appears to the Executive Committee unnecessary that the office of Vice-President should be filled, the election of such an officer may be dispensed with for that year.

Signed by: \_\_\_\_\_ Designation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Duties of President, Vice-President, Treasurer and Membership Co-ordinator***

- 9.1 The President or Vice-President shall take the Chair at any General Meeting or Conference of the Association or any meeting of the Executive Committee. When the President or Vice-President is not present, any such meeting shall have the power to elect its own Chair.
- 9.2 The President shall represent the Association at official functions and shall have the right to issue public statements on behalf of the Executive Committee.
- 9.3 The Treasurer shall receive all monies, write receipts, open and operate bank accounts, write cheques and make payments. All cheques are to be signed by two designated Executive Committee Members.
- 9.4 The Membership Co-ordinator maintains the Membership database, receives monies and writes receipts.
- 9.5 The Secretary will ensure that an appropriate record of meetings be taken, circulated and retained and any correspondence written, sent and received.

***Constitution of the Executive Committee***

- 10.1 The affairs of the Association shall be managed by an Executive Committee which shall consist of:
  - 10.1.1 The elected officers of the Association as defined in Rule 8, namely the President, Vice-President, Secretary and Treasurer.
  - 10.1.2 The Immediate Past-President.
  - 10.1.3 Any member of the Association can be elected as a member of the Executive Committee. There shall be a minimum of eight and a maximum of sixteen members.
- 10.2 The elected officers of the Association and Executive Committee shall take office at the close of the Annual General Meeting after their election and shall hold office until the close of the Annual General Meeting after the election of their successors.

Signed by: \_\_\_\_\_ Designation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 10.3 The Immediate Past-President shall take office immediately upon the election of a new President and shall hold office until the end of the Annual General Meeting at which that new President's successor takes office.
- 10.4 The members of the Executive Committee referred to in Rule 10.1.3 shall be elected in a manner hereinafter set out.
- 10.5 On the death or resignation of any member of the Executive Committee (except the Immediate Past President) the Executive Committee shall have power to fill the vacant place and any person so appointed shall hold office for the balance of the term of his or her predecessor in office
- 10.6 An Honorarium will be paid, in arrears, to The President, Treasurer, Secretary, Membership Co-ordinator and the Editor(s) of the Association's newsletter. The amount of the Honorarium will be set and agreed annually by the Executive Committee

***Powers of the Executive Committee***

- 11.1 Subject to these rules, the Executive Committee shall have a controlling role in the management of the affairs of the Association. Proposals for financial investments in stocks, shares or bonds or the commitment of funds for the acquisition of property shall be fully and openly discussed with the total membership of the Association. A significant commitment of funds should be subject to a vote at a General Meeting.
- 11.2 The Executive Committee has the right to enter into any contract or arrangement with any public or private corporate body including any central or local government agency, body, corporation, department or ministry, to carry out all or any of the objectives of the Association, for accommodation or for the use of facilities or in return for financial assistance, grants or contractual payments provided by any such agency or body.
- 11.3 The Executive Committee has the right to accept custody, control or management of any real or personal property which may be bequeathed, donated or lent to the Association, and to accept any trust attached to gifts or bequests or monies made available in accordance with the objectives of the Association.

Signed by: \_\_\_\_\_ Designation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- 11.4 The Executive Committee has the right to acquire, purchase, hire, lease, rent or obtain the use of any accommodation or premises, equipment, information resource or any other facility or resource needed to pursue the objectives of the Association.
- 11.5 Any member of the Association will not by virtue of their capacity within the Association be able to influence the amount of any benefit, advantage or income that may be given to any person.
- 11.6 The Association may, upon incorporation, acquire and use a common seal on which the name of the Association shall be legibly written. The Secretary shall keep the seal. The seal shall be used only by authority of the Executive Committee and in the presence of any two of the Secretary, Treasurer, President, or Vice-President. The persons in whose presence the seal was so affixed shall sign every instrument to which the seal is affixed. The Secretary shall keep a record of all documents to which the seal was affixed.

***Meetings of the Executive Committee***

- 12.1 Ordinary meetings of the Executive Committee shall be called by the Secretary on dates determined after consultation with the President. These meetings may be face-to-face meetings or by telephone or video-conferencing.
- 12.2 On a requisition by any member of the Executive Committee, sufficient in number so as to form a quorum, the Secretary shall within seven days call a special meeting of the Executive Committee which shall be fixed for not less than ten days or more than twenty-one days after the date of the notice.
- 12.3 Notices of a special meeting shall be posted to the members of the Executive Committee not less than ten days before such meeting and no business shall be dealt with other than that set out in the agenda for the meeting.
- 12.4 Any member of the Association may attend meetings of the Executive Committee and shall be granted speaking rights. Voting rights will not be granted.

Signed by: \_\_\_\_\_ Designation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Conduct of Executive Committee meetings**

- 13.1 A quorum shall consist of numbers not less than 50% of the people on the Executive.
- 13.2 Decisions of the Executive Committee shall be by majority vote. The Chair shall have a right to vote and if on any question, those present are equally divided, the Chair shall have a casting vote.

**Special Committees**

- 14.1 The Executive Committee may appoint Special Committees for any purpose deemed desirable.
- 14.2 A Special Committee shall include a member or members of the Association but may include non-members of the Association co-opted for a specific purpose and period of time.
- 14.3 The number, constitution, duties and powers of the Special Committees shall be as determined from time to time by the Executive Committee.

**Joint Committees**

- 15.1 The Executive Committee may appoint committees to act jointly with other bodies for any purpose deemed desirable.
- 15.2 Joint Committees shall be subject to the rule preceding with regard to Special Committees **provided** that no decision of any Joint Committee shall be binding upon the Executive Committee until ratified by it.

**Annual Report and Statement of Accounts**

- 16.1 The Executive Committee shall, in every year, prepare a general report on the proceedings for the year and attach thereto a duly certified statement of accounts and a balance sheet showing the assets and liabilities of the Association, and shall submit the same to the Annual General Meeting of the Association.

Signed by: \_\_\_\_\_ Designation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 16.2 The financial year of the Association shall be deemed to end on the thirtieth day of June in each year.
- 16.3 The Executive Committee shall employ a Registered Accountant to audit the accounts of the Association.
- 16.4 Every member shall be entitled to receive a copy of such report, statement of accounts and balance sheet.

***Annual General Meeting***

- 17.1 An Annual General Meeting of the Association shall be called before the end of November in each calendar year and shall be known as the Annual General Meeting.
- 17.2 At least twenty-eight days notice of the Annual General Meeting shall be sent to each member.
- 17.3 Notices of motion for consideration at such meeting shall be set out in the notice of the meeting.
- 17.4 Only members of the Association may vote at the Annual General Meeting.

***Voting at an Annual General Meeting***

- 18.1 A question put to an Annual General Meeting shall be decided on oral vote. Any member may then demand a vote by a show of hands. The provisions of Rule 25 with regard to proxies shall apply. On any objection to the result of this vote, the provisions of subsection 18.2 of this Rule shall apply.
- 18.2 On the demand of any ten members, any motion brought forward at an Annual General Meeting shall be decided by ballot of the members present.

Signed by: \_\_\_\_\_ Designation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

***Business of the Annual General Meeting***

- 19.1 The annual meeting shall receive and consider:
  - 19.1.1 The minutes of the previous meeting,
  - 19.1.2 The general report of the Executive Committee.
  - 19.1.3 The audited accounts,
  - 19.1.4 Proposals to alter, add to or rescind the Rules, standing orders of the Association, or any of them, **provided** that notice of such proposals has been given with the Agenda of the meeting,
  - 19.1.5 Any other matters referred to it by the Executive Committee in accordance with the Rules of the Association,
  - 19.1.6 Any report from the Executive Committee recommending rates of membership under Rule 4,
  - 19.1.7 Any proposal concerning the administration of the Association or the definition of future policy with reference to specific action by the Association, **provided** that notice of such proposal has been given in the Agenda of the Meeting,
  - 19.1.8 Any other items of general business with the permission of the meeting,
  - 19.1.9 The election of Officers and Executive Committee members.

***Notices of Motion***

- 20.1 Any member or any committee of the Association may submit to the Executive Committee any notice of motion for discussion at the Annual General Meeting.

Signed by: \_\_\_\_\_ Designation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20.2 Every notice of motion shall be submitted to the Executive Committee not later than four weeks before the date of the Annual General Meeting **provided** that the Executive Committee may accept a notice of motion at a later date if the subject matter is of sufficient importance and there are good reasons for its' not having been submitted earlier.

**Remits**

21.1 Any matter of general interest to the health information movement which any committee of the Association or any group of members desires to be discussed at the Annual General Meeting may be submitted to the Executive Committee as a remit.

21.2 Every remit shall be suitably worded and framed as a motion for discussion at the Annual General Meeting.

21.3 Every remit submitted on behalf of a committee of the Association shall be accompanied by a copy of the resolution by which it was adopted. Every remit submitted on behalf of a group of members shall be signed by at least five members.

21.4 Every remit shall be submitted to the Executive Committee not less than four weeks before the date of the Annual General Meeting provided that the Executive Committee may accept a remit submitted at a later date if the subject matter is of sufficient importance.

21.5 The Executive Committee may:

21.5.1 Amend the wording of any remit but not so as to alter its meaning

21.5.2 Reject any remit

21.5.3 Set down any remit as a motion to be discussed at an Annual General Meeting, being satisfied that it comes within the scope of the business of the Annual General Meeting as laid down by Rule 19 and that it could better be discussed at such a meeting.

21.6 The Executive shall immediately inform the person or persons submitting a remit of any action taken under this rule and reasons for the action taken.

Signed by: \_\_\_\_\_ Designation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Election of Officers and Executive Committee***

- 22.1 The elected officers of the Association as defined in Rule 8 shall be elected by ballot or by general acclaim.
- 22.2 The elected members of the Executive Committee as defined in Rule 10 shall be elected by ballot or by general acclaim.
- 22.3 A returning officer shall conduct the election unless the Executive Committee otherwise direct. Unless the Executive Committee otherwise determines, the returning officer shall be the Secretary.
- 22.4 Any personal member of the Association may nominate any other personal member for election as an officer of the Association or as a member of the Executive Committee.
- 22.5 Elections shall be held as part of the Annual General Meeting. The provisions of Rule 25 with regard to proxies shall apply.
- 22.6 Every nomination shall be in writing and the consent of the person nominated shall be indicated by them in writing.
- 22.7 Nominations should be forwarded to the Secretary no later than twenty-one days before the date of the Annual General Meeting. A list of candidates should be sent to all members no later than ten days before the date of the Annual General Meeting.
- 22.8 If the number of candidates nominated does not exceed the number of vacancies to be filled the returning officer shall declare the candidates so nominated duly elected.
- 22.9 The fact that fewer candidates are nominated than there are vacancies to be filled shall not invalidate the election nor shall the powers of the new Executive Committee be affected thereby. The Executive Committee shall treat any deficiency in the number of members elected in any of the various categories as a casual vacancy and at its first meeting shall endeavour to fill the vacancy or vacancies by the appointment, in terms of Rule 10, of a person who would have been eligible for election in the particular category.
- 22.10 If by reason of an equality of votes given for two or more candidates the election is not complete, the returning officer shall decide by lot in the presence of the President which of such candidates shall be elected and thereby complete the election.

Signed by: \_\_\_\_\_ Designation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 22.11 The returning officer shall declare the results of the election verbally at the Annual General Meeting and in the next issue of any of the Association's publications.
- 22.12 The candidates elected shall come into office immediately following the Annual General Meeting after their election and shall vacate office immediately following the Annual General Meeting after the election of their successors.

***Special General Meeting***

- 23.1 On receipt of a request stating the purpose for which a Special General Meeting is required, submitted by a number of members of the Executive Committee equivalent to its quorum or one-third of the members of the Association, the Secretary shall, within fourteen days, send a notice detailing the purpose of the Special General Meeting to all members. The Special General Meeting is to be held within twenty eight days of this notice.
- 23.2 No business other than that set forth in the notice shall be considered by the meeting. At a Special General Meeting at which a quorum of 75% of the members of the Association attend and vote, no resolution shall be deemed carried unless it has the support of a simple majority.

***Chair's Casting Vote***

- 24 The Chair of any meeting shall have a right to vote, and if the number of votes for and against any motion be equal she or he shall also have a casting vote.

***Proxies***

- 25 Any member shall be entitled if not present at any General Meeting to exercise a vote by proxy. Such proxy shall be given to some member present at the meeting and shall be in writing. Before any person exercises a vote by proxy, the proxy shall be submitted to the Secretary for noting.

Signed by: \_\_\_\_\_ Designation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## **Conference**

- 26.1 The Executive Committee shall have the power to convene a conference of members of the Association and to draw up a programme for such a conference.
- 26.2 At least 30 days notice of the date of the conference and its programme shall be sent to each member.
- 26.3 The Executive Committee shall have power to admit to the conference persons who are not members of the Association.
- 26.4 Registration fees may be fixed by the Executive Committee for all persons attending the conference.

## **Dissolution**

- 27.1 An application for the dissolution of the Association shall be made to the Registrar of Incorporated Societies if:
- 27.1.1 A resolution that it shall be dissolved at a certain date is to be passed at a Special General Meeting by a simple majority of those members present and voting at that meeting.
- 27.2 The resolution shall be confirmed at a subsequent Special General Meeting called together for that purpose. It shall be passed by a simple majority of those members present and voting at that meeting. The second General Meeting shall be held no earlier than 30 days after the date of the first Special General Meeting at which the resolution for dissolution was passed.
- 27.3 Prior to the dissolution, the assets of the Association shall be realised and the debts paid. Any balance remaining shall be transferred to other organisations having charitable objectives wholly or in part similar to the objectives of this Association as is resolved by a simple majority of the Association.

**Commencement**

28 These Rules shall come into operation immediately on the passing of the Rules.

**Amendment**

29 These Rules may from time to time be amended or new rules made at an Annual General Meeting of the Association or at a Special General Meeting called for that purpose. A two-thirds majority vote is required to amend the rules.

**Indemnity**

30. Members of the Association and Executive Committee shall be responsible for their own personal wilful default or neglect and not for the default or neglect of any other person and shall be indemnified by the Association against all other liability incurred by them in the course of their duties as members of the Association and Executive Committee.

“This is the document marked “A” referred to in the annexed declaration of \_\_\_\_\_ (Full Name of Declarant) made at ( Place)\_\_\_\_\_ This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ before me.”

Signed by: \_\_\_\_\_ Designation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_