***CITRENZ***

**COMPUTING**

**&**

**INFORMATION TECHNOLOGY**

**RESEARCH & EDUCATION**

**NZ**

**RULES**

**Version 1.3.4**

**September 2012**

***CITRENZ***

**Computing & IT Research & Education NZ**

**Vision Statement**

“Promoting Excellence in Computing Education”

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## 1.0 NAME and AUTHORITY:

## 1.1 Name

The Computing & Information Technology Research & Education NZ (here-in-after referred to as CITRENZ) and previously known as the National Advisory Committee on Computing Qualifications (NACCQ) is authorised, as owners of the Information and Communications Technology (ICT) qualifications**1**, to manage these qualifications, in accordance with the governance framework set out below.

## 1.2 Authority

CITRENZ will operate in accordance with the following governance framework:

1.2.1 CITRENZ owns the following qualifications:

* Certificate in Computing (CIC);
* Diploma in Information and Communications Technology Level 5;
* Diploma in Information and Communications Technology Level 6;
* Diploma in Information and Communications Technology Level 7; and
* Personal Computer Drivers Licence.

1.2.2 Ownership of the qualifications is in recognition of ITP New Zealand Incorporated’s original purchase of rights to the qualifications developed by ITEA in 1990 and the contribution by CITRENZ members to the continuing maintenance and development of the qualifications. ITP New Zealand Incorporated ceased representative and collaborative activity on behalf of the ITP sector on 1 October 2009. Qualification ownership responsibilities were then transferred to CITRENZ. CITRENZ holds the ownership rights on behalf of its members and those former members that continue to offer the qualifications.

1.2.3 CITRENZ is responsible for the development, moderation, and review of the qualifications that it owns, subject to this governance framework.

1.2.4 CITRENZ may develop rules covering operational matters in accordance with this governance framework.

1.2.5 The course approval documents for the qualifications listed in clause 1.2.1 will be collated into a document called the “Blue Book”, which will be approved by NZQA. The Blue Book must incorporate the following items;

* A clear statement of CITRENZ ownership of the qualifications covered by the Blue Book.
* A statement that the right to apply for, and maintain, accreditation to offer the qualifications covered by the Blue Book may only be granted or rescinded by NZQA (Refer clause 4.2.1 in the Blue Book).
* A notice that the copyright of all work contained in the Blue Book is owned by CITRENZ from 20/10/2010, and that contributors must acknowledge that CITRENZ owns, and will continue to own the copyright before any amendment is made to the Blue Book. The Blue Book shall also specify a process to achieve this statement (Blue Book Appendix M), to be managed by CITRENZ.

**1 Qualifications refers to the complete programme documents.**

1.2.6 As course owner, CITRENZ must approve any amendments to the Blue Book prior to them being submitted to NZQA. CITRENZ will establish an academic committee to provide cross-sector oversight of the qualifications and to ensure consistency of provision and academic quality of the qualifications between its members. This academic committee will carry out approval of amendments to the “Blue Book” and the chair will be responsible for liaising with the quality assurance body.

1.2.7 CITRENZ expenses will be borne by the ITPs offering ICT qualifications. A draft budget will be sent to all member Deans/Heads of School (HoS)/Heads of Department (HoD) not less than 7 clear days before the AGM. The annual budget will be agreed on by CITRENZ members, consisting of nominated representatives from each institution, at the AGM,. CITRENZ income, as determined in the approved budget, is reliant on voluntary contributions from its member institutions, as agreed to by the Deans/Heads of School (HoS)/Heads of Department (HoD).

1.2.8 CITRENZ will have its financial statement audited by the Office of the Auditor-General (OAG) and a copy of the auditor’s report will be forwarded to the member HoS by the 30th of June each year.

1.2.9 CITRENZ will use the calendar year for its business planning and accounting year.

1.2.10 CITRENZ may represent its views to external agencies on matters relating to ICT.

## 2 OBJECTS:

The objects for which CITRENZ was established are:

2.1 To offer support and advice to members of CITRENZ in relation to the field of computing and information technology.

2.2 To interact with the appropriate government agencies on issues relating to the field of computing and information technology.

2.3 To promote teaching, learning, research and development in the field of computing and information technology.

2.4 To enhance the research and professional development of academic staff and students in member institutions.

2.5 To coordinate the partnership of industry and members of CITRENZ in the field of computing and information technology.

2.6 To support member institutions in maintaining a high quality of graduates for industry in the field of computing and information technology.

2.7 To contribute to the development of prescriptions for applied Computing and Information Technology programmes in New Zealand.

2.8 To maintain the relevance of ICT curriculum offered in member institutions, including the Blue Book, in response to developments occurring in the local and global computing and information technology industry. A full review of the content of ICT curriculum, for which CITRENZ is responsible, will be carried out at least every two years.

2.9 To liaise with the NZQA and other relevant national bodies; e.g. the Institute of Information Technology Professionals (IITPNZ) (formerly the New Zealand Computer Society (NZCS)) and the Telecommunications Users Association of New Zealand (TUANZ), over national issues relating to the programmes; e.g. course approval, accreditation, moderation, assessment, professional registration, etc.

2.10 To support the availability of a full range of vertically integrated vocational computing qualifications for New Zealand.

2.11 To offer guidance and advice on programme management.

2.12 To provide the academic committee established under clause 1.2.6.with an overview of delivery and assessment of the programmes, and raise issues of concern in these matters to the academic committee.

2.13 To coordinate the development of teaching resources for the use of academic staff.

2.14 To encourage national and international recognition of the qualifications.

2.15 To co-operate with any other organisation, whether incorporated or not,whose objects are altogether, or in part, similar to those of CITRENZ and to procure from and communicate to these organisations such information that may be likely to forward the objects of CITRENZ.

2.16 To purchase, take on, lease or in exchange on hire or otherwise acquire, hold, and dispose of any real or personal property and any rights and privileges which CITRENZ shall think necessary or expedient for the purposes of attaining the objects of CITRENZ, or any of them promoting the interests of CITRENZ, or its members.

2.17 To do all such things as incidental or conducive to the attainment of the above objects.

## 2.18 Charitable Status Objects

2.18.1 Any income, benefit, or advantage must be used to advance the charitable purposes of the organisation.

2.18.2 No member of the organisation, or anyone associated with a member, is allowed to take part in, or influence any decision made by the organisation in respect of payments to, or on behalf of, the member or associated person of any income, benefit or advantage.

2.18.3 Any payments made to a member of the organisation, or person associated with a member, must be for goods or services that advance the charitable purpose and must be reasonable and relative to payments that would be made between unrelated parties.

2.18.4 If any property remains after the winding up or dissolution of the organisation and the settlement of all the organisation’s debts and liabilities, that property must be used to further the purposes of the organisation and in accordance with its rules.

## 3.0 ADDRESS:

The offices of the CITRENZ shall be situated at 6 Stella Place, Heritage Park, Hamilton, (Postal Address PO Box 11-050, Hillcrest, HAMILTON) or at such other place or places, as the Board shall from time to time determine.

## 4.0 MEMBERSHIP:

## 4.1 Full Membership

4.1.1 Every public tertiary education institution in New Zealand offering computing or information technology or information systems programmes shall be entitled to be a full member of CITRENZ. Elected representatives shall be appointed according to the rules for CITRENZ and will conform to the CITRENZ Regional Hub structure model.

4.1.2 Any full member may resign from their membership upon giving to the Executive Officer notice in writing to the effect and every such notice shall unless otherwise expressed and agreed to by the Board take effect at the expiration of one calendar month after the giving of such notice but any such retirement shall not release the full member from payment of any contribution due to the day of their retirement.

4.1.3 The Executive Officer of CITRENZ shall, on receiving a resignation from the representative of a member:

4.1.3.1 Ensure communication is maintained with staff involved in computing and information technology programmes at that member institution.

4.1.3.2 Notify members of the next annual meeting of the changes in membership representation.

4.1.4 The Board may at any time by letter invite any full member within a specified time to retire from membership for breach by them of these rules or for misconduct.

## 4.2 Associate Membership

At the discretion of the Board, associate membership may be offered to organisations or individuals whose membership may enhance the aims of CITRENZ. The Board shall set a scale of fees for associate membership, and shall review them from time to time.

## 4.3 Rights of members

4.3.1 Full members will have the right to send one voting representative to the Annual General meeting of CITRENZ. Whenever a formal vote is called for at the Annual General Meeting, this voting representative will be entitled to exercise one vote on behalf of their Organisation.

4.3.2 Voting delegates of full members will be responsible, at an Annual General Meeting, for ratifying the nominated regional academic and industry representatives. These regional representatives will constitute the CITRENZ Board.

4.3.3 Associate members shall have speaking but no voting rights at meetings, except with the leave of the Chairperson.

4.3. Every member shall be entitled to an electronic copy (PDF) of these rules.

## 4.4 New Members

4.4.1 New full members shall be admitted upon election by a simple majority of the full members present at an Annual General meeting. An application for full membership shall be signed by the applicant institution and be lodged in the hands of the CITRENZ Executive Officer at least fourteen days before the Annual General meeting at which the election in question takes place.

4.4.2 New associate members shall be admitted upon election by the CITRENZ Board. An application for associate membership shall be signed by the applicant institution or individual and be lodged in the hands of the CITRENZ Executive Officer at least fourteen days before the Board meeting at which the election in question takes place.

## 4.5 Fellows of CITRENZ

At the discretion of the members, by majority vote at the AGM, “Fellowship” membership may be offered to individuals who have given considerable service over many years, to the functions of CITRENZ. There is no fee for this membership, and it will be held throughout the individual’s lifetime. Fellows of CITRENZ will be entitled to attend the CITRENZ AGM, and have speaking rights but not voting rights.

## 5.0 MEETINGS:

## 5.1 Types of Meetings

CITRENZ shall conduct its business by conducting one annual general meeting, also at the Board’s discretion, extra-ordinary general meetings, Board meetings and informal regional meetings.

## 5.2 Notice of Annual General Meeting

The Executive Officer in calling the annual meeting shall in writing give 30 days’ clear notice to members and associates of the date, time and venue of the annual meeting.

## 5.3 Business of Annual General Meeting

The annual meeting shall consider adoption of the annual report, statement of annual accounts, proposed changes to CITRENZ's constitution and business of an extraordinary nature.

## 5.4 Conduct of Meetings

Meetings shall be conducted in accordance with the statutory Code of Practice. Voting shall be by voices, show of hands or secret ballot, at the discretion of the Chairperson.

## 5.5 Quorum for Meetings

For general meetings the quorum shall be 40% of the full membership and for the Board meetings, six members or 50% of the current Board members, whichever is the greater.

## 6.0 Board of CITRENZ

## 6.1 Board members

The ten (10) members of the CITRENZ Board will consist of one academic and one industry representative from each of the five regional hubs, consisting of the:

* Northern region (MIT);
* Central North Island region (Wintec, WITT, BoPP, and Waiariki);
* Lower North Island region (Weltec, EIT, Ucol, Whitereia and OP);
* Upper South Island region (CPIT, NMIT and Tai Poutini);
* Lower South Island region (Otago, Aoraki and SIT).

Using a transparent and robust process, these regional representatives will be duly nominated and agreed upon for appointment to the CITRENZ Board. The names and positions of these regional representatives will be recorded and presented for ratification by voting members at the AGM.

A person will immediately cease to be a Board member when she or he resigns in writing, dies, is declared bankrupt or is found to be a mentally disordered person within the meaning of the Mental Health (Compulsory Assessment and Treatment) Act 1992 or subsequent enactment.

## 6.2 Signatories

The elected representatives of the board will elect from among themselves a Chairperson. An Executive Officer, who will be responsible for secretarial and financial related activities, will also be appointed. An election of office-bearers will be held at the first meeting of the Board following the annual general meeting and whenever a vacancy occurs.

## 6.3 Vacancies

The Board will have the power to fill any vacancy that arises in the Board or to appoint any additional Board members.

## 6.4 Board Membership

The Board may continue to act notwithstanding any vacancy, but if their number is reduced below minimum number of members as stated in this document, the full members of CITRENZ must elect new representatives within one calendar month of the resignations.

## 6.5 Termination

The Board may, by a motion decided by a two-thirds majority of votes, terminate a person’s position as a member of the Board, if it believes that such action is in the best interests of CITRENZ.

## 7 DUTIES AND RESPONSIBILITIES OF THE BOARD:

## 7.1 Duties of Chairperson

The chairperson or delegate as required will:

7.1.1 Conduct meetings in accordance with general conventions of Standing Orders, especially as applied to the reaching of decisions by majority vote on proposals duly moved, seconded and debated.

7.1.2 Be responsible for all official communication with other bodies on behalf of CITRENZ.

## 7.2 Duties of Executive Officer

The Executive Officer or delegate as required will take and distribute appropriate minutes of the CITRENZ Board and Board focus groups.

## 7.3 Duties of the Board

It shall be the duty of the Board generally to:

7.3.1 Conduct the affairs of CITRENZ;

7.3.2 Act on resolutions passed at the CITRENZ Annual General Meeting (or at other times, with the approval of the majority of CITRENZ's full members);

7.3.3 Collect all revenue;

7.3.4 Keep usual and proper books of account properly posted up;

7.3.5 Keep other records of the business of the Board;

7.3.6 Prepare and submit to the annual general meeting an audited report, balance sheet and statement of accounts for the preceding financial year; and

7.3.7 Consult with member ITPs to develop a budget for the forthcoming year to be discussed and approved at the AGM;

7.3.8 Send an Annual Return to the Charities Commission each year;

7.3.9 Notify the Charities Commission of changes to the name, address for service, balance date, rules, purposes or officers no later than three months after the effective date of the change.

## 7.4 Responsibilities of Board

The Board shall be responsible for maintaining relationships with outside bodies by:

74.1 Appointing representatives to various bodies as requested by those bodies from time to time;

7.4.2 Negotiating with outside bodies when required;

7.4.3 Co-operating with any other body whether incorporated or notwhose objects are altogether or in part similar to those of CITRENZ and procuring from and communicating to any such body such information as may be likely to forward the objects of CITRENZ.

## 7.5 Absences of Board Members

Any member of the Board who is absent for two consecutive meetings of that body, without acceptable reason or leave, will forfeit her/his place on the Board.

## 7.6 Meetings of Board

The Board shall meet at such times and places as shall from time to time be determined by the Chairperson and at all such meetings the Board shall determine its own procedure. The chairperson shall call a meeting forthwith upon a requisition in writing of any three members of the Board, stating the purposes for which the meeting is required.

## 7.7 Notice of Board Meetings

Notice in writing of every meeting shall be given by the Executive Officer to each member of the Board not less than twenty four hours prior to the time appointed by the holding of the meeting in question.

## 7.8 Conduct of Board Meetings

* + 1. At all meetings of the Board the Chairperson (or in their absence, any other duly elected chairperson) shall take the chair. Every member of the Board present shall be entitled, on every motion, to one vote exercised in person and in the case of an equality of votes; the chairperson shall have a casting as well as a deliberative vote.
    2. The mode of voting on all questions at all general meetings of the Board shall be by the voices or, if the chairperson or any three other members shall require, by the show of hands.

## 8 ANNUAL GENERAL MEETING

## 8.1 Business

The Annual General Meeting of CITRENZ shall be held during the national conference for the following purposes:

* + 1. To receive a report, audited balance sheet and statement of accounts for the preceding financial year and an estimate of the receipts and expenditure of the ensuing financial year.
    2. To ratify the appointment of the regional representatives who will constitute the CITRENZ Board. Any Board member shall be elected for a term of 2 years.
    3. To decide on any resolution, duly submitted to the meeting.

## 8.2 Notice

Not less than seven clear days before the annual general meeting, a notice thereof shall be sent to every member together with:

* A copy of the annual report;
* Balance-sheet and statement of accounts for the year; and
* The budget for the forthcoming year, including the proposed fee.

## 8.3 Conduct

The Annual General Meeting shall be chaired by the Chairperson of the Board and in their absence any other duly elected chairperson.

## 9.0 FINANCE

## 9.1 Record of Transactions

The Executive Officer shall maintain a record of all financial transactions on the authority of the Board, such transactions being recorded in the Board minutes.

## 9.2 Expenses

Actual and reasonable expenses for Board members to attend executive meetings shall be covered from the CITRENZ funds at the discretion of the executive.

## 9.3 Ceiling on Expenditure

A ceiling shall be set at the Annual General Meeting for the subsequent year's expenditure.

## 9.4 Contribution Rate

A contribution rate for full members, covering the income required to meet the figure set in 9.3, will be approved at the AGM and notification sent to all member Deans/Heads of School (HoS)/Heads of Department (HoD). The Board shall consider continued membership of those who fail to pay their apportioned contribution, and may withdraw full membership, or ongoing support.

## 9.5 Authority of Board

9.5.1 The Board shall have the authority to open and operate a bank account for the CITRENZ’s funds, shall record all transactions, preparing and presenting an audited financial statement to the Annual General Meeting. Any two executive members shall be signatory to the account.

9.5.2 The Board will have no authority to run CITRENZ funds into deficit.

9.5.3 The Board shall not have the authority to borrow money.

9.5.4 The Board shall have the authority to receive any extra ordinary income and to invest such amounts to the best advantage for CITRENZ, such income to be detailed in the annual financial statement.

## 9.6 Financial Year

The financial year of CITRENZ shall be from 1 January to the 31 December.

## 10 DUTIES AND RESPONSIBILITIES OF CITRENZ EXECUTIVE OFFICER

## 10.1 Communication

The Executive Officer shall act as the central point of contact for CITRENZ and will be responsible for maintaining the CITRENZ web site, dealing with queries, giving support and, where possible, advising enquirers of other contacts.

## 10.2 Financial

The Executive Officer shall be responsible for:

* + - Invoicing members for contributions and fees annually;
    - Processing creditor and debtor transactions as required;
    - Maintaining a record of all financial transactions. These are to be tabled at CITRENZ Board meetings and are to form the basis for the audited annual accounts and balance sheet.
    - Ensuring that an audited set of annual accounts and balance sheet is circulated to all CITRENZ members at least seven days before CITRENZ considers them at its Annual General Meeting.

## 10.3 Records

The Executive Officer shall be responsible for filing and keeping records (according to legal and accepted business practice requirements) of all CITRENZ business including:

* + - CITRENZ Annual General Meeting notification and minutes.
    - CITRENZ Board meeting agendas and minutes.
    - Other business associated with the CITRENZ Board.
    - CITRENZ Board Working Group meeting agendas and minutes.
    - Other business associated with CITRENZ Board Focus Groups.
    - Official documents.
    - Official correspondence.

## 10.4 Travel and Meetings

10.4.1 The Executive Officer shall organise travel and meetings for CITRENZ Board and Board Focus Groups as required.

10.4.2 The Executive Officer shall organise all travel and accommodation for representatives of member institutions and Board members attending the CITRENZ Annual Conference.

## 10.5 Distribution

The Executive Officer will:

10.5.1 Invoice (if appropriate) and distribute any publications produced by the CITRENZ Board, or any of the CITRENZ Board Working Groups (including agendas and minutes)

* + 1. Work with the CITRENZ National Moderation Co-ordinator to collect and distribute (as appropriate) all materials to do with CITRENZ National Moderation.

## 10.6 Applications for Prior Learning (APL)

The Executive Officer will receive recommendations, made by the appropriate working group (refer paragraph 11.1), for the awarding of Assessment of Prior Learning (APL), and will confirm its final decision, in writing, to the applicant.

## 11.0 CITRENZ BOARD FOCUS GROUPS

## 11.1 Formation and Disbanding

The CITRENZ Board may form or disband CITRENZ Board Focus Groups for the purpose of delegating to them appropriate tasks, plus sufficient powers and responsibility to carry out such tasks. Such CITRENZ Board Focus Groups will, from time to time, furnish to the CITRENZ Board reports on their deliberations and activities.

## 11.2 Membership

The CITRENZ Board will invite member institution representatives to apply for membership of CITRENZ Focus Groups, and will be responsible for making appointments for a period of two years. In addition, the CITRENZ Board will appoint at least one member of the CITRENZ Board to each such Focus Group created.

## 11.3 Retirement

Each year, half of a CITRENZ Board’s Focus Group membership (as determined by the CITRENZ Board) will retire. The CITRENZ Board will call for nominations to replace the retiring membership. Retiring members may apply for re-appointment.

## 11.4 Replacement

CITRENZ Board Focus Groups may request the CITRENZ Board to appoint a replacement member to their focus group, in the event of the resignation of a member, prior to the expiration of the member's two year term. In such cases, the new member shall serve out the unexpired portion of the retiring member’s original appointment.

## 12.0 ALTERATION OF RULES

Members can submit proposed changes to the rules, at any time throughout the calendar year, to the CITRENZ executive officer. The proposal setting forth the purpose of the proposed alteration, addition, rescission, variation or amendment, will be brought to the next scheduled executive meeting for consideration.

The Board will duly consider the proposal and will make a decision on acceptance, rejection or acceptance with amendment and will recommend any accepted changes to its membership.

The Board will publish an amended PDF version of the rules by 30 November of that same year.

## 13.0 REGULATIONS:

The Board may from time to time by resolution in general meeting make, amend or rescind regulations not inconsistent with these rules governing CITRENZ and conduct of its meetings.