

CONSTITUTION

&

POLICIES HANDBOOK

2004

***Tena koutou katoa, Talofa lava, Ni sa bula vinaka, Faka'alofo lahi atu,
la orana, Malo e lelei, Talofa kotou katoa, Taloha ni, Kia orana.***

PACIFICA Inc gratefully acknowledge the support of the Community Employment Group that enabled the full consultation and development of the Constitution (2003) and the Policies of PACIFICA.

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CONSTITUTION OF P.A.C.I.F.I.C.A. INCORPORATED

1. Name

The name of the Society is P.A.C.I.F.I.C.A. (Pacific Allied (Women's) Council Inspires Faith in Ideals Concerning All) Incorporated, herein after referred to as PACIFICA.

2. Objectives

The objectives of PACIFICA are:

- 2.1 To provide opportunities for Pacific Islands women to contribute effectively to the cultural, social, economic and political development of Aotearoa New Zealand and its people.
- 2.2 To give Pacific Islands women opportunities to plan and work together for the stability and development of themselves, their families, their communities and so contribute to the development of the country.
- 2.3 To create ways and means for Pacific Islands women to overcome barriers that may hinder their ability to reach their full potential.
- 2.4 To inspire unity among women of Pacific Islands descent in the furtherance of these aims so that all can speak with one voice in true fellowship.
- 2.5 To initiate and promote policies and programmes that support Pacific Islands women to take active decision-making roles in their lives.
- 2.6 To initiate and support programmes promoting the education, welfare, health and social development of Pacific Islands families and Pacific Islands family life.
- 2.7 To promote understanding between women of all races.

2.8 To assist PACIFICA to carry out its objectives it shall have power:

2.8.1 To foster the establishment of affiliated Branches of PACIFICA throughout Aotearoa New Zealand and to co-operate with any other society or societies having like objectives.

2.8.2 To buy, sell, trade, barter, or do business in all forms of property whether real or personal of PACIFICA.

2.8.3 To raise by subscriptions or levies, to borrow money with or without security, to raise funds in any lawful way, and in such manner as the National Executive Committee of PACIFICA shall think fit to carry into effect or attain the objectives of PACIFICA.

3. Membership

The membership of PACIFICA shall consist of **ordinary members, life members, honorary members, service members** and **young PACIFICA members**.

3.1 **Ordinary members** are those members who have paid their annual subscription by 31 May each financial year and belong to an affiliated Branch of PACIFICA. All ordinary members shall be entitled to vote at their Branch meeting, their Regional Mini-Conference and the National Annual General Meeting of PACIFICA.

3.2 An **ordinary member of Pacific Island descent** *only* shall be entitled to hold office at Branch level. An ordinary member of Pacific Island descent who has or currently holds office at Branch level shall be entitled to hold office on the National Executive Committee.

3.3 A **Life membership** may be conferred upon any PACIFICA member who has given service to PACIFICA continuously for not less than fifteen years and is sixty years of age or over. Life members shall be entitled to all privileges of ordinary members, without liability for any further annual subscriptions.

- 3.4 A **Service Award** may be conferred upon any PACIFICA member who has given service to PACIFICA continuously for not less than 10 years. Service Award members shall be entitled to all privileges of ordinary members and will continue to be liable to pay their annual subscriptions and any levies that might be set by the National Executive Committee.
- 3.5 An **honorary membership** may be conferred upon any person who by reason of their service to PACIFICA warrants the courtesy. Honorary members shall not be entitled to hold office, vote or be liable for payment of annual subscriptions.
- 3.6 **Young PACIFICA members** are ordinary members who are aged between 16 and 25 years (inclusive). Young PACIFICA members have the additional entitlement to vote for the Young PACIFICA Representative on the National Executive Committee. The Young PACIFICA

4. Terms and Conditions of Membership

- 4.1 A new member shall be proposed and seconded by two ordinary members of a Branch. With the agreement of the Branch and upon payment of the annual subscription the new member shall become an ordinary member of PACIFICA.
- 4.2 Ordinary members must ensure that their annual subscription and Branch Fee is current and paid-up, so that they may exercise their full privileges as ordinary members.
- 4.3 Transfer of membership. A member may transfer from one PACIFICA Branch to another provided the member obtains a letter from the Secretary of her former Branch stating that she has paid her annual subscription for the current year.

5. Termination of Membership

- 5.1 Notice of resignation from PACIFICA should be given in writing to the Branch Secretary. The resignation will be effective from the date at which the resignation is presented and accepted by the Branch at its Branch meeting. The Branch

Secretary shall notify the National Executive Committee of the member's resignation and the date and meeting at which the resignation was presented and accepted.

5.2 If any member has acted in a way that is harmful to PACIFICA, that member may be expelled by a decision made at a duly constituted Council or Annual General Meeting of PACIFICA, provided that:

5.2.1 PACIFICA notifies the member concerned of the proposed expulsion and the reasons for it; and

5.2.2 The member concerned is given an opportunity to be heard at the meeting of PACIFICA concerning the expulsion.

5.3 The expulsion of a member shall be effective immediately upon the passing of such resolution.

6. Finance

6.1 **Annual Subscription.** Annual subscriptions shall be payable by each ordinary member each financial year. The National Treasurer must receive the annual subscription of each ordinary member by 31 May each financial year. The annual subscription fee is determined at the National Annual General Meeting.

6.2 **Levies.** By resolution of a fully constituted Branch, Council or National Annual General Meeting, an ordinary member in addition to the annual subscription shall be required to pay any amount levied upon her as an ordinary member of PACIFICA. Any such levy shall be raised for the purposes of furthering the objectives of PACIFICA.

6.3 **Conference Levy.** The conference levy is raised by the organising committee of the National Annual Conference at which the Annual General Meeting will be held. This levy is raised to contribute to the administrative expenses of the Annual General Meeting and is paid to the National Treasurer.

- 6.4 **Powers to Remit Dues.** The National Executive Committee may on such grounds as it thinks fit, remit wholly or in part any fees, subscriptions or levies due to it by any member(s) or may grant time for payment thereof.
- 6.5 **Branch Fees.** Branch Fees shall be payable by each PACIFICA Branch, and shall be received by the National Treasurer by 31 May of each financial year. Branch Fees shall be determined at the National Annual General Meeting.

Non-payment of Branch Fees will prevent:

- 6.5.1 Voting participation of that Branch at Council and the National Annual General Meeting;
- 6.5.2 The election of its members, subject to rule 3.1, to any positions of office on the National Executive Committee.

7. Non Profit Status

PACIFICA will not engage in any activities involving private pecuniary profit to its members and no member, Branch or person employed by PACIFICA shall use the name of PACIFICA for private pecuniary profit.

8. Administration

- 8.1 For the purposes of managing and effectively co-ordinating the activities of PACIFICA to attain its objectives, there shall be set up:
- 8.1.1 PACIFICA Branches, which shall form the basis of PACIFICA;
- 8.1.2 The COUNCIL, which shall comprise the National Executive Committee and all Branch Presidents or their representatives;
- 8.1.3 The NATIONAL EXECUTIVE COMMITTEE, which shall comprise elected members to carry out the administration and management of the affairs of PACIFICA.

9. Register of Members

The National Treasurer shall keep a Register of each PACIFICA member. The Register will contain the name, address, occupation, affiliated Branch and the commencement date of each member's membership. From time to time, when required by the Registrar under Section 22 of the Incorporated Societies Act 1908, the National Treasurer will provide her with a list of the names, addresses and occupations of members accompanied by a statutory declaration made by the National President, the National Treasurer and the National Secretary, verifying the list.

10. PACIFICA Branches

10.1 Any number of women being not less than five may form a Branch and shall become liable to pay the annual Branch Fee as laid down in Rule 6.5.

10.2 Each Branch shall elect from its members, and is not limited to, the following positions of office:

Branch President
Branch Secretary
Branch Treasurer

10.3 At all PACIFICA Branch meetings each ordinary member and each life member shall be entitled to one vote on all matters.

10.4 Ordinary Branch meetings shall be held once a month or at any such time as the Branch may decide. Members shall be notified at least seven days prior to the date of meeting unless a pre-arranged and regular date has been set.

10.5 All funds of a PACIFICA Branch shall be paid into its account at a bank. All payments shall be made by cheque and signed by the Treasurer and a member(s) so appointed by the Branch.

- 10.6 Each Branch shall nominate an auditor or other responsible person to audit their financial accounts at the end of each financial year.
- 10.7 A Branch Annual Meeting shall be held each year for the purpose of:
- 10.7.1 Receiving the Branch annual report of the Branch President
 - 10.7.2 Receiving the audited accounts of the Branch
 - 10.7.3 The election of Branch officers
 - 10.7.4 The appointment of an auditor or other responsible person to audit the financial accounts, and,
 - 10.7.5 Any other business which has been notified to the Branch Secretary for inclusion on the agenda, or which may normally be dealt with at the Branch annual meeting.
- 10.8 Members must be given at least fourteen days notice of a Branch Annual Meeting.

11. Ceasing to Operate as a PACIFICA Branch

- 11.1 At a fully constituted Branch meeting, with a two-thirds majority of its ordinary membership, a Branch may decide to cease its operation as an affiliated Branch of PACIFICA. The Branch's decision to cease operation shall be advised in writing to the National Executive Committee and be accompanied by the minutes of this meeting.
- 11.2 In the event of a Branch ceasing to function, all funds remaining after payment of all Branch debts shall be paid to the National General Fund Account of PACIFICA Inc.

12. The National Executive Committee

- 12.1 The National Executive Committee is the administrative and management body of PACIFICA. It is comprised of the following elected members:

- National President
- National Secretary
- Assistant National Secretary
- National Treasurer
- Assistant National Treasurer
- Vice President – North Island (elected by Northern Region members)
- Vice President – South Island (elected by South Island members)
- Vice President – Central North Island (elected by Central North Island Region members)
- Young PACIFICA (elected by Young PACIFICA members)

12.2 **Election of Officers.** Ordinary members, subject to rule 3.1, who have held or currently hold a position of office in their Branch, may be nominated for a position on the National Executive Committee.

12.3 Nominations for any position on the National Executive Committee shall be made by any Branch in writing to the National Secretary at least twenty-eight days prior to the date fixed for the National Conference. Nominations will be accepted from the floor only where a vacancy exists and no written nomination has been received by the Returning Officer, and, with the consent of the nominee.

12.4 By-elections. A by-election may occur where the office held by a National Executive Committee member is vacated before that member completes their full term of office. The National Executive Committee will determine whether a by-election will be held. If a by-election is held Rule 10(b) and 10(c) will apply.

12.5 The National President may not hold any other office in PACIFICA during her term as National President.

13. National Executive Committee Members Terms of Office

13.1 All positions on the National Executive Committee are elected biennially at the National Annual General Meeting of PACIFICA, for a term of two years.

- 13.2 The National President may hold office for a period of one term (two years) and not longer than two terms (four years).
- 13.3 The retiring National President may continue for one year as an advisor to the National Executive Committee. Her office shall be, 'Immediate Past President.
- 13.4 The exiting National Secretary and National Treasurer shall be required to complete handover of their offices by the first National Executive Committee meeting following the elections.
- 13.5 Meetings of the National Executive Committee:
- 13.5.1 The National Executive Committee shall meet not less than three times a year.
- 13.5.2 Emergency meetings, if deemed necessary, may be convened by the National President who shall advise the National Secretary to issue a notice of meeting fourteen days before the date chosen for such a meeting.
- 13.5.2.1 In the event of the National President not being available to convene such a meeting a Vice President, in consultation with the other two Vice Presidents may convene said meeting.
- 13.5.3 All costs of the National Executive Committee members shall be met by national funds or as approved by the National Executive Committee.
- 13.5.4 The National Executive Committee may call on any person whether a member of PACIFICA or not, to act in an advisory capacity at any of its meetings where matters for which their assistance is required are scheduled for discussion.
- 13.6 Voting. Each member on the National Executive Committee shall be entitled to one vote on all matters pertaining to the business of the National Executive Committee.

- 13.7 Powers. The National Executive Committee shall be empowered to exercise all such powers, to raise money, raise debt, loans and enter into any business that upholds and furthers the objectives of PACIFICA.
- 13.8 The National Executive Committee shall implement all decisions passed by PACIFICA at its Annual General Meetings.
- 13.9 **Remits.** The National Executive Committee shall have the discretion to:
- 13.9.1 Revise, alter and add to the wording of any remit submitted by any Branch for the Annual General Meeting provided this does not change the meaning and the intent of that remit;
 - 13.9.2 Withhold from the Annual General Meeting any remit that may be deemed to be ambiguous, unreasonable or otherwise unsuitable. Any remits so withheld shall be reported to the Branch concerned and to the Annual General Meeting together with the reason for withholding that remit.

14. Quorum

- 14.1 A Branch quorum shall be deemed to consist of:
- 14.1.1 In the case of a Branch with a membership of ten or less than ten, at least three members who are entitled to vote;
 - 14.1.2 In the case of a Branch with a membership greater than ten, at least one third of its members who are entitled to vote.
- 14.2 A quorum at the National meetings of Pacifica shall be deemed to consist of:
- 14.2.1 In the case of the National Council meeting held yearly, one third of the total number of branches registered that as at 31 May that year.
 - 14.2.2 In the case of the Annual General meeting of Pacifica, one third of the total number of members registered as at 31 May of the same year.

15. Annual General Meeting of PACIFICA

15.1 The Annual General Meeting of PACIFICA held at the National Annual Conference shall be held no earlier than 11 January and no later than 28 February in each year for the purpose of:

15.1.1 Receiving the Annual Report of the National President for the year ended 31 December;

15.1.2 Receiving the audited accounts of PACIFICA for the year ended 31 December;

15.1.3 The election of officers;

15.1.4 The appointment of an Auditor to audit the financial accounts;

15.1.5 Transacting any business for which notice shall have been given to the National Secretary at least twenty-eight days before the date fixed for the Annual General Meeting; and

15.1.6 The transaction of any other business that is usually attended to at an Annual General Meeting.

15.2 The Chairman at all National Annual General Meetings is the National President and in her absence one or all of the Vice Presidents will take-on this responsibility.

15.3 A record shall be kept of all resolutions passed at the National Annual General Meeting of PACIFICA. Ordinary members shall receive an Annual Report that will include the minutes of the previous National Annual General Meeting at least 21 days before the up-coming National Annual General Meeting.

15.4 All resolutions of the National Annual General Meeting shall form the policy of PACIFICA and be supported by the National Executive Committee and Branches alike.

15.5 PACIFICA shall have the power, pursuant to a resolution passed at its National Annual General Meeting to raise or borrow money from time to time on the security of its assets (if any) by the issue of bonds, debentures or mortgages or

any other security and upon such terms as the National Executive Committee shall deem fit.

15.6 Voting Procedures at the National Annual General Meeting of PACIFICA

15.6.1 The National Executive Committee will be responsible for the appointment of a Returning Officer.

15.6.2 The Register of Members will be made available to the Returning Officer to ensure that voting papers shall be issued to and received from ordinary, non-Pacific Island and life members only.

15.6.3 On all matters the Chairman may call for a decision either by vocal response or, if the majority so desire, by a show of hands.

15.6.4 On all questions elective or otherwise the Chairman shall exercise her privilege to vote as an ordinary member and in the case of equal votes shall have a further or casting vote.

15.7 PACIFICA may at any National Annual General Meeting agree to pay any of its officers a salary or other emolument in respect of duties attaching to such office.

15.8 All matters not otherwise specially provided for under terms of this Constitution shall be decided upon at the National Annual General Meeting of PACIFICA and that decision shall be final.

16. Common Seal

PACIFICA shall have a common seal, which shall remain in the custody of the National Secretary and which pursuant to a resolution of the National Executive Committee, may be impressed upon any document or instrument requiring to be sealed only by the National President and the National Secretary.

17. Alteration of Rules

17.1 These Rules may be added to, altered or rescinded by a resolution passed at the National Annual General Meeting of PACIFICA by a majority comprising two

thirds of the members present and entitled to vote at such a meeting provided always that no amendments shall be permitted if it in any way, affects the non-profit status of PACIFICA.

- 17.2 Duplicate copies of every such addition or alterations shall be delivered to the Registrar of Incorporated Societies in accordance with the Act.

18. Registered Office

The registered office of PACIFICA shall be situated at the address of the elected National Secretary or at such other address, as PACIFICA shall from time to time determine.

19. Indemnity

The members of the National Executive Committee shall be indemnified by PACIFICA Inc from or against all losses and expenses actually and reasonably incurred by them in or about the discharge of their respective duties, except such as arise from their or her own wilful default.

20. Winding Up

In the event of PACIFICA winding up or terminating in any of the ways provided by the Incorporated Societies Act 1908, or shall be dissolved, all surplus assets after payment of all costs, debts and liabilities, shall, subject to any Trust affecting the same, be disposed of for such charitable purposes as the National Executive Committee shall determine.

POLICIES OF P.A.C.I.F.I.C.A. INCORPORATED

P.A.C.I.F.I.C.A. (Pacific Allied (Women's) Council Inspires Faith in Ideals Concerning All) Incorporated, herein after referred to as PACIFICA, in the first instance, is guided by its rules as set out in the PACIFICA Constitution (registered 2003). These policies have been developed for the benefit and use of PACIFICA and are provided as a guide to the members in their leadership of the organisation. PACIFICA members who hold Ordinary and Life membership status are entitled to direct access to this handbook. Under no circumstances is any use to be made of this information except for the purposes directly related to furthering the objectives of PACIFICA and, in some circumstances, only with the express permission of the National Executive Committee.

The National Executive Committee acknowledge the contributions of our members and many friends who have provided invaluable advice in the development of these policies to ensure that they are relevant and useful to PACIFICA members and PACIFICA work.

These policies are not conclusive and will require to be periodically updated and added to in order that they remain relevant to PACIFICA.

STRUCTURE & MEMBERSHIP

For the purposes of managing and effectively co-ordinating the activities of PACIFICA to attain its objectives, there shall be set up:

1. Affiliated PACIFICA Branches, which shall form the basis of PACIFICA (see PACIFICA Constitution Rule 10)
2. The COUNCIL, which shall comprise the National Executive Committee and all Branch Presidents or their representatives (see PACIFICA Constitution Rule 8.1.2)
3. The NATIONAL EXECUTIVE COMMITTEE (see PACIFICA Constitution Rule 12 & 13), which shall comprise elected members to carry out the administration and management of the affairs of PACIFICA.

Under the leadership of regional Vice Presidents, Branches will gather within their regions at their annual Regional Mini Conference. The Regional Mini Conference provides an opportunity for the region to celebrate and caucus on issues that are relevant to their region.

Ordinary Member

PACIFICA welcomes women of all races, religions and backgrounds to its membership. In line with PACIFICA's objectives (see PACIFICA Constitution Rules 2.1, 2.2, 2.3, 2.4, 2.5, 2.6), PACIFICA actively supports, develops and promotes the leadership of Pacific women within the organisation. Accordingly, only women of Pacific Islands descent may stand and hold positions of office at all levels of the organisation.

Young PACIFICA

In line with the PACIFICA Constitution Rule 3.6, members between the ages of 16 and 25 years of age (inclusive) may stand and vote for the Young PACIFICA office. This office is a National Executive Committee office and will therefore follow the election procedures as stated in the PACIFICA Constitution Rule 12.

16 years of age is the youngest age that PACIFICA will accept financial membership. Anyone under the age of 16 will not be eligible to vote.

Life Member

Life Membership is the highest form of acknowledgement that PACIFICA awards to its members, it should not be regarded as a 'right', it is an 'honour' and 'privilege'. As provided for in the PACIFICA Constitution Rule 3.3, a member can only be recommended for Life Membership if that member has given service to PACIFICA continuously for not less than 15 years and is sixty years of age or over.

The following process shall be adopted:

1. A recommendation for Life Membership shall be formally passed and recorded in writing at a properly constituted Branch meeting.
2. A copy of the decision and an account of the member's service (including date of first registration, the name of the Branch where they first registered; a list of all the Branches they have been members of; positions and responsibilities held, contributions etc) is to be forwarded to the Vice President of the region.
3. The recommendation will be presented in writing by the Branch at the Regional Mini Conference.
4. With confirmation of the Regional Mini Conference's endorsement the recommendation will be forwarded to the National Executive Committee accompanied by all relevant documentation.
5. The National Executive Committee will then decide on the recommendation, and if successful, will award the Life Membership at the next significant event of PACIFICA, (the nominating Branch will be fully consulted).

Honorary Members

This is the only form of membership within the organisation of PACIFICA when a male may become a member. The Honorary Member award is PACIFICA's acknowledgement of a non-member's contribution to the work of the organisation.

INDUCTION

Induction is the process by which new members are welcomed and familiarised with PACIFICA, its objectives, structure, guidelines, projects and interests.

Procedure

In line with the PACIFICA Constitution Rule 4, nominees, on acceptance to a Branch, should be formally welcomed by the Branch President. The Branch President is responsible for the induction process for new Branch members.

The Vice President of the region is responsible to welcome a new Branch and its membership.

The National President (or if the situation warrants, the Immediate Past President) is directly responsible to welcome new National Executive Committee members.

The following topics should be addressed during an induction process:

1. History of PACIFICA Inc and its operations;
2. Who's who (organisational chart, internal communications, etc.);
3. PACIFICA Constitution and policies including those in this handbook and any further policies and amendments notified to Branches and members;
4. Familiarisation of relevant Job Descriptions.

BRANCHES

Provided that a Branch operates within the Objectives and Rules of PACIFICA (see PACIFICA Constitution Rules 2 & 10), a Branch may pursue and represent the interests of its members.

Non payment of Branch Fee

In the event of a Branch not paying its Branch Fee and its members not paying their Annual Subscription by the required time (see PACIFICA Constitution Rules 6.1 & 6.5), the Branch and its members will be placed under a Pastoral Care programme. The Pastoral Care programme provides a six month period of time for the Branch to consider what and how it wants to move forward. During this period a member of the National Executive Committee, usually the relevant Vice President, will maintain contact with the Branch and ensure that they continue to receive PACIFICA communications and are invited to participate in all PACIFICA events. At the end of the six month period, the Branch office holders and the delegated National Executive Committee member will meet and assess what pathway should be taken. Pathways forward might be:

- Extend the Pastoral Care period (up to but not longer than another 6 months).

The Branch will pay its Branch Fee and its members will pay their Annual Subscription. In this situation the National Executive Committee will invite the Branch to review itself and its operations and develop a plan for the next twelve months.

Oversight and support will be given from the National Executive Committee, usually the relevant Vice President.

- **Winding up the Branch**

The Branch will wind up and the delegated National Executive Committee member will work with the Branch officers to ensure that proper procedures are followed as required under the PACIFICA Constitution Rule 11. In this situation the National Executive Committee member should offer to facilitate the women into another Branch.

PACIFICA Inc. OWNERSHIP

These policies have been developed for the benefit and use of PACIFICA. PACIFICA members who hold Ordinary and Life membership status are entitled to direct access to this handbook. Under no circumstances is any use to be made of this information except for the purposes directly related to furthering the objectives of PACIFICA and, in some circumstances, only with the written permission of the National Executive Committee.

Members will:-

1. Not use, divulge or communicate to any person any information, unless it is necessary in the discharge of their duties, that relate to PACIFICA's business or operations, without prior approval of the appropriate PACIFICA authority. (A PACIFICA authority includes, decisions made by a PACIFICA Branch, or the Council, or the Annual General Meeting, or the National Executive Committee).
2. Within one month of the date when a member completes her term as an office holder, she will return to PACIFICA all books, records, papers, correspondence and any other documents, software and disc recorded information concerning and containing reference to the business of PACIFICA, accumulated during her term as an office holder.
3. Not copy any material described above for personal use or that of any unauthorised person or other entity.

DUTIES OF OFFICE HOLDERS

The duties described below apply to office holders at all levels of authority within PACIFICA.

The President shall:

1. Take the Chair at all meetings
2. In her absence one or all three of the Vice Presidents shall act as Chair
3. Have access at all times to all correspondence, administrative records and financial records.

The Vice President shall:

1. Represent the interests of PACIFICA in her region
2. Chair National Executive Committee, Council and Annual General Meetings in the absence of the National President
3. Administer pastoral care for the Branches within her region
4. Chair Regional Mini Conferences
5. Has responsibility to collate and present the decisions of her region to the National Executive Committee.

The Secretary shall:

1. Attend all business meetings
2. Conduct and record all correspondence
3. Take minutes of the proceedings

4. Call all meetings
5. With the President, prepare the agenda and the annual report
6. With the President, prepare appropriate reports for submission to her Committee and other PACIFICA authorities

The Treasurer shall:

1. Receive all monies and give receipts
2. Keep accounts
3. Bank monies
4. With the authority of her Committee pay accounts.
5. Prepare full and audited annual accounts for inclusion in the annual report
6. Prepare full and audited accounts as required by the President to do so
7. Prepare a statement of receipts and expenditure for submission to the meetings of her Committee.

REPRESENTING PACIFICA

As the premier national Pacific women's organisation in Aotearoa New Zealand PACIFICA has a key role to play in advocating, advising and representing the interests and wellbeing of Pacific women, Pacific families and Pacific communities.

When a member of PACIFICA has been appointed by a PACIFICA authority to represent the interests of PACIFICA that member will be bound by the PACIFICA Constitution and policies. The member will be required to provide a written report to the National Executive Committee and be prepared to present her report to her Branch, Regional Mini

Conference, Council or to the next appropriate AGM. The member will be expected to represent the views of PACIFICA to the organisation she represents PACIFICA to.

CONFLICT OF INTEREST

As a representative of PACIFICA, a member's involvement in any activity must be: transparent, further the aims and objectives of PACIFICA, and ensure that any benefits shall accrue to all of its members. When a member serves more than one interest at any time, that is, the member serves on behalf of PACIFICA *and* another or other organisations or persons, then the member must declare that interest(s) to PACIFICA. The member must then remove herself from any discussion or decision-making related to the issue at hand. If the conflict of interest continues and therefore inhibits the members' ability to participate effectively, then the member must remove herself completely from that activity.

GIFTS/ ACKNOWLEDGEMENTS

PACIFICA is a voluntary organisation and places great value on the contributions and services of similar minded organisations, friends, families and members of PACIFICA. From time to time gifts will be given in recognition of a contribution and/or service to PACIFICA, or in consideration of the unique relationship person(s) have with PACIFICA.

Each PACIFICA authority will determine how it will gift or give acknowledgment to any person(s) or organisation, and in doing so will consider:

1. The nature of the relationship between PACIFICA and the intended recipient.
2. The intent of the gift / acknowledgement giving
3. The potential to set a precedent
4. The authority's capacity to gift.

Bereavements

In the event of the death of a member of PACIFICA, the member's Branch Executive Committee will be responsible for the facilitation of information to other Branches within the region and to its Vice President. The Vice President will be responsible to convey the appropriate information to the National Executive Committee.

The Vice President will make every effort to attend the bereavement and convey PACIFICA's condolences to the family and Branch. In the event of the deceased being a Branch President or a member of the National Executive Committee (whether current or past) then the National President will make every effort to attend and be responsible to convey PACIFICA's condolences to the family and the Branch.

It is the policy of PACIFICA that the financial gifts of all contributing Branches be collected and placed in one envelope and be given at an appropriate time as decided by the member's Branch executive committee in consultation with the National Executive Committee representative. There is no maximum or minimum amount set.

RESIGNATION FROM A POSITION OF OFFICE

PACIFICA acknowledges that holding a position of office for PACIFICA may impact adversely on the individual member at any time. Because of this, PACIFICA recognises that resignation from a position of office should be considered both a positive and supportive move for the 'officer' and the organisation.

Resignation from a position of office will be accomplished by the provision of the office holder's notice in writing and the acceptance of this notice in writing at a duly constituted meeting of the relevant PACIFICA authority (see PACIFICA Constitution Rule 5.1).

If the required notice is not given by the person resigning, then the PACIFICA authority will advise the relevant PACIFICA Vice President and the National President and the

National Secretary, so that processes may be implemented that will ensure the continuity of the work of PACIFICA.

NON-PERFORMANCE

All office holder positions within PACIFICA are voluntary. Provisions for non-performance only exist to provide a process for members to utilise and to minimise long term impact on the wellbeing of the member(s), the Branch, the Region and the national organisation. At a Branch level the office positions are:

1. Branch President
2. Branch Secretary
3. Branch Treasurer.

If an office holder is not discharging her duties to the satisfaction of the PACIFICA Branch, then the office holder must be advised of this at a duly constituted Branch meeting. This advice must be formally recorded and minuted. If dissatisfaction with the performance of her duties continues then the relevant Vice President must be informed. The Vice President will then work with the Branch members (who may include the other office holders) and will:

1. Formally meet with the office holder concerned and outline the area(s) of dissatisfaction
2. Provide an opportunity for the said office holder to speak to the issues raised
3. Indicate what is regarded as satisfactory performance and discuss with the office holder ways in which that standard may be met and any resources which may be available to assist in that regard and,
4. Give the office holder a period of time within which the performance criteria should be met. The period should be specified in writing.

If, at the expiry of the specified period, the Branch members and the Vice President decide that the office holder is still not discharging her duties satisfactorily then they will give written notice to the office holder that they will be formally releasing her from the

position of office. This notice shall be not less than one month in advance of a duly constituted meeting of the PACIFICA Branch.

If the office holder position is a National Executive Committee position and that office holder is not discharging her duties to the satisfaction of the National Executive Committee or Council, then the National President or her delegated authority shall:

1. Formally meet with the Committee member; and
2. Outline areas of dissatisfaction; and
3. Indicate what is regarded as satisfactory performance and discuss with the Committee member ways in which that standard can be met and any resources which may be available to assist in that regard; and
4. Give the Committee member a period of time within which the performance criteria should be met. The period should be specified in writing.

If, at the expiry of the specified period, the National Executive Committee may decide to meet again with the Committee member to set a new specified date or the National Executive Committee may decide that the Disciplinary Procedure will be invoked.

CODE OF CONDUCT

Misconduct / Harm

On all matters regarding breaches of the Code of Conduct, the National Executive Committee must be informed and oversee the implementation of any disciplinary processes prescribed herein. Set out below are acts which constitute breaches of PACIFICA's standards of behaviour and which may, after appropriate warnings, lead to expulsion.

1. Acting, in the opinion of the National Executive Committee, in a negligent or careless manner in the discharge of duties; or otherwise being consistently inefficient or incompetent in the performance of those duties.

2. Using obscene or threatening language and behaviour to another person whilst in PACIFICA meetings and gatherings or on PACIFICA business.
3. Acting in a manner that prevents or disrupts another members' and/or other contractors of PACIFICA from carrying out their duties.
4. Wasting or inefficiently using PACIFICA's time and/or resources.
5. Unauthorised use of PACIFICA properties and/or resources (real or in kind).
6. Failure to keep accurate records.
7. Failure to declare a conflict of interest that may affect performance.
8. Communicating by facsimile, internet, postal mail, telephone, mobile telephone, unauthorised or offensive material on PACIFICA systems or using PACIFICA stationary.
9. Any act or omission which, not being serious misconduct impacts on the member's ability to carry out his/her functions and duties that are likely to tarnish the reputation of PACIFICA.

Repeated instances of misconduct, resulting in a formal written warning **shall be deemed to be serious misconduct**.

Serious Misconduct

Set out below are offences which constitute serious misconduct and which may lead to expulsion, i.e. expulsion without notice:

1. Repeated refusal or deliberate failure to undertake the duties of a position held or to carry out a reasonable and lawful instruction.
2. Representing the interests of PACIFICA in a condition of intoxication (whether alcohol or drugs).
3. Unauthorised possession, use, removal of, interference with or deliberate damage to or misappropriation of goods, property, money, information or intellectual property, belonging to or under the control of PACIFICA, and/or any other member, contractor, customer or client of PACIFICA.
4. Illegal possession/use or consumption of drugs (except as prescribed by a registered medical practitioner) whilst on PACIFICA premises or whilst on PACIFICA business.
5. Sexual, racial or other harassment of any other person whilst on PACIFICA premises or in the course of undertaking PACIFICA business.

6. Physical or verbal abuse and/or violence against any person on PACIFICA premises or whilst on PACIFICA business.
7. Deliberately misrepresenting PACIFICA or spreading malicious misinformation about any member of PACIFICA and/or the PACIFICA's customers/clients in relation to any aspect of PACIFICA's activities.
8. Deliberate and/or persistent failure to comply with PACIFICA'S policies on conflict of interest and/or treatment of confidential information.

DISCIPLINARY POLICY

All members are expected to perform their duties and responsibilities in an efficient and conscientious manner, and to conduct themselves according to PACIFICA's Constitution and policies.

Clear breaches of the Code of Conduct will result in formal disciplinary action.

PACIFICA's Disciplinary Policy has two objectives:

1. To assist its constituted authorities to deal with a member's performance or conduct which does not uphold PACIFICA's Constitution or policies promptly, fairly and consistently.
2. To provide PACIFICA members with the opportunity to improve poor performance or unacceptable conduct before terminating the person's membership.

Disciplinary Procedure

The procedure for disciplinary action shall take into account the requirements of procedural fairness. Minimum standards for procedural fairness include:

1. The member receiving notice of the specific allegation of misconduct or poor performance and of the likely consequence should the allegation be established;

2. The member being given a real opportunity to explain or refute the allegation, or an opportunity to improve performance; and
3. An unbiased consideration of the member's explanation.

The steps to be followed by PACIFICA shall be to:

1. Examine the situation;
2. Meet with the member, seeking clarity and/or explanation;
3. Examine further, seek professional advice if necessary, and decide on appropriate action;
4. Meet with the member again and communicate the decision taken.

Examine the situation

In-house examinations shall be conducted as soon as practicably possible. It is essential that a full and fair examination of the problem is undertaken before considering any form of disciplinary action. This may involve reviewing information and seeking professional advice.

Meet with the member

This discussion forms part of the examination process and should be conducted as part of the fact-finding exercise only. Prior to the meeting, the member shall be advised of the following:

1. What is to be discussed;
2. That she is entitled to have a support person(s) present at the meeting;
3. The consequences that could arise from the meeting;
4. The location, date and time of the meeting.

If this preliminary examination suggests that disciplinary action is required, then this should be the subject of a subsequent meeting.

It may be necessary at this stage to inform the member precisely what the problem is, and which standard of behaviour has been breached. If there is the possibility of future disciplinary action, then the member must be told.

PACIFICA action

PACIFICA action may include any one or more of the following on a case-by-case basis:

1. Further training to enable the member to act in accordance with the standards of PACIFICA
2. Referral to appropriate service
3. Reallocation of duties
4. Removal from office
5. Written warning
6. Dismissal.

Factors to be considered when deciding on the correct action should take account of the member's age, length of service, if the member has been adequately trained, other disciplinary issues, awareness and communication of performance standard, job responsibility, extenuating circumstances, the member's responses, organisational policy and if the member's actions were the result of ignorance or disobedience.

Warning Procedure

Members are entitled to be warned about disciplinary breaches and informed of how their performance or conduct must be improved. Warnings do not necessarily have to relate to similar incidents of misconduct.

The National Executive Committee has the discretion to issue up to two formal written warnings before expulsion. The member shall nevertheless be summarily dismissed if found guilty of serious misconduct.

If disciplinary action is required, the following procedure will be followed on a case-by-case basis depending on the particular misdemeanour.

First warning

A written warning will be given to the member and the details of that warning shall be recorded and a copy given to the member.

Second warning

If poor performance or misconduct continues, a second written warning will be confirmed and will specify the following:

1. Date
2. Statement of the specific issue or issues
3. House rule or standard breached
4. The improvement required, i.e. the performance or conduct standards that must be met and maintained
5. Time period within which this improvement must be achieved
6. Reference to prior meetings, member explanations and previous warnings
7. That if the required improvement is not achieved and maintained, or if any further breach of the Code of Conduct is committed during the term of the warning, the member's continued membership of PACIFICA will be reviewed and could expose the member to the possibility of expulsion and,
8. That the warning is issued in terms of this formal disciplinary procedure.

Meet member again

PACIFICA (through a National Executive Committee member) should meet with the member again.

The following procedural steps should be followed:

1. All allegations should be put to the member
2. The member should be given a real opportunity to explain

3. The meeting shall be adjourned while the matter is given objective consideration
4. The meeting should resume and the member advised of any decision reached.

The member shall be offered the right of representation or the presence of a witness at any disciplinary interviews. PACIFICA shall also have the opportunity for a witness to be present at any disciplinary interviews.

Expulsion

Further breaches of the Code of Conduct after the issue of a final warning, or inadequate improvement within the specified period will result in the member being dismissed.

Records

All warnings and processes taken will be documented and placed on the record with the National Executive.

<h2>FRAUD AND DISHONESTY</h2>

Fraud or any other form of dishonesty is not acceptable to PACIFICA. All cases of suspected fraud or allegations of fraud will be investigated and, if instances of fraud are proven to PACIFICA's satisfaction, disciplinary action will follow which may include expulsion and the instigation of criminal proceedings.

Procedure

Upon reasonable suspicion or discovery of any type of alleged fraud or dishonesty, PACIFICA shall forthwith, and without alerting the alleged offender, notify the National President or other appropriately delegated officer confidentially in writing of any alleged or suspected fraud. The officer responsible for initiating the inquiry shall maintain a record of all allegations.

Consequent action

The officer responsible shall without delay take appropriate steps to convene an urgent meeting of the National Executive Committee, who shall determine the appropriate action.

Before deciding, the National Executive Committee will (amongst other things) consider whether the allegation:

1. Is clearly a fraud.
2. Is not simply a weakness in management procedures and there is no apparent intention to defraud.
3. Is relatively recent and the prospect of carrying out a full investigation will not be hindered by the unavailability of documentary evidence and lack of recall from witnesses
4. Is not trivial.

Upon making a decision, the appropriate action shall be final and shall include one or more of the following:

1. Official notification of alleged offence to the Police including provision of relevant information
2. Informal request to the Police for advice.
3. Invitation to the alleged offender to hear the allegations and to provide an explanation
4. Instigation of such covert operation as may be appropriate in the circumstances
5. Maintain the status quo but implement specific monitoring
6. Invoke immediate expulsion of the alleged offender as appropriate
7. Report the situation to PACIFICA's external auditor.

USE OF PACIFICA PROPERTY

The National Treasurer will maintain a Register of PACIFICA Properties and Assets. Any properties or assets recorded on this Register will only be used with the express permission of the National Executive Committee. The National Executive Committee has full authority to recover any of PACIFICA'S properties or assets when those properties or assets are being used without its approval.

Damages

All damage, no matter how minor, must be reported to the National Treasurer within 24 hours. Appropriate action (i.e. insurance claim, repairs and allocate costs) will then be initiated.

COMPUTER SYSTEM SECURITY

PACIFICA relies on its information system to aid in the effective management of its day-to-day operations. It is important that the information on the computer system is not lost or subject to unauthorised changes. It will be the responsibility of the National Secretary to develop and implement appropriate procedures until proper policies are developed for this area of PACIFICA's work.

- External E-mail and Internet/Intranet Use

PACIFICA's external e-mail and inter/intranet technology is for business use only.

Care should be taken with correspondence via internal e-mail so that the reputation and integrity of PACIFICA and its activities is protected and maintained.

All e-mail messages are PACIFICA property and can be accessed and/or viewed by the National Executive Committee's nominated person at any time. (Copies will be kept on the server).

Viruses can be easily attached to incoming e-mails. All members should think carefully before opening any e-mail and bear in mind all current virus warnings and what to look for. All members are to be particularly careful about e-mails from unusual sources. E-mail received from an unknown source must not be opened and must be deleted.

No software is to be downloaded onto PACIFICA's computer system from e-mail or other sources, at all. If this is required, a member must inform her nominated authority who will arrange this. The reason is that this may compromise the integrity of PACIFICA's computer system.

Downloading of or forwarding of pornography or other offensive material is not permitted at any time.

The consequences of not following this policy are serious for members and PACIFICA. If the policy is not adhered to, the following action may be taken, including but not limited to removal of the members access to the e-mail connection, and in the event of wilful and/or repeated infringement, expulsion. All members are encouraged to use the system – but with caution.

REIMBURSEMENT OF EXPENSES

PACIFICA is a voluntary organisation and does not, as a matter of course have funds or a practise of reimbursing expenses to its members. As far as possible, PACIFICA expects that its forward planning and management of its affairs and activities will help minimise costs to its membership and avoid the need for processes to reimburse expenses. PACIFICA's policy is that when prior approval has not been given, reimbursement of costs will not occur. Members are therefore required to seek approval

for reimbursement of expenses prior to engaging in expense to avoid possibility that reimbursement may not be paid.

The travel and accommodation costs for National Executive Committee members on Committee business will be received by the National Treasurer unless another process has been agreed to.

In exceptional circumstances the following expenses may be reimbursed by PACIFICA:

Air-travel

In cases where an air ticket has not been supplied before travel, the person travelling must submit the used air ticket in order to claim reimbursement of the fare. The maximum reimbursement allowed is the current economy airfare.

Wherever possible, advance bookings should be made to take advantage of any discounts available. Costs related to cancelled bookings will not be accepted unless there are exceptional circumstances.

Mileage allowance

Mileage allowance for use of your own vehicle will be payable at the rates published by the Inland Revenue Department.

The person travelling must submit a written claim for mileage allowance, after the travel has been completed. The claim must state the date of travel, destination, purpose of travel, distance travelled and cc rating of the car.

Taxi fares

Taxi fares related to PACIFICA business only will be reimbursed with attached receipts.

Accommodation and meal allowances

In order to claim reimbursement, National Executive Committee members must produce receipts for all accommodation and meals. PACIFICA will reimburse only costs related to the specific Committee member and not her personal guests. PACIFICA does not reimburse for alcohol or tobacco.

Reimbursement of actual and reasonable accommodation costs will be made only on production of receipts.

Tolls

Telephone calls, photocopying or faxes relating to PACIFICA business will be reimbursed upon production of receipts. Claims should outline date of call, destination, purpose and cost.

Claims

Any 'claim' letters should have all appropriate receipts attached when submitting. Claims must be completed and submitted before any duly constituted meeting of the appropriate PACIFICA authority for approval and payment. Without the formal approval of the PACIFICA authority the member will be personally liable for the expense.

Non-reimbursable expenses

The following expenses will not be reimbursed by PACIFICA:

1. Tips in NZ
2. Cash withdrawals
3. Costs for partner/family/friends
4. Gifts
5. Entertainment
6. Traffic and parking fines
7. Subscription to any organisation
8. Video hire
9. Telephone calls not related to PACIFICA business

SMOKING POLICY

The National Executive Committee agrees to comply with the Smoke-Free Environments Act 1990 and to have a written policy on smoking.

All PACIFICA events (Branch, Regional, National) and premises are smoke-free. This means that smoking is prohibited in all meeting areas, and hallways.

Copies of this smoking policy shall be made available to members, prospective members or any member representative on request.

Complaints procedure

1. Any complaint that the Act has been breached shall be made directly to the National Executive Committee.
2. The National President, or her representative, shall investigate the complaint within 20 days of receiving it and try to resolve it.
3. The National President shall obtain from the member complained of, a satisfactory assurance that there will be no repetition of the cause of the complaint.
4. The National President shall allow a member's representative to be present at any meetings called to resolve a complaint and to determine how to avoid such complaints in the future.
5. If the complaint cannot be resolved, then the matter shall be referred to the Director-General of Health.

NON MEMBERS

Non members may only attend the meetings of PACIFICA by prior permission of the President / Chair of the appropriate PACIFICA authority.

Non members may speak at the PACIFICA meeting by permission of the President / Chair of the appropriate PACIFICA authority.

Non members will not be permitted to vote on any issue under debate or consideration at any and all PACIFICA forums.

PRIVACY ACT 1993

PACIFICA must adhere to the Privacy Act 1993 that governs the procedure for collecting, storing, using and disclosing personal information. The objective of the Privacy Act 1993 is to provide better protection for individual privacy in relation to the collection, use, access to, correction and disclosure of personal information held by PACIFICA.

The procedures used by PACIFICA must comply with the 12 information privacy principles as outlined in the Act. A breach of an information principle may ultimately lead to proceedings before the Complaints Review Tribunal.

Refusals by PACIFICA to provide or correct personal information held by PACIFICA when requested by the individual concerned, may be investigated and reviewed by the Privacy Commissioner.

Key elements of the Privacy Act

Privacy Officers

The Act requires PACIFICA to have one or more individuals who are privacy officers. Their responsibilities are to include:

1. Encouraging compliance with 12 principles
2. Dealing with requests made for access to personal information pursuant to the Act
3. Working with Privacy Commissioner in relation to investigations which may be carried out pursuant to the Act
4. Ensuring compliance with the Act.

Information Privacy Principles (IPP)

IPP 1 - Purpose – PACIFICA can only gather personal information for a lawful purpose connected with some function or activity of PACIFICA.

IPP 2 - Source – With certain exceptions, information about an individual must be collected directly from that individual.

Two exceptions are where the information (a) will not be used in the form which identifies the individual or (b) will be used for statistical or market research in which the individual will not be identified.

IPP 3 - Collection – Reasonable steps must be taken to ensure that the individual knows that the information is being collected, is aware of the purpose for which it is being collected, is aware of the intended recipients and the rights of access to and correction of, that information. The individual must also be told who is collecting the information, who will hold it, and if the information is required by law, which law applies.

IPP 4 – Manner of Collection. PACIFICA must not collect personal information by unlawful, unfair or unreasonably intrusive means.

IPP 5 – Security. PACIFICA must take reasonable steps to prevent unauthorised access and use of personal information.

IPP6 – Access. With limited exceptions, individuals are entitled to have access to all information held concerning them. The exceptions are outlined in the Act.

The request can be made in writing or orally. This principle is limited to instances in which the agency holds personal information in such a way that it can be readily retrieved. In such instances, the individuals will be entitled to obtain confirmation of whether or not the agency holds such information, and have access to it.

IPP 7 – Correction. Where PACIFICA holds personal information, the individual concerned is entitled to request correction. Where such correction is not made, the

individual is entitled to have a statement of the correction sought attached to the information.

IPP 8 – Accuracy. PACIFICA must take reasonable steps to ensure that, before use, information is accurate, up to date, complete, relevant and not misleading.

IPP 9 – Information Retention. PACIFICA must not keep personal information longer than is required for the purposes for which the information may lawfully be used.

IPP 10 – Limits on Use. With certain exceptions, information about individuals must not be used for a purpose other than the one for which it was obtained or for a directly related purpose.

IPP 11 – Limits on Disclosure. Personal information may only be disclosed to another party in certain circumstances. Relevant exceptions for IPP 10 and IPP 11 include (a) the individual concerned authorised the use of the information for some other purpose or (b) the information is in a form in which the individual cannot be identified.

IPP 12 – Unique Identifiers. A unique identifier (which means any identifier assigned to an individual for the purpose of uniquely identifying that individual, eg. IRD number) may only be assigned in certain circumstances. No two parties may assign the same unique identifier to an individual, and individuals cannot be required to disclose their unique identifiers other than for the original purpose.

Procedure

1. The Privacy Officer for PACIFICA is the National President.
2. All privacy requests and complaints should be referred immediately to the Privacy Officer.
3. The Privacy Officer has 20 working days after a request has been made to decide whether the request is to be granted, what charge (if any) will be imposed and to inform the individual accordingly.
4. The Privacy Officer must give reasonable assistance to an individual seeking access to his/her personal information held by PACIFICA. Where access is

- sought by an agent acting for an individual, PACIFICA must ensure that the agent is properly authorised before granting access to personal information.
5. The information must, subject to certain conditions, be made available in the way preferred by the individual requesting it.
 6. When the information is in the form of a document, the individual must be able to inspect it or be provided with a copy.
 7. When allowing access to files, the Privacy Officer should ensure that evaluative material is not inadvertently disclosed to the individual.
 8. If a large amount of information is sought, the Privacy Officer must inform the individual if an extension of time is required, the reason for the extension, and that the individual has a right to make a complaint to the Privacy Commissioner about the extension.
 9. The Privacy Officer may refuse to disclose personal information in circumstances where confidentiality has been requested and promised AND where evaluative material has been compiled solely for determining appointment to employment, promotion, continuance in employment or removal from employment.
 10. The Privacy Officer cannot withhold from an individual evaluative material which has been generated in-house.

The Privacy Officer refusing an information privacy request is required to give reasons and to tell that person of the right to seek an investigation and review of the refusal by way of complaint to the Privacy Commissioner.

PACIFICA SONG

We sing our song, our song of PACIFICA
We come from Islands, both near and far
We come to build our homes in Aotearoa
Our hopes and our dreams are in this land.

We come from Tokelau, Niue and Samoa
Cook Islands, Tahiti, Fiji and Tonga too
We come together to help one another
To reach all the aims of PACIFICA.

PACIFICA – Inspiring Faith
PACIFICA – Concern for all
Our hearts lift high, in unity
By love we live, in harmony

We come from Tokelau, Niue and Samoa
Cook Islands, Tahiti, Fiji and Tonga too
We come together, to help one another
To reach all the aims of PACIFICA.

PACIFICA, PACIFICA, PACIFICA, PA-CI-FI-CA.

Composed by Eleitino Patricia Walker