

What’s new in the Regulations

Between March and November 2024, we reviewed the Members’ Handbook and created our new Regulations document. This document outlines what we heard during consultation rounds and how our Regulations have changed to reflect your feedback.

Contents

Changes throughout the Regulations	2
Section one: Overview of New Zealand Red Cross	3
Section two: Red Cross people	4
Section three: Recognition	6
Section four: Groups	6
Section five: Branches	7
Section six: Area councils	8
Section seven: Organisation	8
Section eight: National Council	9
Section nine: National Board	9
Section 10: Elections at New Zealand Red Cross	10
Section 11: Administration	11
Section 12: Financial management	11
Section 13: Glossary of terms	11

Changes throughout the Regulations

What we heard	What we've changed	Where to find it
<p>The name of the Handbook was misleading, because it sounded as if it were optional to follow. We needed to provide a more distinctive purpose for the Constitution and the Handbook.</p> <p>People were unsure if the Handbook was expected to be followed, or if it was optional.</p> <p>People told us that for any change to be long-lasting and effective we needed to clarify what the intent is for each document.</p>	<p>We changed the name to Regulations, in line with what other National Societies call their documents. Our lawyers advised against calling it the 'Rules of the Society'.</p> <p>We included a summary on the Regulations' purpose – that it's a type of rulebook and we've removed 'guidance' as much as possible. In future, guidance will be available through the intranet or through Area Support Teams.</p>	<p>We've removed all references to 'Members' Handbook' in the Regulations and Constitution.</p> <p>Over time, we'll ensure our other policy documents are updated as they come up for review.</p>
<p>There was a risk that the document would have too much information that was only relevant to one people group such as employees.</p>	<p>We've tried to ensure a good balance of information about all Red Cross people.</p> <p>We've included what's needed to understand about how our organisation and components work together.</p>	<p>This is throughout the document</p>
<p>Information was repeated, some of which didn't need to be there, such as the National Board Charter and some policies.</p>	<p>We've removed any document that exists somewhere else, like policies and forms.</p> <p>We're making these available either on the website or through Area Support Teams.</p>	<p>Policies are now in the respective sections of the website, or available through Area Support Teams.</p> <p>Area councillors and representatives from each branch have access to the intranet and can find our policies there.</p>
<p>The document needed to reflect the new roles and responsibilities brought in during the area model review.</p>	<p>We've reflected changes to roles and responsibilities introduced through the area model review.</p>	<p>There are new sections for groups, branches, and areas specifically. Specific roles and responsibilities are summarised in the relative section. Detailed information is on the website.</p>

<p>Terms like ‘Red Cross House’ and ‘service centres’ weren’t useful and it would be helpful to list specific teams.</p>	<p>We’ve replaced ‘Red Cross House’ and ‘service centre’ with references to teams. This makes it clear what roles or parts of the organisation are responsible for certain functions.</p>	<p>This is throughout the document.</p>
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Section one: Overview of New Zealand Red Cross

What we heard	What we’ve changed	Where to find it
<p>The Members’ Handbook needed a big overhaul.</p>	<p>We’ve made it easier to change the Regulations by enabling the National Board to make these decisions.</p> <p>Previously, only National Council could do this.</p>	<p>Section 1.2. sets out how Regulations can be changed</p>

Section two: Red Cross people

What we heard	What we've changed	Where to find it
<p>Some of our people categories didn't make sense or were no longer relevant, like 'individual member'.</p> <p>Our definitions were confusing, people questioned if the way we described people was inclusive of everyone.</p> <p>We needed to work on how we define and describe the different people groups we have in our organisation – members, volunteers, employees, and international delegates.</p>	<p>We've removed the 'individual member' category and created a new one called 'affiliate member'. This captures people who want to be associated with the Red Cross but may not be actively volunteering their time.</p> <p>Ask Membership and Volunteering if you're unsure how you fit in.</p>	<p>See sections 2.3 and 2.6</p>
	<p>We introduced new membership types and statuses to explain the different roles people can play when they're a member.</p> <p>We removed the requirement that the membership will 'cease' if someone is elected to a position in local government. This can be managed through our conflict of interest process..</p>	<p>See section 2.3 'membership type and status'</p>
	<p>We've clarified the roles that people can play when they're members.</p> <p>We've created new diagrams that show our complex governance and operational structure.</p>	<p>See section 2.3 'membership type and status' – the diagram of our governance and operational structure is found in section 2.7</p>
<p>We needed to look at whether our rules around international delegates holding governance roles was fair.</p>	<p>We clarified that international delegates may hold governance roles when they're not on assignments.</p>	<p>See section 2.11 'variations on members' rights to participate in governance', also section 2.3 'membership type and status'</p>

<p>Our disciplinary process needed to be in line with new legislation under the Incorporated Societies Act 2022. Our Code of Conduct may also need to be looked at.</p>	<p>We've made changes to the disputes and complaints process to be compliant with the Act.</p> <p>We've introduced principles of natural justice and adjusted our process to better meet these principles.</p>	<p>See 2.14 'complaints and disputes resolution process'</p>
<p>Our lawyers recommended we update our conflicts of interest section to better align with industry best practice.</p>	<p>We updated this section and introduced new regulations for managing conflicts of interest in our governance.</p>	<p>See section 2.13 'managing conflicts of interest'</p>
<p>Some roles aren't open to everyone, such as volunteer roles with specific requirements.</p> <p>We needed to clarify how we balanced this with the Movement's requirement that the Society must be 'open to all'.</p>	<p>We added more information to explain that while membership is open to all, some volunteer roles have additional requirements that are set out in role descriptions and onboarding processes.</p>	<p>See section 2.5 'participating in humanitarian action'</p>
<p>There were situations where the National Youth Representative couldn't vote at Movement meetings because of the age limits and how we applied them. If a youth delegate is 31 years old, they can't vote.</p>	<p>We changed the eligibility for the National Youth Representative role to specify the age limits that apply to ensure that our National Youth Representative is eligible to vote in the Movement's youth governance forums</p> <p>We've made sure the requirement to step down at or before the National Council only applies to the National Youth Representative - not all youth governance positions that are elected on a different cycle.</p>	<p>See section 2.11.3 'youth'</p>
<p>There was a loophole that allowed people to register as a member on the day of a branch election and vote as a block for a candidate.</p>	<p>We added a provision clarifying that membership is only valid when a person receives a membership number.</p>	<p>See section 2.1 'how to become a member'</p>

Section three: Recognition

<i>What we heard</i>	<i>What we've changed</i>	<i>Where to find it</i>
Honours and awards information needed an overhaul.	We've combined the honours and awards information in one chapter. The format of this information has changed, but the rules remain the same.	See section 3 'recognition' – from page 24.

Section four: Groups

<i>What we heard</i>	<i>What we've changed</i>	<i>Where to find it</i>
There wasn't consistency between the rules for groups, branches, and areas.	We've created a new section for each body and used the same format — as far as possible — for each section.	See section 4 'groups' for regulations specific to groups
If it was possible for groups to have their finances managed by an area council, not a branch.	We clarified that group finances can be managed at either the branch or the area level, holding limits, and expectations for treasurers.	See section 4.2 'financial management of a group'

Section five: Branches

<i>What we heard</i>	<i>What we've changed</i>	<i>Where to find it</i>
Why there was a minimum number of members needed to keep a branch and what this should be.	<p>Branches with less than five members will transition to group status by 30 June 2025. This doesn't affect branches with more than five members.</p> <p>This is because groups are simpler to run than branches. Branch responsibilities are also hard to meet with less than 10 members. The costs of supporting small branches impacts our ongoing financial sustainability.</p> <p>We also changed the rules for establishing a new branch, which now requires 20 or more people.</p>	Section 5.2.1 'composition of a branch', also section 5.10 'establishing a branch'
There wasn't consistency between the rules of groups, branches, and areas.	<p>We created a sub-section describing the rules for branch committees to make it clear how they should function in relation to other organisational components and branch members.</p> <p>We changed branch official terms, which are now three years and officials can complete two terms.</p> <p>We've standardised practices across all branches.</p>	See section 5.7 'responsibilities of the branch committee', also section 5.8 'meetings of branches'
	<p>We've added a quorum for the branch annual general meeting – role holders and 25% of members need to be present.</p>	See section 5.9 'annual general meeting (AGM)'

Section six: Area councils

What we heard	What we've changed	Where to find it
There wasn't consistency between the rules of groups, branches, and areas.	We added a summary of the responsibilities of the area councils from the agreed rules and responsibilities matrix. These were adopted by the National Board through the area model review project.	See section 6.4 'responsibilities of area councils'
Area planning was confusing, and the information was out of date.	We updated the area planning information and reporting information. We removed the outdated planning and reporting templates.	See section 6.12 'annual area planning and reporting'
There was no information about how activities could be started or stopped outside of the regular annual planning process.	We added sections to address this gap.	See sections 6.13 'stopping an activity', also 6.14 'starting an activity out of cycle'

Section seven: Organisation

What we heard	What we've changed	Where to find it
There wasn't information about employees' role in relation to the membership components of New Zealand Red Cross.	We created a new section to be explicit about the role of the Secretary General, employees, and the legislative obligations managed by employees which impact on all Red Cross people.	See section 7 'organisation' – there's a new diagram which shows our operational structure and the intersections with our governance arm.
Child protection doesn't feature among the big compliance matters that we need to be focused on.	We've added child protection to the list of legislation that the Secretary General is responsible for ensuring the organisation follows.	See section 7.1.1. 'Role of the Secretary General: leadership'

Section eight: National Council

What we heard	What we've changed	Where to find it
Information about voting and National Council was spread across multiple documents.	We moved some information out of the Constitution and into the Regulations.	See section 10 'Elections at New Zealand Red Cross'. Information about the election of the National Board has been kept in the Constitution as required by law.

Section nine: National Board

<i>What we heard</i>	<i>What we've changed</i>	<i>Where to find it</i>
The Board Charter didn't need to be in the Regulations if it was on the website.	We removed the Board Charter from the Regulations.	
The way minutes were distributed was out of date.	We updated information on how minutes are distributed to reflect established practice.	See section 9.10 'summary of meetings'
There needed to be more clarity on the relationship between the National Board and area chairs.	We added more information on the relationship between the National Board and area councils to reflect changes agreed in the area model review.	See section 9.14 'accountabilities between National Board and area councils'

Section 10: Elections at New Zealand Red Cross

What we heard	What we've changed	Where to find it
<p>The area council election process was too complicated.</p>	<p>We created a new section for all elections information and removed as much as possible from the Constitution.</p> <p>Some information on National Board elections needed to stay in the Constitution.</p>	<p>See section 10 'elections at New Zealand Red Cross'</p>
<p>We needed new content to make it clearer how decisions were made in an emergency.</p>	<p>We already had some plans on decision making at the National Board in an emergency.</p> <p>We added some steps to the terms of office for each elected role to describe what happens where an emergency happens at the same time as an election period.</p>	<p>See the 'terms of office' sub-section for each elected role in section 10 – check the specific role for confirmation of the wording of this rule</p>
<p>Holding multiple governance or operational roles concurrently led to very large workloads, especially when a person had two governance roles or a person's employment was like their volunteer role.</p>	<p>We've clarified that branch officials can't concurrently hold a branch official role and be a member of an area council. This is consistent with the rule preventing area councillors from being elected to National Board.</p> <p>Some area councillors already hold branch official roles, so this regulation will apply from 1 July 2025.</p> <p>We also developed more guidance for people who are employed in a service delivery area like the role they volunteer in. These must now be reported as a potential conflict of interest.</p>	<p>See section 10.4.1 'area council elections, representation, and composition', also 2.13 'managing conflicts of interest'</p>

Section 11: Administration

What we heard	What we've changed	Where to find it
	<p>Most rules relating to administration have been moved to the relevant section, such as rules related to branches are now in the branch section.</p> <p>We kept a finance section for clarity.</p>	

Section 12: Financial management

What we heard	What we've changed	Where to find it
The EFTPOS limit was too strict – \$500 should be increased.	We increased the EFTPOS limit to \$1000 in keeping with the financial delegations.	See sub-section 12.1 'bank accounts'
Financial management information was hard to follow.	We updated this section in line with the delegated financial authority policy and established practice. We also updated role titles to reflect the current roles that support good financial management.	See section 12 'financial management'

Section 13: Glossary of terms

What we heard	What we've changed	Where to find it
You asked us to create this section and put it at the end of the document.	We created the glossary at the end of the document. The terms are consistent with definitions used in the Constitution.	See section 13 (from page 83)