



**RULES OF
MESSAGE NEW ZEALAND (NZ) INCORPORATED
10 July 2011**

RULES OF MESSAGE NEW ZEALAND (NZ) INCORPORATED 10 July 2011

1.0 MEMBERSHIP

1.1 Membership is granted on approval and payment of the appropriate subscription (except for those whose subscription has been waived) and a membership certificate is issued.

2.0 THE METHOD BY WHICH A PERSON CAN BECOME A STUDENT OR AFFILIATE MEMBER

2.1 This level of membership is open to current massage students.

2.2 Affiliate membership is open to anyone who would like to receive the MNZ magazine. This includes Universities; colleges; polytechnics; other associations; and other health practitioners; members of the public. Practising massage therapists are not eligible for affiliate membership

3.0 THE METHOD BY WHICH A PERSON CAN BECOME AN ASSOCIATE MEMBER

3.1 To become an Associate Member, the applicant should make preliminary application to MNZ by producing evidence of:

3.1.1 Payment of a non refundable application fee

3.1.2 Any massage training previously completed in the past, including content and hours where possible

3.1.3 Practical work experience as a massage therapist (positions held, work carried out)

3.1.4 A supporting letter from another health professional regarding their massage work

3.1.5 A current first aid certificate (including CPR).

4.0 THE METHOD BY WHICH A PERSON CAN BECOME A CERTIFIED MESSAGE THERAPIST

4.1 To become a Certified Massage Therapist (CMT), the applicant should make preliminary application to MNZ by producing evidence of:

4.1.1 Payment of a non refundable application fee

4.1.2 Theoretical knowledge base in Human Anatomy, Physiology, and Theory of Massage and practical massage competency as outlined in the MNZ Certificate Learning Objective Documents. This is to be evidenced by:

- 4.1.2.1 graduation from an massage training course with the NZQA Certificate in Relaxation Massage or equivalent or
- 4.1.2.2 gaining MNZ Recognition of Prior Learning (RPL) for studies completed
- 4.1.3 A current first aid certificate (including CPR).
- 4.1.4 Students graduating and wishing to upgrade their membership to a higher level after graduation will be eligible to receive a Practising Certificate and full Membership Certificate on submission of a completed membership renewal form along with a copy of their Approved Certificate of Qualification and current First Aid Certificate, without the requirement to pay any additional fee for the remainder of that financial year. Renewal at the full rate applicable to their level of membership will be payable at the beginning of the next financial year.

5.0 THE METHOD BY WHICH A PERSON CAN BECOME A REMEDIAL MASSAGE THERAPIST

- 5.1 To become a Remedial Massage Therapist, the applicant should make preliminary application to MNZ by producing evidence of:
 - 5.1.1 Payment of a non refundable application fee
 - 5.1.2 A theoretical knowledge base in Human Anatomy, Physiology, Pathology and Theory of Massage as outlined in the MNZ Diploma Learning Objective Documents. This is to be evidenced by:
 - 5.1.2.1 graduation from a massage training course with MNZ Theoretical Approval at NZQA Diploma in Massage level or equivalent
 - 5.1.2.2 gaining MNZ Recognition of Prior Learning (RPL) for theoretical studies completed
 - 5.1.3 Practical massage competency by:
 - 5.1.3.1 graduation from a massage training course with MNZ Practical Approval at NZQA Diploma in Massage level or equivalent
 - 5.1.3.2 gaining competency in the MNZ Practical Competency Examination (Remedial)
 - 5.1.4 A minimum of 30 supervised massage clinical hours completed during massage training or post graduation Supervisor to have a minimum of 1 year clinical massage experience.
 - 5.1.5 Current First Aid Certificate (including CPR).
 - 5.1.6 Students graduating and wishing to upgrade their membership to a higher level after graduation will be eligible to receive a Practising Certificate and full Membership Certificate on submission of a completed membership renewal form along with a copy of their Approved Certificate of Qualification and current First Aid Certificate, without the requirement to pay any additional fee for the remainder of

that financial year. Renewal at the full rate applicable to their level of membership will be payable at the beginning of the next financial year.

6.0 THE METHOD BY WHICH PERSONS CAN BECOME LIFE MEMBERS OF THE ASSOCIATION

6.1 Life members are nominated for such status by two financial members and a written citation to be in the hands of the Executive Secretary 30 days before AGM. The nomination must be endorsed by a majority vote of 75% of those present at an AGM.

6.2 To be eligible for life membership, a person must have held Massage New Zealand membership for at least the five years prior to the nomination.

7.0 MAINTAINING MEMBERSHIP

7.1 The membership period shall be for a term of 12 months.

7.2 All renewing members, other than Life Members shall pay an annual fee.

7.3 To renew the membership certificate, an RMT, CMT and Associate must have a current first aid certificate or equivalent. (including CPR).

7.4 Professional Development

7.4.1 In the case of an RMT, provide evidence of 80 points of professional development within every two year membership period.

7.4.2 In the case of a CMT, provide evidence of 40 points of professional development within every two year membership period.

7.4.3 Professional development points cannot be carried forward beyond the two year membership period.

7.5 Where a membership has lapsed and they wish to renew their membership, the following rules shall apply:

7.5.1 Where a membership certificate has lapsed for three years or less there shall be automatic renewal on application, where professional development hours have been completed in the previous period.

7.5.2 Where a membership certificate has lapsed for more than three years, the applicant shall have to attend a refresher course (instead of exam) for that level. Members can apply to MNZ for leave of absence of up to 2 years at any one time in order to retain their membership level.

8 SUB COMMITTEES

8.1 The Education committee is to be comprised of the Education Officer and four (4) other members (to be elected at AGM) who have a minimum of three years RMT or

CMT status (or equivalent) and a minimum of two years experience in the provision of education. CMTs will be represented by a minimum of one and a maximum of two representatives on the committee. There are to be no more than one representative from any one massage training provider on Education Committee. The duties of the Education Committee are as follows:

- 8.1.1 Education committee to define a list of guidelines (approved by the executive) for the general secretary. Any applications that fall outside these guidelines will go to education committee for review.
- 8.1.2 Work relating to ongoing management and review of policies concerning moderation, membership and professional development in consultation with massage training providers
- 8.1.3 Any other duties as deemed appropriate by the Executive
- 8.1.4 Decisions made by EAG, must be presented to the Executive for approval prior to being implemented.
- 8.2 A publicity committee is to be comprised of four (4) members drawn from Associate, CMT and RMT members voted annually at the AGM.
 - 8.2.1 The Publicity Committee's responsibilities include the promotion of MNZ as per the objectives of the Association.
 - 8.2.2 The Publicity Officer will chair this committee.
- 8.2.3 A Regional Committee comprising the Regional Liaison Coordinator and the North Island and South Island Regional Coordinator.

9 EXECUTIVE AND SUB-COMMITTEE MEETINGS

- 9.1 Executive meetings shall be held monthly or as required.
- 9.2 Meeting dates, times and venues shall be decided by the Executive at the previous Executive meeting. Members shall be notified by electronic means, post or newsletter.
- 9.3 All financial members of the Association are entitled to attend an Executive meeting, but have no voting rights
- 9.4 Sub-committee meetings shall be called by the chairperson of that committee at his/her discretion, with the report of that meeting submitted to the next Executive meeting.
- 9.5 Honorariums
 - 9.5.1 Honorariums may be paid to all Executive and sub-committee members who have fulfilled their duties according to their job descriptions and where funds are available.
 - 9.5.2 The amount of honorarium to be paid is determined by the membership at the AGM.
 - 9.5.3 Attendance at 80% of the total number of annual Executive meetings is a requirements to fulfil the committee job description.

10 INITIAL MEETING OF THE EXECUTIVE

- 10.1 The newly elected Executive is to meet immediately after the finish of the AGM.

11 GRANTS POLICY

- 11.1 Members of the Grants Committee must be current Executive members.
- 11.2 A minimum of three Grants Committee members are required for a quorum.
- 11.3 The Grants Committee shall meet once a year for the purpose of reviewing applications, and shall then forward their recommendations to the Executive for final approval.
- 11.4 The Grants Committee shall meet at such other times as may be necessary for the review of completed projects and the release of grants.
- 11.5 The Grants Committee shall keep minutes of all meetings.
- 11.6 Before August of each year, the Executive shall set the date upon which applications for grants shall be reviewed.
- 11.7 The closing date for applications shall be advertised in Massage New Zealand magazine.
- 11.8 The maximum amount of funding available each year for the allocation of grants is \$2,000.00.
- 11.9 The Executive may review the amount of funding available each year for the allocation of grants upon request of the Grants Committee or at the Annual General Meeting.
- 11.10 The maximum amount of funding available for each application is \$1,000.00.
- 11.11 Only one grant shall be available per applicant in any given 12 month period, except where an applicant is re-applying for a grant for an uncompleted project.
- 11.12 The names of the successful applicants shall be published in the Massage New Zealand magazine.
- 11.13 The Grants Committee shall notify all applicants in writing one month after the application review date if their application was successful or was declined.
- 11.14 The Grants Committee shall notify all unsuccessful applicants of the reason for the declining of their application.
- 11.15 The decision of the Grants Committee is final and there is no right of appeal.

12 COMPLAINTS FROM MEMBERS REGARDING THE CONSTITUTION AND RULES

- 12.1 Any member of the Association who has a complaint that the Association's

Constitution and Rules have not been adhered to may send their complaint in writing to the Executive Secretary.

- 12.2 Any complaint so sent to the Executive Secretary shall be forwarded by the Executive Secretary to the Vice President, and shall be raised at the first available Executive meeting following receipt of the complaint.
- 12.3 Any member bringing a concern to a meeting of the Executive may be granted speaking rights at that meeting by the Executive. The member may also nominate a support person to be present at that meeting, and this person may be granted the right to speak on behalf of the member.
- 12.4 The Executive shall act to bring resolution of the complaint in such a way as it considers is in the best interest of both the Association and the complainant.
- 12.5 Where the Executive considers that it is not able to act objectively in the interest of the member, an independent person from outside the Association shall be sought to facilitate that part of the Executive meeting relevant to the complaint.
- 12.6 Where a complaint or query is directly relevant to a sub-committee or officer of the Association, the Executive may refer the matter to that sub-committee or officer, and receive a report back from that sub-committee or officer at the next Executive meeting.

13 DISPLAY OF MNZ CODE OF ETHICS

- 13.1 A copy of MNZ Code of Ethics, including the address of the Executive Secretary, shall be clearly displayed at each place of practice of every member.

14 COMPLAINTS AGAINST MEMBERS

- 14.1 All complaints made against members of MNZ shall be in writing, stating the nature of the complaint, including the time and place of the alleged infringement, and details of witnesses or other evidence, and shall be forwarded without delay to the Executive Secretary, who will forward it to the Vice President.
- 14.2 The complaints will be investigated by the Vice President and reviewed by the Complaints Officer.
- 14.3 If the complaint is in regard to any action or behaviour involving the Vice President, another officer of the executive shall, with the approval of the Complaints Officer, investigate the complaint.
- 14.4 On the receipt of a written complaint, the Vice President shall take what ever action is required by the Complaints Officer, and shall:
 - 14.4.1 within 14 days, advise the complainant that the complaint has been received and outline what action (as shown below) will be taken to investigate, and;

14.4.2 notify all the other parties involved of the existence of the complaint, and advise them of the time and place for the matter to be discussed.

(Note: all parties should be permitted to have a companion / representative with them at this meeting.)

14.5 At the meeting, the Vice President shall:

14.5.1 stress the confidentiality of the matter and ask that the privacy of all concerned be respected, and

14.5.2 ensure that all parties to the complaint are aware of clause 27 of the Constitution and of the rules, providing copies as necessary, and

14.5.3 take notes of what is said, including any statement any person being interviewed wants to make, and

14.5.4 ensure that the at the completion of the taking of the notes, the person being interviewed signs the notes as having read them, and

14.5.5 sign the notes immediately after the person being interviewed signs them.

14.6 Any person referred to in the complaint, and any person whom the Vice President believes may be able to assist in the investigation, shall be given the opportunity to make a written comment on the matter, regardless of whether they wish to be interviewed or not. The Vice President shall advise the date by which any such comments and representations must be received, and shall ensure that the complaint is investigated as promptly as possible.

14.7 When the Vice President has completed the interviews and received the written submissions, all information pertaining to the complaint is to be passed to the Complaints Officer, who is to forthwith advise the Executive on any findings and recommendations made in relation to the complaint.

14.8 Where the Vice President has reason to believe that the complaint may also include behaviour of a criminal nature, the Vice President shall advise the Complaints Officer, who may advise the complainant to report the matter to the police.

14.9 The Complaints Officer may review the way in which the investigation was conducted, seeking further information from the Vice President, before the final recommendation on the complaint is made.

14.10 The Complaints Officer shall report their findings to the Executive Committee, including whether or not their recommendation differs from that of the Vice President. The Complaints Officer shall make recommendations on:

14.10.1 settlement of the complaint in terms of Clause 27 of the Constitution, and

14.10.2 steps, if any, to be taken in order to avoid a similar incident arising in the future.

14.11 The Decision of the Executive, and any action that the Executive resolves to take, shall be made known in writing to the parties involved, and will be binding, notwithstanding that any member may appeal to the executive within one calendar month of notification of the decision.

15 MESSAGE NEW ZEALAND ASSESSMENT FOR RECOGNITION OF PRIOR LEARNING (RPL) PURPOSES

- 15.1 Policies and procedures relating to the MESSAGE NEW ZEALAND assessments conducted by the Association shall be provided for RPL purposes to all candidates, and shall be published in the Association newsletter whenever changes occur.
- 15.2 Massage New Zealand, or an approved Massage New Zealand assessor, shall provide theoretical and/or practical assessment as part of the RPL process for people seeking certification or membership with Massage New Zealand, at the applicant's own cost.

16.0 MESSAGE NEW ZEALAND TOP STUDENT MEMBERSHIP AWARD

- 16.1 Massage New Zealand offers the award of one complimentary annual membership to each Affiliate college to award to their top student. (An Affiliate college is one that has paid the annual Massage New Zealand Affiliate membership fee).
- 16.2 Only one membership will be awarded per year. If a college runs more than one programme in each year, they will need to pick their top student from the whole college.
- 16.3 The membership will consist of a free student membership for the period of 12 months from the presentation. If the student upgrades to Certified Massage Therapist or Remedial Massage Therapist in that period, they will get that upgrade free for the rest of the period.
- 16.4 The award is to be presented to the student at the college's graduation ceremony or prize giving.
- 16.5 A representative of Massage New Zealand must have the opportunity to give a 10 minute verbal/visual presentation about the Association at the time of the award or at the graduation ceremony – whichever gives the opportunity to talk to the whole college. (If the college doesn't have a suitable ceremony with all the students present, then opportunities need to be made available for a Massage New Zealand representative to visit all classes during the year.)

17.0 EXECUTIVE OFFICERS CONFERENCE BENEFITS

- 17.1 MNZ Executive Officers are able to attend the MNZ annual conference free of charge as observers. If they want to attend a particular workshop as a participant, thinking it may get full, they will need to pay for that workshop. Flights to the conference will also be covered for the Executive. Executive members need to pay for their own accommodation at the conference.

18.0 CONFERENCE ORGANISER PROFESSIONAL DEVELOPMENT ALLOCATION

18.1 Each member of an MNZ conference organising committee will receive 40 points towards their two year PD period. Conference organising committees will be limited to up to five members. If there is an additional sub-committee assisting the conference organising committee, members of the sub-committee can get up to 15 points towards their two year PD period.

We the undersigned hereby confirm that these are the Rules approved at the Executive Meeting of Massage New Zealand on 10 July 2011.

SIGNED by)
Member)

SIGNED by)
Member)

SIGNED by)
Member)