



RULES OF THE NUTRITION SOCIETY OF NEW ZEALAND INCORPORATED

Rule 1: Name

The name of the Society shall be "The Nutrition Society of New Zealand Incorporated".

Rule 2: Objects

The objects of the Society are:

- a. To advance the scientific study of nutrition and its application to all species.
- b. To provide for a means of registration for professional nutritionists in order to promote competence in practice and recognition of professional standards.
- c. To elicit, disseminate and apply knowledge drawn from the relevant sciences so as to promote an understanding of the effects of diet on growth, development, health and general wellbeing of society.
- d. To provide an opportunity for contact between persons having nutrition as a common interest.

Rule 3: Powers

The Society shall have power to carry out the following:

- a. To seek, accept and receive subscriptions, subsidies, grants, endowments and bequests designed in any way to further the objects of the Society.
- b. To bank all monies received and invest such part of the monies received in such investments as may be determined from time to time by the Council.
- c. To make grants of money to persons, organisations or institutions for the purpose of initiating, aiding or furthering research or teaching by such persons or institutions.
- d. To co-operate with other organisations having similar aims and objects.
- e. To establish, support or aid associations, institutions, funds and trusts calculated or intended to benefit or assist in the furtherance and advancement of the knowledge of Nutrition in New Zealand.
- f. To admit persons to be members (honorary or otherwise) of the Nutrition Society upon such terms and to confer on them such rights and privileges as may be determined from time to time and to suspend, expel or remove from membership any persons.
- g. To provide a register of accredited nutritionists and to grant registration and otherwise to maintain such a Register and to approve entries on to and/or remove from the same in accordance with the Rules noted herein or as from time to time may be established by the duly appointed Nutrition Registration Panel for the time being.
- h. Generally to do all such acts and things whatsoever as may be necessary, incidental or conducive to the foregoing objects.

Rule 4: Power to Borrow

The Society may borrow or raise money by the issue of debentures or upon mortgage or charge of any real or personal property of the Society, or without giving security on such terms as the Council in its absolute and unfettered discretion thinks fit.

Rule 5: Membership

a. Eligibility

Ordinary membership of the Society shall be open to any person who, in the opinion of the Council, is suitably qualified and whose work has contributed, or is calculated to contribute to the scientific knowledge of nutrition or its applications.

- b. Student membership, on an annual basis, is open to any person studying a nutrition topic at an educational institution recognised by the Council.

c. Categories

There shall be five categories of membership:

- (i) Ordinary
- (ii) Student
- (iii) Honorary
- (iv) Registered Nutritionist
- (v) Associate Registered Nutritionist

Ordinary members will adhere to The Royal Society of New Zealand Code of Professional Standards and Ethics in Science, Technology, and the Humanities.

d. Election of Ordinary Members

Candidates for ordinary membership shall be proposed and seconded by members of the Society. Candidates for student membership shall be supported by their supervisor or head of department. The completed applications shall be forwarded to the Honorary Secretary, for the time being, who shall place it before the Council or its Standing Committee. Election to membership shall be by a majority vote of the Council or its Standing Committee.

e. Election of Honorary Members

Honorary members shall be appointed for life by the Society in general meeting, in recognition of the services to nutrition or the community made by the member. Any resolution to elect a person to honorary membership shall be passed by ordinary resolution. The number of Honorary members shall be limited to no more than five (5) percent of the total membership at the time of election.

f. Admission of Registered Nutritionists

Candidates wishing to become Registered Nutritionists will submit their completed application forms which will go before the Nutrition Registration Panel (See Rule 6(g)). The application form will include details of qualifications, experience, main fields of expertise and the names of referees.

g. Definition of Registered Nutritionist

In New Zealand, to date, there is no legal regulation or control over the use of the title of Nutritionist. However, the title of **Registered Nutritionist** can only be used by those who meet the standards determined by The Nutrition Society of New Zealand.

A registered nutritionist is a person responsible for the promotion of nutritional health and well-being and the prevention of nutrition-related disorders/ill health. Registered Nutritionists can work in a diverse range of settings including public health, community, teaching, research, food industry, public relations, media and consultation. Registered Nutritionists work within their specific fields of expertise (as determined by the Nutrition Registration Panel), adhere to the Code of Professional Standards for Registered Nutritionists and must participate in a Continuing Education Competency Programme.

The requirement for admission as a Registered Nutritionist shall be either via route A or B:

- A. Applicant must possess a degree from a university specific to animal, plant or human nutrition (i.e. the focus of the degree must be nutrition);

AND

An additional three (3) years professional experience relevant to the practice of nutrition in New Zealand **OR** completion of a post graduate qualification relevant to animal, plant or human nutrition and an additional two (2) years professional experience relevant to the practice of nutrition in New Zealand.

B. Applicant must possess a degree from a university relevant to animal, plant or human nutrition (the degree may not necessarily include nutrition-specific papers);

AND

Completion of a post graduate qualification specific to animal, plant or human nutrition (the focus of the qualification must be nutrition) and an additional two (2) years professional experience relevant to the practice of nutrition in New Zealand.

h. The selection process is overseen by the Nutrition Registration Panel which is an expert group of Nutrition Society members drawn from academia, industry, government and private practice.

i. Admission of Associate Registered Nutritionists

Candidates wishing to become Associate Registered Nutritionists will submit their completed application forms which will go before the Nutrition Registration Panel (See Rule 6(g)). The application form will include details of qualifications, experience, main fields of expertise and the names of referees. In addition the candidates will submit the name and appropriate details of their proposed Mentor.

j. Definition of Associate Registered Nutritionist

In New Zealand, to date, there is no legal regulation or control over the use of the title of Associate Nutritionist. However, the title of **Associate Registered Nutritionist** can only be used by those who meet the standards determined by The Nutrition Society of New Zealand.

The requirement for admission as an Associate Registered Nutritionist shall be as follows:

Applicant must possess a three (3) year Bachelors degree with a nutrition major or a nutrition minor;

AND

Completion of one (1) year of postgraduate study in nutrition (minimum is Post Grad Dip in nutrition) **OR** one (1) year work experience in nutrition;

AND

The candidate has a named mentor (the named mentor should be either a Registered Nutritionist or a Registered Dietitian or in some cases it might be an academic who is recognised in the field of nutrition and acceptance will be at the discretion of the panel).

Guidelines regarding a mentor:

- (i) A mentor is a Registered Nutritionist, Registered Dietitian or nutrition professional or academic who is recognised and respected in the field of nutrition, with a minimum of five year's work experience in nutrition. They have a passion for the profession and are committed to guiding new graduates.
- (ii) Mentors will have a wealth of knowledge, expertise and experience that enables them to support and guide the new graduate's development along their career pathway, whether that is higher education or entry in to the work force.
- (iii) Their role is to provide guidance, to ask questions, to challenge, and to facilitate exploration, risk taking and professional growth in an environment that is safe, encouraging, supportive and affirming. They will also act as role models.
- (iv) The mentor should meet at least every three (3) months with the graduate. They will also be expected to send in a letter at the end of the mentoring period commenting on the progress that the graduate has made, the graduate's accountability and professional standing if applicable, any concerns they may have about the graduate, and whether or not they think the graduate should be considered for Associate Registration.

k. Continuing Competency

All members of the Society who obtain admission as Registered Nutritionists shall on each 3rd anniversary of their admission, submit their completed application form before the Nutrition Registration Panel in order to remain as a Registered Nutritionist. The application form will include the following information: qualifications and employment during the previous three years; details of continuing competency; and the names of referees.

- l. The Nutrition Registration Panel reserves the right to change the requirements for admission as a Registered Nutritionist at any time and notice of the change of such requirements shall be given to the Society in writing and shall take effect following approval at the AGM. If, however, there is an application pending as at the time of written notification of such change, that all applications received by the Society at that point shall be assessed in accordance with the criteria applying as at the time of original receipt of such application.

m. Designations and abbreviations

Honorary members and Registered Nutritionists shall be entitled to use an approved abbreviation after their name as set out below.

Honorary Member	Hon MNSNZ
Registered Nutritionist	Nutritionist (NZ)

n. Resignation of Members:

Resignation from the Society must be by notice in writing delivered to the hands of the Honorary Treasurer or Honorary Secretary and shall take effect immediately, provided however, that any member who gives notice of resignation is not absolved from any obligation regarding outstanding subscriptions.

o. Cessation of Membership

Council may, by resolution expel from membership of the Society any member whose conduct, in Council's opinion, is detrimental to the interests of the Society provided that at least three (3) weeks before the Council Meeting at which the resolution will be considered such member shall have notice thereof and of the reasons or grounds thereof and of the intended resolution of expulsion and that such member shall at such meeting and before resolution of expulsion is put to the meeting have had an opportunity of giving orally, in writing, personally, or by counsel, any explanation or defence which such member shall think fit.

An expelled member may appeal against the Council's decision at the first Annual General Meeting that follows the expulsion.

Membership also ceases for:

- (i) Any member failing to pay the prescribed subscription within two (2) years of the due date for payment thereof shall, if the Council so resolves cease to be a member.
- (ii) Any member who by resignation or otherwise ceases to be a member of the Society shall forfeit all right claim or interest in the privileges of the Society.

Rule 6: Management

The management of the Society shall be entrusted to a Council constituted as provided in Clause 6 (a).

a. Officers and Council

Council shall consist of the President, who shall be its Chairman, the Honorary Secretary, the Honorary Treasurer, the Editor and six (6) ordinary members. The Council shall elect from its elected members a Vice President. Should any vacancy occur casually among any of the elected members of Council, it may be filled by co-option by Council; any member so co-opted shall be deemed to have been elected at the same time as the member being replaced. The position of Registrar is ex-officio.

In addition to the members referred to above there can be two (2) further Council members, both of whom shall be members of this Society and who shall not be entitled to vote at Council Meetings nor be counted in determining a quorum as follows:

- (i) A member of The Royal Society of New Zealand Member Bodies Committee to be nominated by that Committee and to be approved by a majority of the members of the Council.
- (ii) A member of the National Committee for Nutritional Sciences of The Royal Society of New Zealand who shall be selected and co-opted by the Council.

- b. No person should serve on Council for more than four (4) consecutive terms in office.
- c. Five (5) shall constitute a quorum of Council.
- d. All nominations for Officers and Members of Council shall be taken up to one week prior to the Annual General Meeting. The election of officers and members of Council shall be by simple majority by secret ballot. All positions on Council shall terminate immediately prior to election but officers and members of Council may offer themselves for renomination, within the limitations of Clause 6 (b).
- e. During the year the Council may delegate its responsibilities to a Standing Committee composed of Members of Council with the President or Vice President as Chairman. In addition, the Council may appoint from time to time special committees, or co-op a maximum of three (3) members to the Council, of which one should be a student member.
- f. The Standing Committee shall comprise not less than five (5) Members of the Council and a quorum shall comprise not less than three (3) Members present and voting.
- g. The Nutrition Registration Panel
 - (i) The Council shall appoint and/or confirm within 28 days of every Annual General Meeting a Nutrition Registration Panel to process applications from candidates for registration, to adjudicate as deemed necessary and to keep a Register of Nutritionists containing such particulars as the Council may from time to time prescribe. The Nutrition Registration Panel shall consist of five (5) Nutrition Society Members.
 - (ii) The term of office shall be three (3) years and at the end of their term officers will be eligible for re-election for one further three (3) year period.
- h. The Appeal Committee
 - (i) As needed, an Appeal Committee of three (3) Nutrition Society members who have demonstrated distinction in the field of nutritional science will be appointed and/or confirmed by the Council.
 - (ii) The term of office shall be three (3) years and at the end of their term officers will be eligible for re-election for one further three (3) year period.
 - (iii) No member shall be concurrently on both the Nutrition Registration Panel and the Appeal Committee.
 - (iv) Appeals to the Appeal Committee must be lodged with the Secretary of the Society within 14 days of the Nutrition Registration Panel's written decision on any application for appointment. Such appeals shall be by way of rehearing and the Appeal Committee's decision shall be final and binding. The Appeal Committee shall determine its own procedures as shall the Panel in determining any application or appeals on matters involving registration in accordance with the absolute discretion granted to both the Nutrition Registration Panel and Appeal Committee.

Rule 7: Subscription

- a. The annual subscription for ordinary and student members shall be such sum or sums as shall be decided by ordinary resolution passed at the Annual General Meeting of the Society in each year and such resolution shall apply and have effect in the then next ensuing year commencing 1st January.
- b. A fee for registration shall be charged comprising a fee for initial registration and an additional annual fee which shall be determined by the Council in order to meet the administrative costs of the Register.

Rule 8: Alteration of Rules

- a. These rules may be altered, added to or rescinded by Special Resolution at a General Meeting of the Society.
- b. Duplicate copies of every such alteration, addition, recession or amendment shall forthwith be delivered to the Registrar of Incorporated Societies in accordance with the provisions of "The Incorporated Societies Act 1908".

Rule 9: Resolutions

- a. Ordinary resolutions shall not require any notice and shall be passed by simple majority of those persons voting.
- b. Special resolutions shall require not less than eight (8) weeks notice in writing delivered to the Council by the mover thereof and shall be passed by not less than two thirds of eligible members voting. Notice of the proposed Special Resolution shall be given by the Secretary to all members not less than four (4) weeks prior to the meeting and at a time no later than four (4) weeks after receiving notice of the Special Resolution.

Rule 10: Meetings

a. Scientific Meetings:

There shall be at least one scientific meeting of the Society each year. The time of such meeting shall be fixed by the Council.

b. Annual General Meeting:

An Annual General Meeting of members shall be held every year in conjunction with a Scientific Meeting at a place to be decided upon at the Annual General Meeting immediately preceding and upon a date and at a time to be fixed by the Council, for the following purposes.

- (i) To receive from the President a report on the affairs of the Society for the preceding year, and on such matters as he may see fit to bring to the attention of the membership.
- (ii) To receive from the Treasurer a report, balance sheet and statement of accounts for the preceding year.
- (iii) To receive from the Editor a report on the activities for the preceding year and an account of the Society's Publication funds.
- (iv) To elect the officers of the Society and the members of the Council for the ensuing year.
- (v) Council to ensure there is an audit at least every three (3) years.
- (vi) To consider and if thought fit to adopt with or without modification any motion which may be duly submitted to such meeting.
- (vii) To fix and determine the membership subscription for the following financial year. Each paid up member present shall be entitled to one vote on his or her own behalf only.
- (viii) General Business

Notice shall be given to members of the Annual General Meeting by the Secretary at least four (4) weeks before the date of meeting. A quorum for an Annual General Meeting shall be ten (10) percent of the membership.

c. Special General Meeting:

A Special General Meeting of the Society shall be held not less than eight (8) weeks after receipt by Council of a request, signed by at least ten (10) percent of the members, and which clearly states the specific purposes of the meeting.

Council may call a Special General Meeting of the Society at any time for a specified purpose, provided that notice of such meetings be sent to all members not less than four (4) weeks prior to the meeting.

No business shall be transacted at any Special General Meeting except that which has been specified in the notice calling for the meeting. A quorum at any such Special General Meeting shall be twenty (20) percent of the membership.

d. Proceedings at General Meetings and Scientific Meetings

- (i) The President shall preside as chairman at every general and scientific meeting of the Society. If there is no President, or if he or she is not present within 15 minutes after the time appointed for the commencement of a general or scientific meeting, or is unwilling to act, the members present shall elect one of their number to be chairman of the meeting.
- (ii) The chairman of a general or scientific meeting may, with the consent of the meeting, (and shall if so

directed by the meeting) adjourn the meeting from time to time and from place to place. No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. It shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

- (iii) At any general or scientific meeting, a resolution put to the vote of the meeting shall be decided on a show of hands (or by ballot if the chairman so determines) unless a poll is (before or on the declaration of the result of the show of hands or ballot) demanded by any member or by the chairman. The demand for a poll may be withdrawn at any time. Any ballot may be conducted in such manner as the chairman determines and may be a secret ballot.
- (iv) Unless a poll is so demanded, a declaration by the chairman that a resolution has on a show of hands or by ballot been carried or carried unanimously, or by a particular majority, or lost, or of the result of an election, an entry to that effect in the minute book of the Society shall be conclusive evidence of the facts without proof of the number or proportion of the votes recorded.
- (v) Except as provided below, if a poll is duly demanded, it shall be taken in such manner as the chairman directs (including by ballot), and the result of the poll shall be deemed to be the resolution of the meeting or the result of the election for which the poll was demanded. A poll demanded on the election of a chairman of a meeting or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken at such time as the chairman of the meeting directs, and any business other than that upon which a poll has been demanded may be proceeded with pending the taking of the poll.

Notice shall be given to members of the Annual General Meeting by the Secretary at least four (4) weeks before the date of meeting. A quorum for an Annual General Meeting shall be ten (10) percent of the membership.

e. Voting Rights

At a general or scientific meeting:

- (i) On a show of hands or on a ballot every member present in person at the meeting shall have one vote.
- (ii) On a poll votes may be given either personally or by proxy.
- (iii) On a poll every member shall have one vote.

No member shall be entitled to vote unless he or she has paid to the Society all amounts then due to the Society.

f. Proxies

- (i) Any member may by notice in writing appoint any person to be his or her proxy to attend and vote at any general or scientific meeting. A proxy shall be a member.
- (ii) The instrument appointing a proxy shall be lodged with the secretary prior to the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote and in default the instrument of the proxy shall not be treated as valid.
- (iii) An instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances admit. Unless otherwise instructed, the proxy will vote as he or she thinks fit.
- (iv) Where it is desired to afford a member an opportunity for voting for or against a particular resolution the instrument appointing a proxy shall be in the same form as to be used. The same form is to be used in favour of/against to (specify resolution or resolutions).
- (v) The instrument appointing a proxy shall be deemed to confer authority to demand a poll.

The Nutrition Society of New Zealand Incorporated

I _____ of _____ being a member of the above named Society hereby appoint _____ of _____ or failing him/her the chairman of the meeting* as my proxy to vote for me on my behalf at the meeting of the Society to be held on the _____ day of _____ 20____ and at any adjournment thereof.

SIGNED this _____ day of _____ 20____

Signature

* Strike out whichever is not desired.

- (vi) A vote given in accordance with the terms of an instrument of a proxy shall be valid notwithstanding the previous death or insanity of the principal or revocation of the proxy or of the authority under which the proxy was executed, if no intimation in writing of such death, insanity or revocation as aforesaid has been received by the Society at its registered office before the commencement of the meeting or adjourned meeting at which the proxy is used.

Rule 11: Publications

- a. The Society may publish the Proceedings of its Scientific Meetings, as well as original contributions to the knowledge of nutrition, and other such matters as Council shall from time to time determine.
- b. The responsibility for the production of the publications shall be the Editor.
- c. The Editor will oversee for formulating policy on the official journal of the Society, on incidental publications and on financing publications, all within the terms of reference established by the Council.
- d. Changes to the official journal of the Society will be made by the Council.
- e. If required, the Council can appoint members of the Society to serve on a Publications Committee for a period of three (3) years. Appointments shall be made with regard to the various interests of the Society. The Editor will chair the Publications Committee.
- f. Membership on the Council or other committees shall not be a bar to appointment to the Publications Committee.

Rule 12: Publicity

- a. The Council directly or through its duly authorised agents, may undertake such means of making known and advertising the objects and work of the Society, as seems appropriate.
- b. Statements on behalf of the Society, whatever the subject or circumstances, may be made only by the Council, either through the President, or a spokesman specifically appointed by Council for the occasion.

Rule 13: Indemnity

The members of Council or other authorised officers for the time being of the Society shall be indemnified by the Society against any losses and expenses incurred by them in the discharge of their duties, except such as may result from their own wilful default or negligence.

Rule 14: Funds

- a. The financial year of the Society shall close on the 31st day of March in each year.
- b. All monies received by or on behalf of the Society shall be paid into an account to the credit of the Society at a bank (or banks) appointed from time to time by the Council and endorsements and cheques drawn on such account shall be made and signed by such person or persons as shall be approved from time to time by the Council.

Rule 15: Seal

The Council shall provide and be responsible for the custody of the Common Seal of the Society. The Common Seal shall be affixed to all documents where legally so required in the presence of any three (3) Council members and in pursuance of a resolution of the Council to that effect.

Rule 16: Disbursements

The income and property of the Society however derived shall be applied solely towards promotion of the objects of the Society. No portion shall be paid or transferred directly or indirectly by way of dividend, bond or otherwise or by way of profit to members of the Society.

Rule 17: Winding Up

- a. It is intended that the Society should continue in perpetuity. However the Society may be wound up whenever a majority of the members in a postal ballot express their desire that the Society shall be wound up. Such

postal ballot shall be held only after a Special Resolution in favour of winding up the Society has been duly carried at a Special General Meeting convened for that purpose only.

- b. If the Society resolves to wind up, the Council at the time of dissolution must settle outstanding business, distribute the assets of the Society in ways directly supporting study and research in nutrition, and deposit the records of the Society in the library of The Royal Society of New Zealand. These duties shall be completed within twelve (12) weeks of the passing of the resolution to wind up.

Rule 18: Notice of Situation of Registered Office

The Secretary for the time being of the Society shall, within seven (7) days of appointment as Secretary notify the Registrar of Incorporated Societies of an address which shall thereupon be the situation of the registered office of the Society for the duration of the Secretary's appointment.

Rule 19: Annual Return

The Treasurer of the Society for the time being shall file a return of the Societies affairs containing such information as may be required by the Incorporated Societies Act. Such returns shall be filed within seven (7) days of the Annual General Meeting at which they are accepted by the Society, or if, different or contradictory to the forgoing shall file a return in accordance with the provisions of the Incorporated Societies Act or any directive of the Registrar of Incorporated Societies given in that regard.

Rule 20: Muriel Bell Memorial Lecture

- a. Persons who have made outstanding contributions to nutrition or to related sciences may, in recognition of their excellence, be invited by Council to address the Society on a topic of their own choice. The address will be known as the Muriel Bell Memorial Lecture, for Dr. M.E. Bell CBE (1898-1974), who played a prominent part in the establishment of scientific nutrition in New Zealand.
- b. There shall not be more than one Muriel Bell Lecturer in any one year.
- c. Preference will be given to New Zealanders and to those whose major work has been carried out or based in New Zealand, but other persons are not excluded.
- d. The choice of the Muriel Bell Lecturer will be the responsibility of the Council. The Council may canvass the members of the Society for nominations, but is not obliged to accept any such nominations. Council may consider no prospective candidate in a given year to be worthy of the honour and appoint none.
- e. An honorarium will be paid to the Muriel Bell Lecturer, the nature and amount to be determined by the Council.