



RULES OF

MASSAGE NEW ZEALAND (MNZ) INCORPORATED

17th September 2022

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MESSAGE NEW ZEALAND (MNZ) INCORPORATED
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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 OF 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; other health practitioners; and members of the public. Practising massage therapists are not eligible for affiliate membership.

3.0 THE METHOD BY WHICH A PERSON CAN BECOME A REGISTERED MESSAGE THERAPIST (MNZ)

- 3.1 To become a Registered Massage Therapist (MNZ), 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 Theoretical knowledge base in Human Anatomy, Physiology, Pathology and Theory of Massage and practical massage competency as appropriate for their level of qualification as outlined in the MNZ Learning Objective Documents. This is to be evidenced by:
- 3.1.3 Graduation from a massage training course with an NZQA Qualification in massage therapy Level 5 or above or its equivalent.
- 3.1.4 Graduation from a recognised tertiary institution with a degree level qualification.
- 3.1.5 Gaining MNZ Recognition of Prior Learning (RPL) for studies completed.
- 3.1.6 MNZ will accept graduates of NZQA-registered colleges only for automatic membership as of 31st March 2015. After this date, graduates of colleges that are not NZQA-registered will need to complete the Recognised Prior Learning (RPL) process when they apply for MNZ membership.
- 3.1.7 A minimum of 50 supervised massage clinical hours completed during massage training (Level 5 Diploma) or post-graduation. Supervisor to have a minimum of 3 years clinical massage experience.
- 3.1.8 A current First Aid Certificate (including CPR).
- 3.1.9 Students graduating and wishing to upgrade their membership to Registered Massage Therapist (MNZ) 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 Qualification and current First Aid Certificate, without the requirement to pay any additional fee for the remainder of that financial year. Renewal at a discounted rate for the first year post-graduation applicable to their level of membership will be payable at the beginning of the next financial year.

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

- 4.1 Life members are nominated for such status by two financial members and a written citation to be in the hands of the Executive Administrator/Secretary 30 days before the AGM. The nomination must be endorsed by a majority vote of 75% of those present at the AGM.
- 4.2 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.
- 4.3. Life Members should provide a current First Aid Certificate and evidence of ongoing training, if a current practising certificate is desired.

5.0 MAINTAINING MEMBERSHIP

- 5.1 The membership period shall be for a term of 12 months.
- 5.2 All renewing members, other than Life Members, shall pay an annual fee.
- 5.3 To renew the membership certificate, Registered Massage Therapists (MNZ) must have a current First Aid Certificate or equivalent (including CPR).
- 5.4 Professional Development:
 - 5.4.1 Registered Massage Therapists, who on average, do **10 or more massage client hours per week** need to do a **minimum of 40 hours of CPD over a 2 year cycle**. Registered Massage Therapists, who on average, do **less than 10 massage client hours per week** need to do a **minimum of 30 hours of CPD over this 2 year cycle**.
 - 5.4.2 Professional development hours cannot be carried forward beyond the two year membership period.
- 5.5 **Lapsed Membership**

Where a membership has lapsed and the person wishes to renew their membership, the following rules shall apply:

 - 5.5.1 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.
 - 5.5.2 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.
- 5.6 **Late Renewals**
 - 5.6.1 Annual membership should be renewed by 1st April. For members renewing late in the financial year, they will be required to pay the fee outlined in the schedule of fees on the MNZ website, plus an additional \$50 admin fee payable to reinstate them as members. Any professional development hours which have been accrued by them will be lost. **This pro-rata renewal option can only be taken advantage of once by a member.**

6.0 SUB COMMITTEES AND NON EXECUTIVE POSITIONS

- 6.1 The Education subcommittee is to comprise of the Education Officer and a minimum of three (3) other members (to be elected at AGM) who have a minimum of three years as a Registered Massage Therapist (MNZ) and a minimum of two years experience in the provision of education. There are to be no more than one representative from any one massage training provider on the Education subcommittee. The duties of the Education Subcommittee are as follows:

- 6.1.1 Education subcommittee to define a list of guidelines (approved by the Executive) for the Executive Administrator/Secretary. Any applications that fall outside these guidelines will go to the Education subcommittee for review.
- 6.1.2 Work relating to ongoing management and review of policies concerning moderation, membership and professional development in consultation with massage training providers.
- 6.1.3 Any other duties as deemed appropriate by the Executive.
- 6.1.4 Decisions made by the Education subcommittee must be presented to the Executive for approval prior to be implemented.

7.0 EXECUTIVE AND SUBCOMMITTEE MEETINGS

- 7.1 Executive meetings shall be held monthly or as required.
- 7.2 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.
- 7.3 All financial members of the Association are entitled to attend an Executive meeting, but have no voting rights.
- 7.4 Subcommittee 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.
- 7.5 **Honoraria**
 - 7.5.1 Honoraria may be paid to all Executive and subcommittee members who have fulfilled their duties according to their job descriptions and where funds are available.
 - 7.5.2 The amount of honorarium to be paid is determined by the membership at the AGM.
 - 7.5.3 Attendance at 80% of the total number of monthly Executive meetings is a requirement to fulfil the committee job description.

8.0 INITIAL MEETING OF THE EXECUTIVE

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

9.0 GRANTS POLICY

- 9.1 Members of the Grants Committee must be current Executive members.
- 9.2 A minimum of three Grants Committee members are required for a quorum.
- 9.3 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.
- 9.4 The Grants Committee shall meet at such other times as may be necessary for the review of completed projects and the release of grants.
- 9.5 The Grants Committee shall keep minutes of all meetings.
- 9.6 Before August of each year, the Executive shall set the date upon which applications for grants shall be reviewed.
- 9.7 The closing date for applications shall be advertised in Massage New Zealand magazine.
- 9.8 The maximum amount of funding available each year for the allocation of grants is \$2,000.00.
- 9.9 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.
- 9.10 The maximum amount of funding available for each application is \$1,000.00.

- 9.11 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.
- 9.12 The names of the successful applicants shall be published in the Massage New Zealand magazine.
- 9.13 The Grants Committee shall notify all applicants in writing one month after the application review date if their application was successful or was declined.
- 9.14 The Grants Committee shall notify all unsuccessful applicants of the reason for the declining of their application.
- 9.15 The decision of the Grants Committee is final and there is no right of appeal.

10.0 COMPLAINTS FROM MEMBERS REGARDING THE CONSTITUTION AND RULES

- 10.1 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 Administrator/Secretary.
- 10.2 Any complaint so sent to the Executive Administrator/Secretary shall be forwarded by them to the holder of the Complaints Portfolio who then shall raise the complaint at the first available Executive meeting following receipt of the complaint.
- 10.3 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.
- 10.4 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.
- 10.5 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.
- 10.6 Where a complaint or query is directly relevant to a subcommittee or officer of the Association, the Executive may refer the matter to that subcommittee or officer, and receive a report back from that subcommittee or officer at the next Executive meeting.

11.0 DISPLAY OF MNZ CODE OF ETHICS

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

12.0 COMPLAINTS AGAINST MEMBERS

- 12.1 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 Administrator/Secretary, who will forward it to the holder of the complaints portfolio.
- 12.2 The complaints will be investigated by the holder of the complaints portfolio and reviewed by the Complaints Officer.
- 12.3 If the complaint is in regard to any action or behaviour involving the holder of the complaints portfolio, another officer of the Executive shall, with the approval of the Complaints Officer, investigate the complaint.
- 12.4 On the receipt of a written complaint, the holder of the complaints portfolio shall take whatever action is required by the Complaints Officer, and shall:

- 12.4.1 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;
- 12.4.2 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).
- 12.5 At the meeting, the holder of the complaints portfolio shall:**
- 12.5.1 stress the confidentiality of the matter and ask that the privacy of all concerned be respected, and
- 12.5.2 ensure that all parties to the complaint are aware of clause 27 of the Constitution and of the Rules, providing copies as necessary, and
- 12.5.3 take notes of what is said, including any statement any person being interviewed wants to make, and
- 12.5.4 ensure that at the completion of the taking of the notes, the person being interviewed signs the notes as having read them, and
- 12.5.5 sign the notes immediately after the person being interviewed signs them.
- 12.6 Any person referred to in the complaint, and any person whom the holder of the complaints portfolio 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 holder of the complaints portfolio 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.
- 12.7 When the holder of the complaints portfolio 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.
- 12.8 Where the holder of the complaints portfolio has reason to believe that the complaint may also include behaviour of a criminal nature, the holder of the complaints portfolio shall advise the Complaints Officer, who may advise the complainant to report the matter to the police.
- 12.9 The Complaints Officer may review the way in which the investigation was conducted, seeking further information from the holder of the complaints portfolio, before the final recommendation on the complaint is made.
- 12.10 The Complaints Officer shall report their findings to the Executive Committee, including whether or not their recommendation differs from that of the holder of the complaints portfolio. The Complaints Officer shall make recommendations on:
- 12.10.1 Settlement of the complaint in terms of Clause 27 of the Constitution, and
- 12.10.1 Steps, if any, to be taken in order to avoid a similar incident arising in the future.
- 12.11 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.

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

- 13.1 Policies and procedures relating to the Massage New Zealand assessments conducted by the Association shall be provided for RPL purposes to all candidates.
- 13.2 Massage New Zealand, or an approved Massage New Zealand assessor, shall, where resources and time permit, 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.

14.0 MESSAGE NEW ZEALAND TOP STUDENT MEMBERSHIP AWARD

- 14.1 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).
- 14.2 Only one membership will be awarded per year per affiliated institution. If a college runs more than one programme in each year, they will need to pick their top student from the whole college.
- 14.3 If the student upgrades to Registered Massage Therapist (MNZ) in that period, they will get that upgrade free for the rest of the period. From 1st April following graduation the student will get one year free membership as a Registered Massage Therapist.
- 14.4 The award is to be presented to the student at the college's graduation ceremony or prize-giving.
- 14.5 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).

15.0 EXECUTIVE COMMITTEE CONFERENCE BENEFITS

- 15.1 MNZ Executive Committee members are able to attend the MNZ annual conference and attend conference workshops free of charge, space permitting. If there is a specific conference workshop the Executive member would like to participate in then this will be at the Executive member's own expense. MNZ Executive members will have travel expenses, including up to two nights' accommodation reimbursed.
- 15.2 As an incentive to volunteer for a position on the Executive Committee, Executive members may claim to have one year's annual MNZ membership subscription reimbursed. This reimbursement will be able to be claimed at the conclusion of serving a full term (2 years) on the Executive Committee. If an Executive member does not perform in their Executive Committee role, their honorarium will be revised down accordingly.
- 15.3 It is required that Executive Committee members attend an annual face to face meeting of the Executive Committee. Travel costs will be reimbursed to attend this meeting. No accommodation costs will be reimbursed to attend this meeting.

16.0 CONFERENCE ORGANISER CONTINUED PROFESSIONAL DEVELOPMENT (CPD) ALLOCATION

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

We the undersigned hereby confirm that these are the Rules approved at the Annual General Meeting of Massage New Zealand, 17th September 2022.

SIGNED by)
Member)

SIGNED by)
Member)

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