

**Auckland-Northland Region**  
**RSCDS New Zealand Branch Inc.**  
Approved 20 March 2022 – to change when approved

**Notes on hierarchy of “rules and guidelines”**

This can be thought of as tiers or a hierarchy pyramid, as in the diagram on the next page. The top-most tiers (Constitutions) have the highest level of authority. The Auckland-Northland Region policy and rules documents are three tiers of the pyramid (Lighter blue in the diagram).

**1. Region constitution**

All members and groups involved in activities or actions in the name of the Auckland-Northland Region (including the Region Committee and subcommittees) must comply with the constitution. It can only be changed with the approval of a super-majority of members at an AGM or SGM.

**2. Region policies**

Policies are about “must do” items. They come into force when approved by the Region Committee and, once approved, can only be revoked or amended by the Region Committee or a general meeting of members. The scope of each policy is defined in the policy. All members affected by a policy must comply with it, or ask the Region Committee for variation.

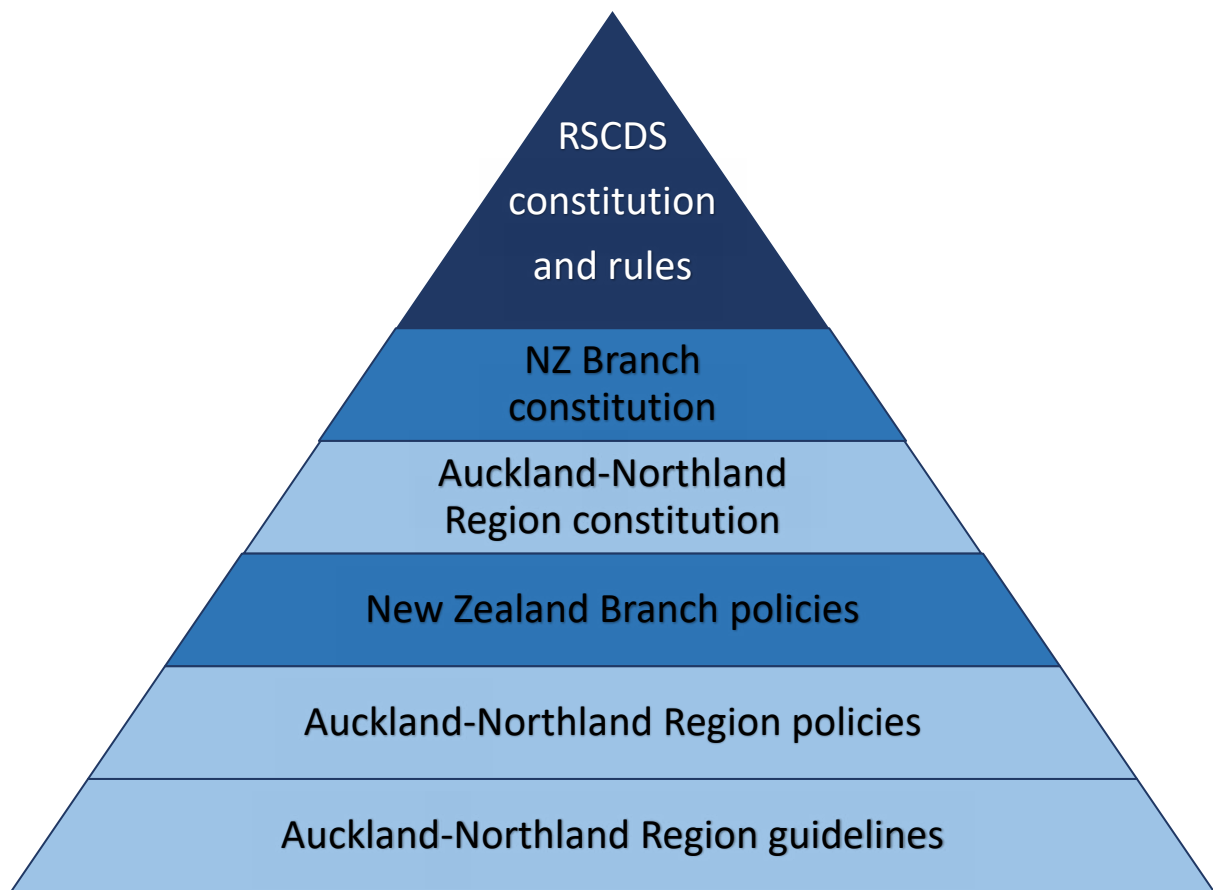
**3. Region guidelines**

Guidelines capture common, repeated practices to retain institutional knowledge, ease transitions and aid consistency between one year and the next. While guidelines are not binding, they provide useful guidance for peopletaking on a role on behalf of the Region Committee.

Guidelines are managed and updated as required by those using them.

The Constitution, Policies and Guidelines are stored online for access by Region Committee members and members of the Region. Region Secretary and Vice-President ensure that these documents are kept up to date..

Current copies of these documents can be obtained online or from the Region Secretary.



The RSCDS New Zealand Branch Inc. Auckland-Northland Region is not a legally separate organisation. So, its “rules and guidelines” must be considered in the context of the wider RSCDS structure.

Clause 5 of the Auckland-Northland Region Constitution reads,

*Members of the Region shall abide by the Constitution and Rules of the Society and of the Branch. Membership may be terminated by either party in accordance with Clauses 2.3 and 2.4 of the Branch Constitution.*

### **RSCDS structure**

The Auckland-Northland Region is an administrative region of the Royal Scottish Country Dance Society New Zealand Branch Inc. (RSCDS New Zealand Branch), which is a New Zealand incorporated society. The New Zealand Branch operates in New Zealand under the authority of the Royal Scottish Country. The constitution of the RSCDS New Zealand Branch must be approved by the RSCDS.

The constitution of the Auckland-Northland Region must be approved by the RSCDS New Zealand Branch Inc. The Auckland-Northland Region must comply with the Constitution of the RSCDS New Zealand Branch Inc.

### **Auckland-Northland Region constitution**

Alterations or additions to the Auckland-Northland Region constitution require both

- the approval of two-thirds of the Region members personally present at the AGM or SGM at which the alterations or additions are proposed. (The constitution also provides for an alternative procedure which is a postal vote.) AND
- the approval of the Management Committee of the RSCDS New Zealand Branch(Inc).

The Auckland-Northland Region constitution provides for certain matters to be decided by the Region members at the AGM. Clauses 6 and 7 of the constitution provide for the election of a Region Committee, but the constitution does not specify in detail what the Region Committee can do. The constitution states that the Region Committee takes care of business relating to the affairs of the Region, except for those items reserved for the members at the AGM (Constitution clause 9).

### ***Policies and Guidelines***

Based on the constitution, it is for the Region Committee to determine Auckland-Northland Region policies and guidelines. In accordance with the hierarchy, those policies and guidelines must comply with the Auckland-Northland Region constitution, and with the constitution of the RSCDS New Zealand Branch.

### ***What is the distinction between policies and guidelines?***

Policies are “must do” items. The way in which they are done may be set out in the policy.. Policies are formally approved by the Region Committee. It is expected that there will be relatively few policies. Examples of policies are Delegation of Authority, Finance Policies, and the Young Persons Policy.

Guidelines are intended to be helpful suggestions, based on experience. They provide guidance on common repeated practices, *but they are not mandatory*. They are a way of easing transition, and passing on institutional knowledge and experience across changes in personnel on subcommittees and the Region Committee. They are there to ensure we don't forget good ways of achieving our aims.

Guidelines may be developed by a member of the Region Committee or a subcommittee or any member of the Region with experience relevant to the guideline. They are reviewed by an officer-bearer or office-bearers of the Region Committee to ensure consistency with policies, and across the set of guidelines as a whole. Guidelines cannot be contrary to the Constitution or any Policy. The Region Committee receives the Guidelines to acknowledge that they are a Region Committee document but does not formally approve the document (as is does with Policies)