



APPLICATION FOR CORPORATE MEMBERSHIP

Application is made for Corporate Membership of the New Zealand Security Association (Inc.) In support of the application the following details are provided in confidence:

COMPANY DETAILS – Main Branch – (For all other branches, please list on a separate sheet and attach to this application. Please include addresses and contact names for branches).

Name: (in BLOCK letters, as per PI & SG Licence)

Postal address:

Business address (if different to postal address):

Name of Principal Contact:

Position:

Telephone number: Fax number:

Mobile number: Email address:

Web site address:

Details of Principals, Directors or Partners:

Table with 4 columns: Full Name, Position, Address, Telephone No.

Principal Business Activity:

Table with 2 columns: Details of any other trade or business, Location.

Licence Number: Private Investigators and/or Security Guards (issued under the the Private Security Personnel and Private Investigators Act 2010)

No of Employees: No of Employees with C of A's

Table with 4 columns: Name, Telephone No., Fax No., and rows for Accountant, Solicitor, Insurer.

Declaration:

- I/we authorise any person or company to provide you with such information as you may require in response to your membership enquires. I/we further authorise you to furnish to any third party details of this application and any subsequent dealings that I/we may have with you as a result of the application being actioned by New Zealand Security Association.
-

I/We have attached the following: (please tick)

- This application form
- A copy of Certificate of Incorporation for the business
- A copy of my/our current insurance certificate in respect of Public Liability
- A signed copy of Acceptance of NZSA Code of Professional and Ethical Conduct and NZSA Rules and By-Laws
- A signed Statutory Declaration
- A signed copy of the New Zealand Security Association Credit Check
- Completed Security Services Categories form.
- The application fee of \$143.75 (\$125 + GST)
- Please attach a list of branches, & their contact details.

We will not be able to process your application, if the required documents are not included. Any queries please call the NZSA. 09 486 0441 or email info@security.org.nz

DATE:/...../.....

Applicant

Applicant #2 – if partnership

Signature:

Signature:

Print Name:

Print Name:

Title:

Title:

Please Note:

Completion of this application for NZSA Membership does not confer any special rights or privileges on the applicant. **Membership of the Association commences only after an Audit of any appropriate Codes of Practice, receipt of the current subscription and the Accreditation Certificate and Membership Certificate issued by the NZSA.** Applicants for membership of the NZSA should not imply or infer that membership of the Association will be granted to them.

Privacy Act

The Association could from time to time supply names and addresses and services provided of its members to relevant person or organisations. It only does this if it thinks it is in the interest of members. If you do not want your name and address supplied in this way please advise.



NZSA CODE OF PROFESSIONAL AND ETHICAL CONDUCT

The New Zealand Security Association Inc. is committed to the highest standards of professional and ethical conduct at all times.

All NZSA members are expected to conform to these standards of professional and ethical conduct personally and collectively in all respects. This applies to both their businesses and their employment. These standards include their obligations and responsibilities due to their staff and clients, principals and the general public. Importantly this also applies to their relationships with other NZSA members who must all comply with all applicable laws, regulations and rules.

Any breach of the NZSA Code of Professional and Ethical Conduct shall render the member committing a breach liable to the disciplinary procedures of the Association as set out in the By-Laws of the NZSA.

RESPONSIBILITIES OF MEMBERS

1. **Integrity.** NZSA members shall maintain high standards of integrity and professional conduct with fairness and honesty at all times in dealing with clients or employees, past and present, with members of the NZSA and with the general public.
2. **Public Interest.** NZSA members shall conduct their professional activities with respect for the public interest.
3. **Accuracy.** NZSA members shall be factual and accurate when providing information about their services and the services of any company they represent. NZSA members shall not use deceptive practices.
4. **Disclosure.** NZSA members shall provide in writing, upon written request, complete details about the cost, restrictions, and other terms and conditions, of any products or services sold, including cancellation and service fee policies.
5. **Responsiveness.** NZSA members shall promptly respond to their clients' complaints.
6. **Cooperation.** NZSA members shall not maliciously injure the professional reputation or practice of colleagues, clients, or other members and will cooperate with any inquiry conducted by the NZSA to resolve any dispute involving clients or another member.
7. **Confidences.** NZSA members shall not use improperly obtained client lists or other confidential information obtained from an employee's former employer.
8. **Confidentiality.** NZSA members shall treat every client transaction confidentially and not disclose any information without permission of the client, unless required by law.
9. **Conflict of Interest.** NZSA members shall not allow any preferred relationship with another member to interfere with the interests of their clients.
10. **Compliance.** NZSA members shall abide by the NZSA Code of Professional and Ethical Conduct, the NZSA Rules and By-Laws and all New Zealand laws and regulations.



ACCEPTANCE OF THE NZSA CODE OF PROFESSIONAL AND ETHICAL CONDUCT AND NZSA RULES AND BY-LAWS

TO THE BOARD OF DIRECTORS OF THE NZSA

I/we, the undersigned, hereby apply for membership of the New Zealand Security Association Inc.

If accepted I/we agree to be governed and abide by the NZSA Rules and By-Laws, the NZSA Code of Professional and Ethical Conduct and the appropriate Codes of Practice of the Association applicable to our business.

I/we understand that any false information provided by me/us in this application will be considered as just cause for the immediate forfeiture of my/our membership and hereby agree to give complete and accurate answers to the best of my/our ability.

In submitting this application I/we understand failure to abide by the NZSA Code of Professional and Ethical Conduct, as interpreted by the NZSA Board of Directors Ethics Committee, in dealing with clients, the public, employees and other NZSA members will be considered grounds for termination of my/our membership of the NZSA.

I/we further agree to return, upon demand, all NZSA membership certificates and other NZSA membership identification items if I/we resign or for any reason my/our membership is terminated.

Full name:

.....

Representing (Company Name)

.....

Signature

.....

Date

.....

I/we hereby certify that I/we have read the NZSA Code of Professional and Ethical Conduct governing all members of the NZSA and agree to manage my/our operations and relationships in compliance with the Code of Professional and Ethical Conduct and all the statutory Rules and By-Laws of the New Zealand Security Association Inc.

Statutory Declaration in Support of Membership to the New Zealand Security Association Inc.

In the matter of an application for Corporate membership to the New Zealand Security Association Inc

I, _____ on behalf of _____ (company if applicable) sincerely declare:

That there are no unsatisfied judgments against the Applicant (individual or company) in Court
OR

That judgments obtained against the Applicant are as on the list attached

1. That the statutory requirements of the Private Investigators and Security Guards Act 1974 have been strictly complied with.

2. IN THE CASE OF A COMPANY

That company is not in liquidation or insolvent and that none of the Directors or responsible officers is an undischarged bankrupt, nor a director or officer of a company that is in liquidation or insolvent or has been subject to a winding-up order in the last twelve months, and the company has not during such period made any assignment of the benefit of creditors or composition with creditors.

IN THE CASE OF AN INDIVIDUAL

That I am not an undischarged bankrupt, and have not made any assignment for the benefit of creditors or composition with creditors, and that I have not been a director or officer of a company that is in liquidation or insolvent or has been subject to a winding-up order in the last twelve months.

3. That at the time of application we have _____ current Certificate(s) of Approval if any.

4. That all particulars certified to by me in this application are true and correct in every detail and, in particular, the declaration about the number of Certificate of Approvals is correct if any.

5. That we have current Public Liability Indemnity Insurance that has due regard to the nature of the risk and the relevant standard but not less than one million (\$1,000,000.00)

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Declared at _____ this _____ day of _____ 20____
(Town / City) (day) (month)

Signed _____ Print Name _____

Before me _____ Signature of applicant
Solicitor of the High Court of NZ/ Justice of the Peace or other
Persons authorised to take statutory declarations.



To progress your membership application to New Zealand Security Association (Inc) we are required to carry out a credit check. For us to do this we must have your consent.

It would be appreciated if you could please sign the 'Release' form and return to us with your application form.

Thank you
New Zealand Security Association (Inc)

Declaration for Incorporated Companies

I/We hereby authorise the New Zealand Security Association (Inc) and/or its agent/employees to complete a Credit Check on.....(Company) and its directors.

Directors Names:.....

Signed:..... Position:.....

Date:.....

Declaration for Sole Traders

I hereby authorise the New Zealand Security Association (Inc) and/or its agent/employees to complete a Credit Check.

Owners Name:..... Date of Birth:.....

Address:.....

Signed:..... Date:.....

Declaration for Partnership

I/We hereby authorise the New Zealand Security Association (Inc) and/or its agent/employees to complete a Credit Check.

Partner #1 Name:..... Date of Birth:.....

Address:.....

Signed:..... Date:.....

Partner #2 Name:..... Date of Birth:.....

Address:.....

Signed:..... Date:.....



New Zealand Security Industry Categories

With the expansion of the New Zealand security industry and advances in technology in recent years, it is often difficult to determine what security products and services are available in New Zealand and where to find them.

As such the NZSA recently embarked upon an industry wide survey both in New Zealand and abroad to accurately assess and qualify the security industry with the intention of redefining NZ security categories inline with international standards.

Although many of the new security categories relate to products and services that may not currently be available in New Zealand, it was considered best practice to adopt the new standards in preparation for if and or when they become available.

The new categories will be first implemented on the NZSA website (www.security.org.nz) under the member database search facility to help consumers identify companies who offer a particular product or service. The categories will then be communicated to other search engines including yellow.co.nz and finda.co.nz and then to national training establishments with the intention of driving the entire industry toward using the new standards within 12 months.

Could you please advise us which service and product categories your company provides by placing a tick in the box beside the category, firstly against a group title, for example: '**Access Control – Electronic**' and then beside each service or product within that group, for example: 'Access Control Systems' and 'Proximity Cards'

Then return to the NZSA in the self addressed envelope provided. This information will be used to update the NZSA database and kept on record for future correspondence.

Access Control – Electronic	Information Security - Continued	
Access Control Systems	Cryptographic Security	
Access Control: Facial Recognition	Data and Fax Encryption Equipment	
Access Control: Installation and Service	Data Encryption Document Destruction Equipment	
Access Control: Readers and Control Units	Document Destruction Services	
Access Control: Stand Alone Systems	Document Security Technologies	
Access Control: Swipe Cards and Tokens	Dongle Protection	
Biometric Consulting	Electronic Business Security Services	
Biometrics	E-business & IT Security	
Contactless Smart Card Technology	Email Archiving	
Control Panels	E-mail Encryption	
Detection Device Manufacture & Sales	E-mail Security	
Electronic Access Control Equipment, Services & Supplier	Encrypted Communication	
Fingerprint Recognition Software	Encryption	
Fingerprinting Kits and Supplies	Endpoint Security	
Identification Systems and Accessories	Electronic Counter Measures	
Identity Cards, Systems, & Accessories	Fax Server Software	
Iris Recognition Systems	Information Technology	
IT Biometric Security Solutions	Information Technology (IT) Security	
LEGIC® Cards and Card Readers	Inspection Technology	
Mifare® Cards & Card Readers	Integrated Security Management Systems	

Access Control – Electronic - Continued	Information Security - Continued
Plastic Card Manufacture	Internet Security
Proximity Card Readers	IP Encryption Systems
Proximity Cards	IT Security
Remote Access	Laptop Security
Remote Entry Systems	Laptop Security Systems
Remote Monitoring	Laptop Storage Message Encryption
Remote Monitoring - Sending Equipment and Services	Message Security
Smart Cards & Electronic Chips	Mobile Communications Security
	Network Monitoring
Access Control - Physical	Network Security Scanners
Building Management	Network Security: Hardware
Door Hardware	Network Security: Software
Electrical / Electronic Locks	Notebook Security
Fence systems	Notebook Security Solutions
Fencing, Gates, and Gate Operators	Palm Print
Grills, Bars & Shutter Manufacture	Power Over Ethernet Components and Modules POE
Grills, Bars & Shutter Installation	Security Services & Consultancy
Gate systems	Secure Communication
Gate locks	Secure Communications Systems, Equipment
High Security Locks	Secure Data Transmission
Hotel Lock Systems	Secure IP Communication
Locks	Secure Messaging
Laptop Locks	Secure Satellite Communications Services
Locking Systems	Secure Telecommunications Products
Mirrors	Secure Voice Communication
Perimeter Security	Software
Rising Security Barriers	Software Applications
Road Blocks	Software Development
Safe Manufacture & Installation	Video Servers and Encoders
Safe locks	Video Wall Display
Safes	Wireless Broadband Point to Point Security
Security Barriers	Wireless Encryption Specialists
Security Doors	Wireless IT network Security
Security Fence Systems	Wireless Voice over IP protection
Security Glazing	
Security Bags & Seals	Intrusion Detection
Tactical Barriers	Infrared Beams
Turnstiles Vehicle Barriers	Intrusion Sensors
Visitor Management Systems Security	Laser Beams
Window Security Screens	Mobile Intruder Alarm
	Motion Detectors
Alarms	Perimeter Intrusion Detection
Alarm Installation	Perimeter Intrusion Detection Systems
Alarm Manufacturing	Secondary Surveillance Radar (SSR)
Alarm Monitoring Centre	Security Monitoring Accessories
Alarm Response & Key Holding	Surveillance Antennas
Alarm Wholesalers Alarm Monitoring Software	Surveillance Detection
Alarm Servicing	Surveillance Operations
Alarm Transmission	Surveillance Systems Installation and Service
Fire Alarm: Equipment	Surveillance Training
Fire/Exit Door Alarms	Thermal Imaging Systems
Security Smoke	Vibration Detection
Special Alarm Applications	Water Detection Sensors
Wireless Alarm Communication	Weapons Detection Equipment
Wireless to Internet Alarm Communication	Wireless Detection Equipment
Anti Vandalism Technology	Investigation
Paints & Surfaces	Investigators
Other Technologies	Investigative Services
	Private Investigators

Asset Protection	Jobs and Security Recruitment
Asset Security	Fire & Security Recruitment
Loss Prevention	Global Security Recruitment
Radio-Frequency Identification (RFID)	Qualifications
Radio-Frequency Identification Electronic Seals & Tags	Security Vacancies
Radio-Frequency Identification OEM Apps	Security Temping
Radio-Frequency Identification Watches	Security Vetting Services
Brand Protection	Law Enforcement
Authentication & Authorisation	Riot Control
Document and Product Authentication Systems	
Document Controls	Manned Guarding
Document Verification	Crowd Control Units
Holograms - Security Printing	Dog Patrolling
	Eviction Services
CCTV	Executive Protection Services
Cameras and Accessories	Global Tracking
CCTV Accessories	Guard Patrol
CCTV Recording Systems	Guard Services
CCTV Security Systems	Guard Towers (Movable)
Digital Recording and Video Systems	Manned Guarding
Digital Signal Processing - DSP Technology	Mobile Patrols
Digital Video Recorders	Personal Guarding
Digital Video Solutions	Reception Security
Digital Video Storage	Security Drivers
High Performance Display Solutions	Security Officers
High Quality Camera Images	Static Guarding
Intelligent Video Devices	Time and Attendance Systems
IP Surveillance	Void Property Protection Service
IP Video Products	
IP Video Surveillance Systems	Narcotic Detection
Network Cameras	Drug Testing Services
Network Video	Narcotic and Explosive Search
Video Equipment	
Video Security Surveillance	Personal Protection Equipment
Wireless / Smartphone Surveillance Video	Ballistic Shields
	Bullet Resistant Materials
Close Protection	Military, Police, Security Protective Clothing
Bodyguard Training	Life Jackets
Close Protection Companies and Services	Personal Protection Equipment
Close Protection Courses	Protective Covers
Close Protection Solutions	Storage Containers
Close Protection Training	
Executive and VIP Protection	Security and Risk Management
Firearms Training	Safety Management
Gang and Security Threats Training	Security Consultancy
Hostile Environment & High Risk Security	Security Management
Security Certification Programs	Security System Consultants
Self Defence	Security Events
VIP Protection Training	
	Security Management
Communication Systems	Product Design & Development
Emergency Communications Equipment	Security Search Equipment
Intercom Equipment	Security Equipment Sales
Radio Equipment	Security Systems Management
Signal Modules	
Signal Transmission	Shelters / Tents / Temporary Buildings
Video Conferencing	Mobile Shelters
Wireless Communications Equipment	Shelter Systems
Construction Equipment, Services and Technology	
Security Equipment Protection	

Counter Espionage	Specialist Security
Audio Surveillance Countermeasures	Airfield Perimeter Security
Debugging	Airport Security
Eavesdropping Countermeasures Equipment	Airport Solutions
Eavesdropping Detection Equipment	Art Gallery & Exhibition Security Personal
Surveillance	Aviation Security
	Baggage Systems Control
Counter Terrorism Protection	Campus Security
Anti Terrorist Protection	Cargo Handling Equipment
Bomb Disposal	Cargo Security
Bomb Disposal Equipment	Casino Security
Bug Detectors	Commercial Cleaners
Building Blast Protection	Construction Security
Chemical and Biological Decontamination	Educational Security Services
Counter Espionage	Independent Consultancy Services
Counter Surveillance	Point Of Sale Systems
Counter Surveillance Equipment	Port Security
Counter Terrorism Checkpoint	Post Room Security
Covert Surveillance	Private Security
Covert Surveillance Training	Public Sector Security
Detonation Prevention Products	Public Transportation Security
Explosive Ordnance Disposal (EOD)	Residential Security
Explosives Detection	Retail Sales
Explosives Identification	Retail Cash Handling
Glass Protection (Glazing)	Retail Security
Hazmat Remediation	Retail Software
Hostage Negotiation	Residential Security
Improvised Explosive Detection	Seaport Security
Liquid Explosive Screening	Security Photography
Robots	Security Etching
Security Furniture	Security Courier Systems
Window Protection	Security Solutions
	Security Transport & Storage
Document Destruction	Special Events Security
Document Services	Telephone Answering
Document Security & Destruction	Warehousing/Distribution Security
Financial Security Systems	Tracking and Positioning Systems
Cash Handling Equipment	Tracking Systems and Devices
Cash Protection Systems	
Cash & Valuable Conveyance	Training
Payroll Preparation & Cash Handling	Online Security Training
	Publications - Awareness and Training Materials
Fire	Security Training
Fire Protection Equipment	Self Defence Training
Fire Detection Monitoring	Simulators and Training Aids
	Tactical Training
Fraud Detection and Prevention	
Fraud Prevention	Vehicle Services, Equipment and Technology
	Vehicle Equipment
Information Security	Vehicle Security & Safety
Anti Virus Software	Vehicle Alarm Systems
Computer Protection	Vehicle Alarm Installers
Computer Security	
Computer Software Applications	Wireless Equipment, Services and Technology
Computer Forensics & Investigations	Wireless Network Security Services
Computers and Software	
Content Security	X-Ray Equipment
	X-Ray & Scanning Technologies
	X-ray Equipment
	X-ray Screening

Audit Process

1. What is Membership Auditing?

It is a process whereby your business and how it is operated can be compared against the Codes of Practice that should govern that business.

The purpose is to ensure that members who carry the NZSA certification have been audited against their relevant Code(s) of Practice and are subject to interim audits and mentoring, if required, to continue to maintain those high standards. Auditing is simply a means of ensuring that companies comply with their relevant Codes of Practice and, if they do not, a mentoring process is put in place to enable them to comply.

2. Why audit members?

Being a member of a professional organisation like NZSA, is a point of difference that you will be able to promote to your clients. It shows that your company complies with the requirement of membership by complying with Codes of Practice.

Some companies, such as consultants and suppliers, do not have Codes of Practice and so do not have to be audited.

3. Who will be audited?

Applicants for Corporate membership and current Corporate Members, where there is a Code of Practice that is under the auditing programme; and Vehicle Security members. These operate under Codes of Practice.

4. Cost of an audit

The Board sets the fee and this can change at any time.

The current fees are:

Alarm Monitoring and Alarm Monitoring Centre - \$397 site fee + \$397.00 for the monitoring and \$397 for the centre, plus GST. Total cost \$1191 plus GST.

All other codes - \$370 site fee + \$370 per code, plus GST.

5. The Audit Process

Before being audited, a member is asked to 'self audit' themselves against the Codes of Practice. If the Code of Practice does not have a note that it is auditable, then they do not apply. At present not all Codes have a 'self audit' sheet at the back of the Code. If the member or applicant has not self audited against the code of practice by the appointed time, then it will be completed during the audit.

The Auditor visits the company and undertakes the audit with the owner.

The Auditor will work through any concerns with the owner.

6. The Auditor

Auditors are appointed by the NZSA Board and are people that have skills and knowledge within the field of the audit. They are appointed for a period of twelve months and sign a formal agreement that includes confidentiality and an undertaking to acknowledge any conflict of interest.

After an Auditor has been selected a member can advise the Association if they see there is a conflict of interest and another auditor will be arranged

7. Auditors Report

The final report is passed onto the Association, with a copy to the audited company.

If the Auditor advises that the member complies, a Certificate of Compliance is sent to the company. On receiving the certificate the member is known as an Accredited Member of NZSA

Audit compliance is valid for two years.

RULES & BYLAWS



RULES

Contents	Page No
1. Name.....	3
2. Definitions	3
3. Objects.....	4
4. Powers.....	4
5. Membership.....	5
6. Termination of Membership.....	6
7. Discipline.....	7
8. Re-admission.....	8
9. Subscriptions.....	8
10. Auditing.....	9
11. General Meetings.....	9
12. Notice of General Meetings.....	9
13. Proceedings at General Meetings.....	10
14. Board.....	11
15. Indemnity of Officers.....	12
16. Duties and Powers of Board.....	12
17. Proceedings of Board.....	13
18. By-Laws of the Association.....	14
19. Liquidation.....	14
20. Personal Benefit.....	14
21. Conflicts	14
22. Alteration of Rules.....	15
23. Branches.....	15
24. Regions.....	15
25. Common Seal.....	15
26. Executive Director.....	16
27. Financial Year.....	16
28. Registered Office.....	16

1. NAME

The name of the Association is the "New Zealand Security Association Incorporated".

2. DEFINITIONS

For the purpose of these Rules and any By-Laws the following definitions are used.

“Act” means the Private Investigators and Security Guards Act 1974 and any enactment replacing that Act.

“Association” means the New Zealand Securities Association Incorporated

“Auditor” means a person or persons appointed by the Association’s Board of Directors to audit Corporate members under the Codes of Practice published by the Association from time to time. The auditor will be contracted under terms and conditions as set out by the Association.

“Board” means the Board of the Association.

“Business” means any profession, trade, manufacture, or undertaking carried on for pecuniary profit.

“Certificate of Approval” means a certificate granted to any person who is employed by a corporate member and who is required to hold a Certificate of Approval under the Act

“Dealer/ Franchisee member” means an entity which is a dealer or franchisee and the holder of a licence under the Act.

“Discipline” means the type of security business, or businesses, a member undertakes.

“Entity” means a limited liability company, partnership or sole trader or other entity having legal personality.

“Head Dealer/Franchisor” means a corporate member contracting at least 15 Dealer/Franchisees

“Manned Services” means security services that rely on human resources rather than technology.

“Manned Services Contractor” means a business that holds a licence under the Act, and is specifically contracted to provide services for a Corporate member.

“Security Industry” means the group of organisations, entities and individuals in both public and private sectors that provide security and security-related products and/or services, whether for commercial or non-commercial reasons. This includes (inter alia):

1. security staff services; and
2. electronic security - installation, fault rectification, maintenance, and monitoring; and
3. physical security systems; and
4. information management, destruction and storage; and
5. security management, consultancy, and investigation; and
6. vehicle security systems and installation.

“Working Day” means a day other than:

- Saturday, Sunday, Waitangi Day, Good Friday, Easter Monday, Anzac Day, the

Sovereign's Birthday, Auckland Anniversary Day and Labour Day;

- A day in the period commencing 24th December in a year and ending on the 5th January the following year.

3. OBJECTS

The objects of the Association are:

- 3.1. to enhance the professional standing of the Association's members;
- 3.2. to secure and maintain public recognition of the Association for the benefit of its members and of the community;
- 3.3. to foster the training, education and qualification of persons practising or intending to practice in the security industry;
- 3.4. to exchange and extend information and to provide lectures, meetings, conferences and publications and to promote research in the security industry so as to enhance the skills of members generally;
- 3.5. to promote and encourage ethical conduct amongst members;
- 3.6. to institute, promote and support, or oppose, legislative or other measures or proceedings affecting the interests of the security industry;
- 3.7. to carry out any other related activities that are in the interests of the security industry.

4. POWERS

In furthering its objects the Association shall have the following powers:

- 4.1. to raise funds by levy, subscriptions or fees, and by any other means, and to accept donations and gifts of any kind;
- 4.2. to purchase, take on lease or in exchange, and to hire or otherwise acquire, any real or personal property that may be deemed necessary or convenient for any of the objects of the Association, and to dispose of such property or any part thereof;
- 4.3. to record, print and publish such material as the Board or the members in general meetings, may think desirable for the promotion of the objects of the Association;
- 4.4. to invest moneys of the Association not immediately required for any of its objects in such manner as the Board may from time to time determine;
- 4.5. to affiliate with any body or association having similar objects or to join, co-operate with, or subscribe to the funds of, any such body or association for the purpose of the objects of the Association;
- 4.6. to organise conferences, seminars, workshops and other events for the benefit of the members of the Association;
- 4.7. to provide for accommodation and travel that may be required for the purposes of the meetings of the Board;

- 4.8. to employ staff and engage professional assistance under the direction and supervision of the Board;
- 4.9. to make by-laws for purposes specified elsewhere in these Rules ("By-Laws");
- 4.10. to borrow, raise, or secure the payment of moneys in such lawful manner as the Board may consider expedient, and to discharge any such securities; and
- 4.11. to do all such other lawful things as, in the opinion of the Board, are incidental or conducive to attaining the objects of the Association.

5. Membership

- 5.1. The Association has six classes of membership, namely Corporate members, Dealer/Franchisee members, Associate members, Affiliate members, Honorary members and Life members. Eligibility for membership shall be as follows:
 - 5.1.1. Eligibility for Corporate membership is limited to entities which, at the time of application for membership, are engaged in the security industry and, where applicable, are licensed under the Act or any enactment replacing that Act.
 - 5.1.2. Eligibility for Dealer/Franchisee membership will be accorded to entities which are Dealers/Franchises and hold licenses under the Act.
 - 5.1.3. Eligibility for Associate membership may be accorded in terms of the By-Laws to those entities who do not qualify for Corporate membership.
 - 5.1.4. Eligibility for Affiliate membership may be accorded to those entities who provide services to the security industry but do not qualify for either Corporate or Associate membership.
 - 5.1.5. Honorary membership will be accorded to the Police Department, the Fire Service Commission, the Insurance Board of New Zealand and such other entities as the Board may decide.
 - 5.1.6. Life membership may be accorded in terms of the By-Laws to those persons who have made an outstanding contribution to the Association.
- 5.2. The Board may create further classes of membership and make By-Laws fixing categories and definitions of membership within the classes of membership of the Association, the respective qualifications, if any, for admission to the various categories of membership and all other matters touching the classification of members, and to determine from time to time the fees for membership of the Association.
- 5.3. Any entity who satisfies the criteria for admission to a category of membership and who undertakes in writing to be bound by these Rules may, upon payment of such application fee as may from time to time be fixed by the Board (if any) and upon payment of the appropriate subscription in respect of the financial year then current (or such proportion thereof as the Board in its discretion may determine), be elected by the Board as a member of the Association.
- 5.4. Every entity who becomes a member of the Association shall be entitled to be supplied free of charge with a copy of these Rules, and a copy of any By-Laws made hereunder, and is entitled to attend any General Meeting of the Association.

- 5.5. For the purpose of these Rules and any By-Laws, only Corporate members, Associate members residing in New Zealand and Life members (“Voting members”) are entitled to vote at meetings of the Association.
- 5.6. The Executive Officer shall keep a register of all members containing such particulars as may from time to time be prescribed by the Board.

6. TERMINATION OF MEMBERSHIP

- 6.1. Any member may resign from the Association by giving the Executive Officer notice in writing to that effect. Every such notice shall, unless otherwise expressed, take effect as from the end of the then current financial year. No member so resigning shall be entitled to a refund of any subscription or levy paid by them and/or a waiver of any moneys owing by them.
- 6.2. The Board may by written notice terminate the membership of:
- 6.2.1. any member who is convicted on an indictable offence punishable by imprisonment;
 - 6.2.2. any member who becomes bankrupt or which is liquidated or wound up;
 - 6.2.3. any member who makes a composition with their creditors;
 - 6.2.4. any member who becomes of unsound mind, as medically diagnosed.
 - 6.2.5. Any member whose subscription is outstanding and remains unpaid for a period of not less than thirty (30) days after the date payment was due.
 - 6.2.6. Any member pursuant to the provisions of Rule 7.
 - 6.2.7. Except in the case of termination under Rule 6.2.6, termination of membership shall take effect 30 days after the date on which notice was given. In the case of termination under Rule 6.2.6, termination shall take effect 3 days after the date of on which notice was given.
- 6.3. Any member who resigns pursuant to Rule 6.1, or is removed from the register of members pursuant to Rule 6.2 shall continue to be liable for all arrears of subscriptions due and unpaid at the time of the resignation or removal of the member, and for all other monies due by the member to the Association.
- 6.4. Any member aggrieved by the Board’s decision in applying Rule 6.2 in respect of its membership, may in writing appeal to the Chairperson of the Association for a review of that decision and on receipt of such an appeal the Chairperson, the Vice-Chairperson and a representative (selected by the Chairperson of the Association) of the Branch, if any, to which the member belongs, shall review the decision and give a written appeal decision for effecting by the Board.
- 6.5. If the member is not satisfied with the decision on the appeal, the decision shall be submitted to the arbitration of one arbitrator, to be agreed upon by the Board and the member, who shall conduct the arbitral proceedings in accordance with the Arbitration Act 1996 or any enactment replacing that Act.
- 6.6. If the parties are unable to agree on the arbitrator, an arbitrator shall be appointed, upon the request of either party, by the President or Vice-President for the time being of the District Law Society of the district within which the registered office of

the Association is situated. The appointment and decision shall be binding on both parties to the arbitration and shall not be subject to appeal.

7. DISCIPLINE

7.1. Powers and Procedures:

7.1.1. Members shall be subject to the disciplinary powers and procedures contained in these Rules.

7.1.2. If any member contravenes any of the provisions of these Rules, the Association's By-Laws, Codes of Practice or Code of Ethical Conduct in any material way, the Board may initiate the exercise of disciplinary powers and procedures against that member in accordance with these By-Laws by referring the matter as a complaint to the Executive Officer.

7.2. Complaints:

7.2.1. All disciplinary action must be initiated by a complaint in writing, lodged with the Executive Officer.

7.2.2. Except in the case of a complaint initiated by the board, the Executive Officer shall within 14 working days

- (a) acknowledge receipt of the complaint; and
- (b) seek to determine whether the complainant wishes to have the complainant's identity disclosed to the member against whom the complaint is made; and
- (c) in consultation with the Disciplinary Sub-Committee, form a view as to whether the complaint has substance or is vexatious or frivolous. If the view is formed that the complaint has no substance or is frivolous or vexatious, the Executive Officer will advise the complainant accordingly. If the view is formed that the complaint has substance, is not frivolous or vexatious and the matter complained of is or might be harmful to the reputation or standing of the Association, its members or the Security Industry in the eyes of right thinking members of the Association or public, the following provisions of the Rules relating to Complaints shall apply.

7.2.3. The Executive Officer shall forward a copy of the substance of the complaint to the member against whom the complaint is made and seek an explanation in writing to be received within 21 days. The Executive Officer in consultation with the Disciplinary Sub-Committee shall determine whether the identity of the complainant should be disclosed.

7.2.4 Upon receipt of the written explanation the Executive Officer shall refer the complaint to the Disciplinary Sub-Committee of the Board.

7.3. Investigation of Complaints:

7.3.1. Upon referral of a complaint by the Executive Officer, the Disciplinary Sub-Committee shall consider the complaint, the written explanation of the member and such other information as it may require. It may interview the complainant, the member or any other person it requires to appear before it.

It may require the member to produce any document relevant to the inquiry. It shall be the duty of the member and any other member to assist the Disciplinary Sub-Committee in its inquiry.

7.3.2. After conducting an inquiry into the complaint the Disciplinary Sub-Committee shall prepare a report for the Board within 30 working days. The report shall include a recommendation as to how the complaint ought to be dealt with by the Board. The report shall be delivered to the Executive Officer who shall provide it to the Board.

7.4. Action by Board:

7.4.1. Within 10 working days of receipt of the report by the Disciplinary Sub-Committee, the Board shall review and either adopt or vary the report or refer it back for further investigation by the Disciplinary Sub-Committee.

7.4.2. If the Board decides that disciplinary action should be taken the Board shall, either directly or through the Disciplinary Sub-Committee, or by any other means as it sees fit, do any one or more of the following:

1. determine that a caution should be given to the member;
2. suspend the member for a period of time not exceeding six (6) months;
3. order the member to pay such penalty as may be determined by the Board;
4. order the member to pay any costs and expenses of and incidental to the inquiry;
5. expel the member from the Association.

7.5. The Executive Officer shall advise the complainant and the member of the Board's decision within 10 working days.

7.6. Any member aggrieved by the Board's decision in respect of a complaint, may in writing appeal to the Chairperson of the Association for a review of that decision and on receipt of such an appeal the Chairperson, the Vice-Chairperson and a representative (selected by the Chairperson of the Association) of the Branch, if any, to which the member belongs, shall review the decision and give a written appeal decision for effecting by the Board.

7.7. If the member is not satisfied with the decision on the appeal, the decision shall be submitted to the arbitration of one arbitrator, to be agreed upon by the Board and the member, who shall conduct the arbitral proceedings in accordance with the Arbitration Act 1996 or any enactment replacing that Act.

7.8. If the parties are unable to agree on the arbitrator, an arbitrator shall be appointed, upon the request of either party, by the President or Vice-President for the time being of the District Law Society of the district within which the registered office of the Association is situated. The appointment and decision shall be binding on both parties to the arbitration and shall not be subject to appeal.

8. RE-ADMISSION

Any former member whose membership has been terminated by the Board for whatever reason, or who has resigned from the Association, may apply for re-admission by making application as if it were a new member.

9. SUBSCRIPTIONS

- 9.1. Every member, except Honorary and Life members, shall pay to the Association an annual subscription of such amount, and by such method of payment, as is from time to time fixed by the Board.
- 9.2. Subscriptions are due on the first day of the financial year of the Association and must be paid before the 21st May immediately following the first day of the financial year of the Association
- 9.3. In fixing the annual subscriptions referred to in Rule 8.1 the Board shall not be bound to prescribe a uniform subscription in respect of all members.

10. AUDITING

10.1. Audits

A Corporate member, whose business includes discipline(s) subject to one or more Association Codes of Practice, must have all of the disciplines audited. The cost of such audit will be paid by the member.

10.2. Voluntary Audit

A Corporate member, whose business includes discipline(s) subject to one or more Association Codes of Practice, may at any time apply in writing to the Association to have any or all of the disciplines audited. The cost of such audit will be paid by the member.

10.3. Compulsory Audit

The Board, after receiving a report from the Disciplinary Committee of the Association, may instruct that an audit be undertaken in respect of the practices of the member the subject of the complaint. The cost of the audit will be met by the Association where the audit establishes in the reasonable opinion of the Board that that member's practices comply substantially with the relevant Code(s) of Practice, and by the member where the audit establishes in the reasonable opinion of the Board that the member's practices do not comply substantially with the relevant Code(s) of Practice.

10.4. Certificate of Compliance

After an audit is completed and the auditor is satisfied that the member's practices comply in all respects to the discipline or disciplines being audited, the auditor will advise the Board accordingly. The Association will then issue an appropriate Certificate of Compliance, upon receipt of payment of the relevant fee.

10.5. Fees

Fees for an audit will be set by the Board and may vary depending on the nature and extent of each audit.

11. GENERAL MEETINGS

11.1. Annual General Meetings

The Annual General Meeting ("AGM") of the Association shall be held within six (6) calendar months of the end of the financial year of the Association at such place as the

Board shall determine.

11.2. Special General Meetings

11.1.2 Any meeting of the Association, other than the Annual General Meeting, shall be called a "Special General Meeting" ("SGM").

11.1.3 The Board may at any time convene a SGM of the Association.

11.1.4 The Board shall, within twenty-eight (28) days of the receipt of a requisition in writing to that effect stating the purpose of such a meeting and signed by not less than twelve(12) members of the Association who are entitled to vote, convene an SGM of the Association.

12. NOTICE OF GENERAL MEETINGS

12.1. Notice of every AGM or SGM shall be sent to every member not less than twenty-one (21) days before the meeting.

12.2. If the General Meeting is an AGM, the notice shall be accompanied by a copy of the annual report, financial statements and auditor's report.

12.3. A member who wishes to bring before the AGM any motion or business not relating to the ordinary annual business of the Association shall give notice in writing to the Executive Officer setting out the wording of the motion or the nature of the business not less than fourteen (14) days before the day of the meeting. No motion or business other than business brought forward by the Board shall come before the AGM unless such notice has been given, and no motion shall be discussed unless seconded at the meeting. A notice setting out the motions and business proposed for that meeting notified in accordance with this Rule shall be sent to every member not less than seven (7) days before the AGM.

12.4. Notices sent to members may be sent by letter, facsimile or electronic communication.

13. PROCEEDINGS AT GENERAL MEETINGS

13.1. The business of the AGM of the Association shall be to receive and consider the annual report, financial statements and auditor's report for the preceding financial year, to elect officers and to consider such other business as the Board or any member on due notice may bring before it.

13.2. At all General Meetings, each Voting member shall be entitled to one vote on each matter on which a vote is to be cast for each \$100, or part thereof, paid by that member of the current annual subscription paid by that member under Rule 9 but no member shall be entitled to exercise more than 35 votes on each matter.

13.3. At all General Meetings Voting members may vote either personally or by proxy. The proceedings for voting by proxy shall be set out in the By-Laws.

13.4. The Chairperson or, in the absence of the Chairperson, the Vice-Chairperson of the Association or, in the absence of both, a member of the Board chosen by those Voting members present, shall chair each General Meeting. If at any meeting no such person is present within fifteen (15) minutes after the time appointed for holding the meeting, then the Voting members present shall nominate a member to be Chairperson of that meeting until the Chairperson or the Vice-Chairperson

arrives.

- 13.5. A quorum for all General Meetings is twelve (12) Voting members. No business shall be transacted at any General Meeting unless there is a quorum from the time an item of business is formally proposed until the vote on that item of business is put and determined.
- 13.6. No Voting member shall be entitled to attend or to vote at any General Meeting, or to be considered in a quorum, if their subscription is due and unpaid.
- 13.7. If within thirty (30) minutes after the time appointed for any General Meeting there is no quorum, the meeting shall be re-convened in fourteen (14) days time. In the absence of a quorum at the re-convened meeting, it shall be abandoned.
- 13.8. A motion submitted to a meeting shall be decided in the first instance by voices or a show of hands.
- 13.9. At any General Meeting, unless a poll is demanded by at least two (2) Voting members personally present and entitled to vote, a declaration by the Chairperson that a resolution has been carried or lost and an entry to that effect made in the Minutes of the meeting shall be conclusive evidence of the fact.
- 13.10. If a poll is demanded in accordance with Rule 12.9, it shall be taken forthwith and in writing and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded. The demand for a poll shall not prevent the continuation of the meeting for the transaction of any business other than the question on which the poll has been demanded. The demand for a poll may be withdrawn. Any poll duly demanded concerning the election of a Chairperson of a meeting, or on any question of adjournment, shall be taken at the meeting and without adjournment.
- 13.11. The General Meeting at which a poll is demanded shall appoint two (2) people to act as scrutineers. The Chairperson shall disclose the outcome to the meeting and this shall be conclusive evidence of the result of the poll.
- 13.12. In the case of an equality of votes, the Chairperson shall, both on a show of hands and/or a poll, have a casting vote in addition to the vote to which they are entitled as a member or as a representative of a member.
- 13.13. The Chairperson may, with the consent of the meeting, adjourn the meeting, but no business shall be transacted at any adjourned meeting other than the business unfinished at the meeting from which the adjournment took place.
- 13.14. Minutes of all resolutions and proceedings of meetings of the Association shall be recorded in the Minute Book and signed by the Chairperson of the meeting to which it relates or by the Chairperson of a subsequent meeting.
- 13.15. Any non-Voting member of the Association may speak at General Meetings by applying to the Chairperson at the meeting, who shall ascertain the will of the meeting before giving such member leave to speak.

14. BOARD

- 14.1. There shall be a Board of the Association consisting of the Chairperson, the Vice-Chairperson, up to nine (9) other members of whom representatives of Corporate members must have a majority of at least one.

- 14.2. At its AGM the Association shall elect members of the Board to hold office from that AGM for a term of no more than three (3) years. A retiring Board member shall be eligible for re-election. Nominations, duly seconded, for the position of a Board member must be lodged with the Executive Officer not less than seven (7) days before the date of the meeting.
- 14.3. The Board may also fill any casual vacancy from members eligible to be appointed to the Board, and any member so appointed shall hold office only until the next AGM but shall then be eligible for re-appointment.
- 14.4. The Board may co-opt, at its discretion, any person with special skills and knowledge to any committee of the Board established pursuant to Rule 17.1.
- 14.5. A member of the Board shall cease to be a member of the Board when:
 - 14.6.1 he or she ceases to be a member of the Association;
 - 14.6.2 he or she resigns his or her position on the Board;
 - 14.6.3 he or she is absent from three consecutive Board meetings without leave of absence granted by the Board or without just cause;
 - 14.6.4 the Association passes a resolution to remove him or her from office by a two thirds majority of the Voting members who vote in person or by proxy at a General Meeting, provided that the member has been given notice in writing at least fourteen (14) days before the meeting of the intention to propose the resolution to remove his or her from office.
- 14.6. The following provisions shall apply in respect of the Chairperson and Vice-Chairperson:
 - 14.6.1 The Board shall elect a Chairperson and Vice-Chairperson each year from its members.
 - 14.6.2 (a) No person shall serve as Chairperson for more than three (3) consecutive terms of twelve (12) months each. A former Chairperson may be re-elected as Chairperson after having vacated the office for at least one (1) term of twelve (12) months.
 - (b) Notwithstanding the provisions of clause 14.6.2, the Board, by unanimous resolution, may re-elect the immediate past Chairperson as acting Chairperson if a new Chairperson is not elected, provided that the immediate past Chairperson shall act for a further term of no more than twelve (12) months or until such time as a new Chairperson has been elected, whichever is the sooner.
 - 14.6.3 If a vacancy occurs in the offices of Chairperson or Vice-Chairperson, the Board shall appoint another member of the Board to fill the office for the balance of the term of that Board.
- 14.7. No act or proceeding of the Board, or of any person acting as a member of the Board, shall be invalidated in consequence of there being a vacancy in the membership of the Board at the time of the act or proceeding, or of the subsequent discovery that there was some defect in the election or appointment of any member of the Board or of any person so acting or that they were not eligible to be a member of the Board.

15. INDEMNITY OF OFFICERS

- 15.1. The Chairperson, the Vice-Chairperson, members of the Board, the Executive Officer, the Branch secretaries, members of the Branch committees and other officers, shall be indemnified by the Association from and against all losses and expenses incurred by them in the discharge of their respective duties, except such as may happen from their own dishonesty or willful default.
- 15.2. No officer of the Association or of any Branch and no member of any committee of any Branch shall be liable for the acts or default of any other officer or member, or for any loss or expense suffered or incurred by the Association or any Branch, unless the same happens from their own dishonesty or willful default.

16. DUTIES AND POWERS OF BOARD

- 16.1. It shall be the duty of the Board generally to govern, manage, conduct and control the affairs of the Association and for those purposes the Board shall have vested in it all such necessary powers as are not expressly required by these Rules or the By-Laws to be exercised by the Association. The Board may from time to time establish Codes of Conduct and Codes of Practice as the Board sees fit.
- 16.2. In particular it shall be the duty of the Board to see to the proper collection and disbursement of the funds of the Association, the keeping of all usual and proper accounting records, the compilation and verification of minutes and other records of the business of the Association, and the preparation, audit and submission to the AGM of a report and financial statements for the preceding year.
- 16.3. The Board shall have the authority to appoint staff as required.
- 16.4. The income and property of the Association shall be applied towards the promotion of the objects of the Association.
- 16.5. All moneys received on account of the Association shall be paid promptly into the bank accounts of the Association.
- 16.6. All cheques or other negotiable instruments drawn on the Association's bank accounts shall be signed by such persons as may be authorised for that purpose by the Board.
- 16.7. Cheques or other negotiable instruments received by the Association and requiring endorsement shall be endorsed by such person or persons as may be authorised for that purpose by the Board.
- 16.8. The Board may authorise the funds of the Association to be invested in bank deposits, securities or investments in accordance with the Trustee Act and in any land and buildings required for the purposes of the Association.
- 16.9. The Board may exercise on behalf of the Association all of the Association's powers and functions.

17. PROCEEDINGS OF BOARD

- 17.1. The Board shall meet, adjourn and otherwise regulate its meetings as it may think fit. It may set up committees, for such purposes and with such powers and duties as the Board thinks fit, to deal with particular aspects of the Association's affairs and to report back to the Board.

NZSA Rules and By-Laws

- 17.2. A meeting of the Board may be convened at any time upon the request of the Chairperson or of any three (3) members of the Board.
- 17.3. The quorum for a Board meeting shall be half of its actual number of members for the time being and no business shall be transacted at any Board Meeting unless the requisite quorum is present.
- 17.4. At any meeting of the Board, the members shall have one vote each, and in the case of an equality of votes the Chairperson shall have a second or casting vote.
- 17.5. Any casual vacancy in the office of Chairperson or Vice-Chairperson shall be filled at the next meeting of the Board after the occurrence of the vacancy.
- 17.6. The Board shall keep minutes of the proceedings at its meetings and of the names of those present at such meetings.
- 17.7. At all meetings of the Board, the Chairperson, or in the absence of the Chairperson then the Vice-Chairperson, shall preside, and in the absence of both of them a Chairperson shall be elected from amongst the members of the Board to preside.
- 17.8. The Minutes of any meeting signed by the Chairperson of the meeting or of the succeeding meeting shall be prima facie evidence of the transactions recorded in such Minutes.
- 17.9. A resolution in writing, copies of which have been forwarded to all members of the Board and which have been signed by at least two thirds of them, shall be as valid and as effectual as if passed at a meeting of the Board duly called and constituted.
- 17.10. Minutes of all meetings and resolutions of the Board shall be available to members of the Association on request.

18. BY-LAWS OF THE ASSOCIATION

The Board, by a resolution passed by not less than two thirds of its members, or the Association by a resolution passed by a two thirds majority of the Voting members who vote in person or by proxy of a General Meeting of which due notice has been given, may make By-Laws for the better administration of the Association's affairs provided that these do not conflict with the Rules, and the Board or the members of the Association may, in like manner, suspend, alter, add to, or revoke any By-Laws so made, by a resolution of similar majority.

19. LIQUIDATION

The Association may be put into liquidation in accordance with the Incorporated Societies Act 1908. If the Association is liquidated and after satisfaction of all its debts and liabilities there remain any assets whatsoever, they shall not be paid or distributed among the members of the Association, but shall be distributed to a charitable organisation or organisations within New Zealand which do not operate for the private pecuniary profit of any individual, and whose objects are similar to those of the Association.

20. PERSONAL BENEFIT

No member of the Association or person associated with a member shall participate in, or materially influence, any decision made by the Association in respect of the payment to, or on behalf of, that member or associated person of any income, benefit, or advantage whatsoever. Any such income shall be reasonable and relative to that which would be paid

in an arms length transaction (being open market value).

21. CONFLICTS

A Board member

- 21.1. may enter into a transaction with the Association; or
- 21.2. may be interested in any arrangement in which the Association is or might be interested; or
- 21.3. may act or not act in any other circumstances

even though the fiduciary or other duty of the Board member to the Association conflicts with other duties or with the Board member's personal interest; IF

- 21.4. the Board member first discloses to the other Board members the nature and extent of any material interest conflicting with the Board member's duties; and
- 21.5. the Board members in respect of whom there is no conflict of interest consider that the transaction arrangement or action is not contrary to the general interest of the Association; and
- 21.6. such disclosures are registered in a Conflicts of Interest Register to be maintained by the Board at all times; and
- 21.7. the Board member in respect of whom there is a conflict may not vote on the conflict issue or be present at the Board discussion in relation to the conflict issue.

22. ALTERATION OF RULES

- 22.1. These Rules may be altered, added to or rescinded by resolution passed by a two thirds majority of the Voting members who vote in person or by proxy at a General Meeting of which proper notice has been given to every member setting forth the purport of the proposed change.
- 22.2. Any alterations to Rules 19, 20 or 22.1, shall not be effective without the prior approval of the Inland Revenue Department.

23. BRANCHES

- 23.1. Separate Branches of the Association may be established with the prior approval of the Board and in accordance with the By-Laws.
- 23.2. Each Branch must, at each AGM of the Association, submit to the Board financial statements for the previous financial year for incorporation into the Association's annual financial statements. Failure to do so will be addressed in accordance with the By-Laws.
- 23.3. A Branch shall have no power to charge, mortgage or pledge any of the assets of the Association in any manner. Branches shall be responsible for any financial transactions they may enter into.
- 23.4. The Chairperson shall be an ex officio member of all Branch committees, and each Board Committee member shall be an ex-officio member of the Branch committee of the area in which they reside.

24. REGIONS

There shall be the following Regions of the Association

Northern Region: From Cape Reinga in the north to a line from Awakino (on the Tasman) through Taupo to Gisborne (on the Pacific).

Central Region: The balance of the North Island, south of the Northern Region, including the Nelson and Marlborough Provinces.

Southern Region: The balance of the South Island.

25. COMMON SEAL

25.1. The Executive Officer shall keep the Common Seal of the Association in safe custody.

25.2. The Board shall use the Common Seal where required for official documents, or as otherwise deemed necessary. The signatures of the Chairperson or Vice-Chairperson and one other Board member or the Executive Officer shall attest its use.

26. EXECUTIVE DIRECTOR

The Board may appoint an Executive Director to manage the Association on such terms and conditions as the Board thinks fit. The responsibilities and accountabilities of the Executive Director shall be laid down by the Board and shall be consistent with the Board directives, Rules and By-Laws. The Executive Officer of the Association may also be appointed Executive Director.

27. FINANCIAL YEAR

The financial year of the Association shall be from 1 April to 31 March, unless the Board decides otherwise.

28. REGISTERED OFFICE

The registered office of the Association shall be situated at such place in New Zealand as the Board of the Association may from time to time decide.

BY-LAWS

Contents	Page No
1. Definitions.....	18
2. Membership.....	18
3. Code of Ethical Conduct.....	20
4. Auditing.....	20
5. Proxy voting.....	21
6. Discipline.....	21
First Schedule - Proxy Form.....	24

1. DEFINITIONS

For the purpose of these By-Laws the definitions contained in the Rules shall apply.

2. MEMBERSHIP

2.1 Membership - General

2.1.1 All applications for membership to the Association must be made in writing signed by the applicant and in such form as the Board may prescribe.

2.1.3 The applicant will adhere to the Rules, By-Laws, Codes of Practice and Code of Ethical Conduct of the Association as from time to time defined by the Board.

2.1.4 The Board shall consider the application for membership and the applicant shall be advised in writing of the outcome. The application must be approved by a majority of the Board at the time of consideration. The Board shall not be obliged to give any reason for the rejection of an applicant and its decision shall be final. The applicant shall be advised in writing of the outcome within three (3) months.

2.2 Corporate Membership:

Every applicant for corporate membership shall:

2.2.1 Be an entity that is engaged in the security industry and, if applicable, holds a current licence under the Act.

2.2.2 Satisfy the Board that:

- (i) the business of the applicant is in a sound financial position;
- (ii) it has Public Liability insurance cover at a level no less than that set by the Board from time to time;
- (iii) it agrees to have a caveat placed on the policy to the effect that if the policy lapses, or is cancelled, the Association must be advised of the same by the insurer, or such other arrangement as the Board may prescribe;
- (iv) it will adhere to the Rules, By-Laws and standards of the Association as from time to time defined by the Board;
- (v) it will abide by the requirements of the Act or any other enactment replacing the Act.

2.3 Dealer/Franchisee Membership:

2.2.1 The Head Dealer/Franchisor must be a Corporate member of the Association.

2.3.1 The Dealer/Franchisee must have a written agreement with the Head Dealer/Franchisor and hold a licence, under the Private Investigators &

Security Guards Act 1974, in its own right.

- 2.3.2 The Dealer/Franchisee must trade under the name of the Head Dealer/Franchisor.
- 2.3.3 The Dealer/Franchisee must join the Association as a Dealer/Franchisee member.
- 2.3.4 If a Dealer/Franchisee leaves the Head Dealership/Franchise, then its subscription and category of membership may be varied to the current subscription and category that would normally apply as a 'stand alone' Corporate member.
- 2.3.5 The Head Dealer/Franchisor will be responsible for any shortfall in subscriptions owing by the Dealer/Franchisee.

2.4 Associate Membership:

There shall be three (3) categories of associate membership, namely Associate Company, Associate Individual and Associate Student.

- 2.4.1 The Board may admit to Associate Company or Associate Individual membership any entity who does not qualify for corporate membership.
- 2.4.2 The Board may admit to Associate Student membership any person who is studying at a tertiary institute or who is studying full time in an NZQA approved security course.
- 2.4.3 Associate Student members shall have voting rights at General Meetings. They shall not be eligible to be appointed to the Board as a member or as a representative of a member.

2.5 Affiliate Membership:

There shall be two (2) categories of Affiliate membership, namely Affiliate Company and Affiliate Individual membership

- 2.5.1 The Board may admit to Affiliate Company or Affiliate Individual membership any business or person who is involved;
 - i. In the motor vehicle security installation and maintenance business;
 - ii as a Contractor to a Corporate member.
 - iii as a Contractor or Franchisee of an Associate member.
Contractors must have a C of A or Police clearance.
- 2.5.2 Affiliate members shall not have voting rights at General Meetings. They shall not be eligible to be appointed to the Board as a member or representative of a member.

2.6 Life Membership:

The honorary title of 'Life Member' may be accorded to an individual who has been nominated by another member and, in the opinion of the Board, satisfies the following criteria:

2.6.1 The nominee has advanced the standing of the Association; and

2.6.2 The nominee has made a long, substantial and outstanding contribution to the Association; and

2.6.3 The contribution of the nominee to the Association has been of such a special nature as to merit recognition in this manner.

Life members, whose number at any one time shall not exceed five (5), shall be elected by a three-quarters majority vote of voting members present at an Annual General Meeting of the Association on the unanimous recommendation of the Board.

2.7 Designations:

2.7.1 Corporate and Associate members who reside in New Zealand are entitled to the letters MNZSA or Member of NZSA.

2.7.2 Life members are entitled to the letters MNZSA (Life).

2.8 Application Fees:

A non-refundable application fee shall apply to all classifications of membership.

2.9 Penalties

2.9.1 That any costs incurred by the Association to recover unpaid subscriptions or any other debt will be at the cost of the member.

3. CODE OF ETHICAL CONDUCT

3.1 The Association is committed to the highest standards of professional conduct on the part of its members at all times. All members are expected to conform to these standards, personally and collectively in all respects, in both their businesses and their employment, in the obligations due to their clients/principals and the general public, in their responsibilities to staff, and their relationship with other members. In their work and employment members must comply with all applicable laws, regulations and rules.

3.2 Any breach of this Code of Ethical Conduct shall render the member committing a breach liable to the disciplinary procedures of the Association as set out in these By-Laws.

4.1 Auditing

4.1 If, pursuant to Rule 10 of the Rules, a member has been requested to have an audit carried out and has not completed the audit within 6 (six) months of receiving notice

of the audit, then the Board may:

- (a) suspend the member's membership until such time as the audit is completed and/or;
- (b) require the member to pay for the cost of the audit.

4.2 Membership will be reinstated on the completion of a satisfactory audit.

5. PROXY VOTING

Every voting member shall be entitled to exercise his or her vote in accordance with the Rules, either in person or by proxy. The following provisions shall apply to proxies:

- 5.1 The instrument appointing the proxy shall be in writing under the hand of the appointer, and no person shall be appointed a proxy who is not a member of the Association and entitled to vote.
- 5.2 The instrument appointing a proxy for a meeting of the Association shall be deposited at the registered office of the Association or at such other place as the Board may from time to time determine.
- 5.3 The instrument appointing a proxy for a meeting of a Branch shall be deposited at the office of the Branch Executive Officer or at such other place as the Branch Committee may from time to time determine.
- 5.4 Proxies shall be so deposited not less than 72 hours before the time fixed for holding the meeting or adjourned meeting as the case may be, at which the person named in the instrument proposes to vote. Notice of the deadline for and the place at which proxies are to be deposited shall be given in the notice calling the meeting.
- 5.5 A proxy may be appointed for a specific meeting only or any adjournments thereof, or may be for all or any meetings.
- 5.6 The instrument appointing a proxy shall be substantially in the form set out in the First Schedule to these By-Laws.
- 5.7 A vote given in accordance with the terms of an instrument appointing a proxy shall be valid, notwithstanding the previous death or liquidation of the principal or revocation of the instrument under which the vote is given, provided that no intimation in writing of the liquidation or revocation is received before the meeting at the headquarters of the Association, or as the case may be, the office of the Branch of the Association for which the meeting is to be held.

Schedule One

NEW ZEALAND SECURITY ASSOCIATION (INC.)

PROXY FORM OF

I _____ of _____

being a financial voting member of the Association **do hereby appoint**

or as an alternate

as my proxy to vote for me at the meeting of the Association (or of the Branch)

to be held on the _____ day of _____ 20_____

and any adjournment thereof.

Dated this _____ day of _____ 20_____

Member's signature _____

INFORMATION



WHY YOUR MEMBERSHIP MATTERS

Your membership of the New Zealand Security Association is more than just a subscription.

Your investment means that we are able to represent your views, and those of other practitioners, in a variety of forums. These include; lobbying with government, the media, and in promoting the concepts of security and the services and products available to specifiers and end users.

You also get to see, and contribute to, what is happening in the development of educational and training programmes, Codes of Practice, etc., for the industry.

Members' subscriptions also enable us to provide many services that would not otherwise be possible, such as information and advice to the public, liaison with government departments, NZ Police, the insurance industry, and others in pursuing our objective of providing the highest standard of service, equipment and ethical behaviour.

As well, we are able to keep you informed of what is happening in the industry through regular newsletters, our industry magazine *New Zealand Security*, and other means.

Therefore, your membership allows us to jointly contribute to the general well-being of the society in which we live and work.

The size of our membership, both corporate and associate, assists on the amount of influence we have both nationally and internationally. As the industry's focal point (and representative) it is vital for us to speak with the greatest authority on matters affecting the interests of the industry and the country.

THE NEW ZEALAND SECURITY ASSOCIATION

Responsible and professional people working within the industry formed the New Zealand Security Association in 1972. It represents licensed and certificated persons providing services to government departments, state owned enterprises and all sectors of the business and domestic communities.

Its objectives may be summarized as:

- promoting the highest standards of efficiency, service equipment and ethical behaviour;
- setting minimum operating standards (Codes of Practice) for members;
- co-operating with police, government departments and agencies and other organisations concerned with the safekeeping of people, property and information in New Zealand, and;
- providing information and advisory services.

The Security Industry, and corporate members of the Association, provides the following products and services:

- | | |
|--|---------------------------------------|
| * Access Control System | * Locks |
| * Alarm Installation & Servicing | * Mobile Security Patrols |
| * Alarm Manufacturing & Wholesale | * Payroll Preparation & Cash Counting |
| * Alarm Monitoring Services | * Residential Security |
| * Alarm Response & Key holding | * Retail Sales |
| * Building Management | * Retail Security |
| * Cash & Valuable Conveyance | * Safe Manufacture & Installation |
| * Closed Circuit Television Systems | * Security Bags & Seals |
| * Computer Forensics & Investigations | * Security Courier Systems |
| * Computer Security Services & Consultancy | * Security Equipment Sales |
| * Detection Device Manufacture & Sales | * Security Etching |
| * Document Security & Destruction | * Security Fence Systems |
| * Document Service | * Security Glazing |
| * E-Business Security Services | * Security Guard Services |
| * Electronic Counter Measures | * Security Photography |
| * Executive Protection Services | * Security Systems Management |
| * Grilles, Bars & Shutters Installation | * Security Temping (Employment) |
| * Grilles, Bars & Shutters Manufacture | * Security Training |
| * Identity Cards | * Security Transport/Storage |
| * Independent Consultancy Services | * Telephone Answering/Monitoring |
| * Private Investigators | * Vehicle Alarm Systems |

Corporate Members are individuals or companies who are engaged in business in the industry, whereby on premises other than their own, they; sell, install, repair, remove, provide or advise on security services or products.

Associate Members are individuals or companies involved with, or who have an interest in, security without offering the services to the public. Members in this category include government departments, insurance companies, airlines, banks, area health boards, food distributors, oil companies, etc.

CODE OF PROFESSIONAL CONDUCT

As per the By Laws

4.0 CODE OF ETHICAL CONDUCT

The Association is committed to the highest standards of professional conduct on the part of its members at all times. All members are expected to conform to these standards, personally and collectively in both the letter and the spirit, in both their businesses and their employment, in the obligations due to their clients/principals and the general public, in their responsibilities to staff, and their relationship with other members. In their work and employment members must comply with all applicable laws, regulations and rules.

A member of the New Zealand Security Association shall:

1. Adhere to the highest standards of honesty, accuracy, integrity and decency.
2. Conduct themselves and their business in a manner that reflects favourably on the industry, the NZSA, and encourage other practitioners to do so as well.
3. Not knowingly disseminate false or misleading information, particularly in respect of product and service, and act promptly to correct any erroneous communication for which they are responsible.
4. Not intentionally, negligently or improperly damage the professional reputation or practice of a client, another security practitioner, nor of any other organisation or person.
5. Protect the confidences and privacy rights of past, present and prospective clients or employees, and adhere to the provisions of the information privacy principles and other provisions of the Privacy Act 1993.
6. Ensure that there is no conflict of interest in any activity, or in the likelihood of a conflict of interest, disclose the same.
7. Ensure the fair and equitable treatment of employees and respect cultural and moral values and the dignity of the individual.
8. Be committed to upholding and, where necessary, enforcing this Code, or any statutory provisions or regulations relating to the security industry, and informing the Association of any evidence that a member may have breached any of them.

THE NEW ZEALAND SECURITY ASSOCIATION



Represents the Industry

Members provide the widest range of product and services. The Association's credibility has been established over a number of years through the good offices of its members.



Promotes and Fosters the Highest Standards of Efficiency, Service and Ethical Behaviour

All applicants are subjected to thorough vetting, including credit and reference checks, prior to being admitted to membership. Compliance with the Association's Rules, By Laws and Codes of Practice is mandatory upon members.



Provides an Industry Focal Point

The NZSA is recognised by politicians, Government departments and agencies, NZ Police, the Insurance Council (and companies), the Registrar of PIs & SGs, Consumer Institute, the media and others who look to the Association for advice and guidance on matters related to, or affecting, the industry.



Has a Staff Dedicated to Serving Members

The NZSA maintains an office with a full time Executive Officer, Office Manager and Office Administrator as well as several part time support staff and consultants to serve the needs of members and carry out the activities directed by the elected Board.



Develops and Maintains Codes of Practice

Current Codes of Practice include; Alarm Monitoring Centres, Closed Circuit Television Surveillance Systems, Electronic Access Control, Intruder Alarm Systems, Patrol & Response Services, Destruction of Sensitive Material, Security Staff Services, Guarding & Static Security Officer Services, Vehicle Suppliers & Installers, Vehicle Security Installation Centres, Cash Conveyance and Cash Management



Education and Training

Through the NZSA's leadership national qualifications in security have been developed. The NZSA is a foundation member of the ETITO (Electrotechnology Industry Training Organisation) which is approved by New Zealand Qualifications Authority. They manage training and assessment in the security industry.



Assists in the Setting of Standards

The NZSA is recognised by Standards New Zealand and, with the expertise and support of members, has assisted in the development of standards for the security industry. NZSA members have worked or are currently working with committees reviewing Standards for Intruder Alarm Systems, Vehicle Alarm Systems, and Safes and Vaults.



Promotes the Image of Members and the Industry

A Security Buyers Guide listing NZSA members, and the services or product they provide, is distributed widely to insurers, specifiers and end users.

Regular editorial contributions are made to a wide variety of publications. Press releases on specific issues are distributed as required.



Saves Members Money

By way of economies of scale the NZSA can offer a procurement service to save members money as well as many other financial benefits.



Provides Information and Advice to Members

Members are kept up to date with industry events through Branch meetings, NZSA Newsletters and personal contact with the Executive Officer and his team. The quality publication "New Zealand Security" is an important avenue of communication to members.



Liases with Policy Makers

Regular contact is maintained with local and central government and others involved in policy matters to ensure that the industry's position is recognised and understood.



Represents Industry's Interests in Respect of Legislation

An ongoing watching brief is maintained for changes to legislation and submissions are made when appropriate which provides a direct benefit to NZSA members.



Conducts Seminars and Workshops

An annual conferences is held including the Industry Dinner and Awards evening. Workshops and Seminars are conducted with speakers from New Zealand and overseas.



Regional Branches

Regional branches have and will continue to be established to cater for the needs of members wishing to network and discuss regional issues. These meetings are normally held bi-monthly.



Helps Members Grow Their Businesses

Through the 'Find a Security Company' on the NZSA website and many other media and promotional activities, the NZSA helps promote members businesses to their customers.

11 GOOD REASONS

WHY YOU SHOULD BECOME A MEMBER OF THE NEW ZEALAND SECURITY ASSOCIATION

Information and Advisory Service	Provided by the national office and networking opportunities through attendance at regional meetings, discussions with other security professionals.
Security Buyers Guide	Provided to the public at large advising of members services provided and their contact details.
Codes of Practice	Developed to set industry standards and available to members at special rates.
Consumer Awareness	End Users recognise NZSA members as security professionals working to high standards.
Increased Business Opportunities	Through provision of product or services to discerning specifiers and purchasers.
Seminars and Conferences	An excellent opportunity for all security professionals to gain the latest information on technology, practices and networking.
Education and Training	NZSA members have access to the most up to date training programmes available. Membership means automatic access to ETITO.
Recognition	By government departments and agencies, banking, insurance and other industries.
NZ Security Magazine	Published bi-monthly to keep members advised of important events within the industry.
E-mail Updates	NZSA news, industry & other important information effecting members.
Group Buying & Advertising	Provides members with group discounts on many general business consumables and major expenditure items including; <i>Office Supplies, Furniture, Courier Services, Vehicle Expenses, Printing & Stationary, IT and Other Office Hardware and much more</i>

NZSA Benefits

Membership with the New Zealand Security Association provides you and your business with many benefits. These include:

Professional Benefits

- **Reputation** – enhance your reputation through membership with a recognised, professional association which maintains an established Code of Ethical Conduct and professional Codes of Practice
- **Recognition** – become recognised as a security industry professional through the NZSA accreditation program and use the NZSA logo to promote your business
- **Professional development** – improve and update your skills by attending regular workshops, training opportunities and product exhibitions
- **Networking** – improve your contacts, knowledge and access to others by attending NZSA regional events and the annual Conference & Exhibition
- **Administration** – our full time dedicated staff work for our members and in the best interests of the security industry
- **Mentoring** - utilise the NZSA mentoring program to improve your business practices and services
- **Information** – access live news feeds on the NZSA website as well as information on global security industry trends
- **Business Tools** - utilise a comprehensive set of business tools, including accounting, employment, taxation, business documents and forms, legal contracts and much more through the NZSA website
- **Accounting Services** – access an easy to use online business accounting solution through the NZSA website
- **Legal Services** – access to preferential rates and advice from the NZSA's appointed solicitor

Financial Benefits

- **Training** – selected free training and professional development opportunities
- **Conference & Exhibition** - discounted registration fees for the prestigious annual NZSA Conference and Exhibition
- **Procurement** – utilise the NZSA procurement service in conjunction with GSB for discounts of up to **70%** on general business consumables and major expenditure items including; *Office Supplies, Furniture, Courier Services, Vehicle Expenses, Printing & Stationery, IT and Other Office Hardware and much more*
- **Vouchers** – offer your staff discount vouchers for many of New Zealand's largest retail stores, including Noel Leeming, Place Makers, Bunning's, Carters, Plumbing World, Ideal Electrical Supplies, Resene Paints OfficeMax, Liquor King and many more
- **Printing Services** - benefit from very competitive NZSA printing rates on all your business stationery, savings of up to **60% off**. This high quality service is flexible to meet your individual requirements
- **NZ Security Magazine** – free subscription and reduced advertising rates to all NZSA members

Business Development

- **Business development** – improve your organisation’s performance by attending NZSA business management workshops
- **New Business** – gain additional business through the ‘**Find a Security Company**’ on the NZSA’s website
- **Advertising** – benefit from NZSA advertising in the Yellow Pages and campaigns with the New Zealand Herald and other security related publications
- **Marketing** – increased membership exposure through NZSA marketing initiatives including print media, TV and Radio
- **Prequalification** – NZSA membership can provide prequalification for tenders

Industry Benefits

- **Lobbying** – benefit from the NZSA’s position as the voice of the New Zealand security industry, engaged at all levels, across all areas of security legislation, including funding of high profile lobbyists to act on behalf of and in the best interests of the industry
- **Updates** – be kept informed of changes in legislation and training requirements through the NZSA website and regular NZSA newsletters
- **Complaints & Disputes** – utilise the NZSA disputes resolution service to act as a mediator in resolving disputes between NZSA members and third parties
- **One Industry Voice** – provides consistency together with a recognised voice

Insurance Services

- NZSA Insurance Services in cooperation with Rothbury Insurance Brokers offers a number of insurance products designed to cater for the unique needs of the Security industry

These include:

1. Business Insurance
2. Income Protection Insurance
3. Commercial Motor Vehicle Insurance
4. Public Liability Insurance

For further information on the benefits of taking out a policy, please call Lesley Grigor on 09 914 9800 or email Lesley.Grigor@rothbury.co.nz

NZSA

MEMBERSHIP FEE STRUCTURE 2011

<u>APPLICATION FEES (One off Fee)</u>	Plus GST
Corporate	\$125.00
Affiliate	\$125.00
Vehicle Security Company	\$125.00
Vehicle Security Installer	\$45.00
 <u>SUBSCRIPTION FEES (Yearly as at 1 April)</u>	
<i>Corporate Member (Employee Based) as of April 30th</i>	
Number of employees	
1 - 3	\$724.00
4 - 6	\$1,195.00
7 - 10	\$1,825.00
11 - 20	\$2,015.00
21 - 30	\$2,475.00
31 - 40	\$4,125.00
41 - 50	\$5,425.00
51 - 65	\$6,625.00
66 - 80	\$9,185.00
More than 81	\$10,315.00
Maximum Levy	\$10,315.00
Surcharge for Monthly Instalment option	+ 7%
Surcharge for Credit Card payment	+4%
Associate Member	
Company	\$724.00
Individual	\$130.00
Overseas (Company) (No GST)	\$295.00
Overseas (Individual) (No GST)	\$130.00
 Affiliate Member	
Associate Company Vehicle Security	\$724.00
Vehicle Security Company	\$84.00
Vehicle Security Installer	\$86.00

*Number of employees relates to all employees working for a company in the area of security.

NOTE: THESE PRICES CAN BE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE

**7 Anzac Street
Takapuna
North Shore City 0740, New Zealand**

P O Box 33 936, Takapuna, North Shore 0622, New Zealand

Telephone: 64 9 486 0441

Fax: 64 9 486 0442

Email: info@security.org.nz

Website: www.security.org.nz

Please Contact:

**GREG WATTS
EXECUTIVE OFFICER**