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Send completed forms to: Companies Office, Private Bag 92061, Victoria Street West, Auckland 1142 or [processing@societies.govt.nz](mailto:processing@societies.govt.nz)

# Certificate - Alteration of rules

Section 21 Incorporated Societies Act 1908

## 1. Name of society

THE HOMEOPATHICAL INSTITUTE INCORPORATED

## 2. Society number

457828

I certify that the alteration has been made in accordance with the rules of the society.

## Name

Debs Chase-Peterson

## Position

Secretary/Treasurer

Signature *Debs Chase-Peterson*

7 / 11 / 2016

## 3. Complete this checklist before filing your application

- This certification has been completed by an officer of or a solicitor for the society.
- A copy of the rule alteration(s) is attached. **NOTE** | This can either be a complete copy of the updated rules with the alterations underlined or in bold type, or a copy of the particular rule(s) that were altered.
- The copy of the alteration to rules has been signed by three members of the society.

### For society name changes --

- This rule alteration also includes a name change for the society, and
- We have checked that the new name of the society is available by conducting Register Searches at both [www.societies.govt.nz](http://www.societies.govt.nz) and [www.companies.govt.nz](http://www.companies.govt.nz).

## What must be included in your rules?

Section 6 of the Incorporated Societies Act 1908 requires that a society's rules include the following:

- The name of the society (ending with the word Incorporated)
- The objects for which the society is established
- How people become members of the society and cease being members of the society
- How meetings of the society will be called and held and how voting will take place
- How officers of the society will be appointed
- Control and use of the common seal
- How the society's funds will be controlled and invested
- The powers (if any) that the society has to borrow money
- How any property of the society will be distributed in the event of the society being wound up
- How the rules of the society can be altered

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NPC #1 /  
17 NOV 2016

## 4. Your contact details

Name and postal address  
Debs Chase-Peterson  
*Debs Chase-Peterson*

Secretary  
The Homeopathic Institute Incorporated  
Telephone

Email (opti)



# Homeobotanical Institute Inc.

www.hbinstitute.org.nz

## RULES OF THE HOMEBOTANICAL INSTITUTE INCORPORATED

At the 2016 Homeobotanical Institute AGM the financial members of the Homeobotanical Institute Incorporated, voted for 3 additions to the Rules of the Homeobotanical Institute Incorporated for Professional Membership, Associate membership and Student Membership.

The fees for the annual subscriptions for all members was upgraded several years ago and needs to be updated (see updated fees)

### FEES AND SUBSCRIPTIONS SECTION 7 (page 4)

#### 1. UPGRADING MEMBERSHIP FEE

Current fee Section 7.1 states 'the fees for all members should be fifteen dollars per annum'

This needs to be upgraded to our current fee so should now read  
**'the yearly fee for Professional membership should be \$100 per annum, Associate Membership \$50 per annum and Student membership free for the first year then \$50 per annum.**

#### 2. ADDITIONS TO SECTION 7.1

At the end of the paragraph "per Annum" please add the following text in a new paragraph

**'Practising members must have a current first aid certificate.**

**In addition, Professional Membership requires members to provide paperwork for one of the following two options:**

- a) Conference attendance as a gateway for professional Annual membership
- OR
- b) In the event of non-attendance to conference, Professional members must submit research relevant to their own continuing education as a Homeobotanical Therapist"

Signed by President, Secretary & Committee Member

- 1) Secretary *Debs Chase-Paterson*
- 2) President *Don Paterson*
- 3) Committee member *Jordan Price*

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ASSISTANT REGISTRAR OF  
INCORPORATED SOCIETIES



Dated  
14/11/16

AUCKLAND

**THE HOMOEOBOTANICAL INSTITUTE INCORPORATED**

**1. NAME**

- 1.1 The name of the society shall be the Homoeobotanical Institute Incorporated, hereinafter called the Institute.

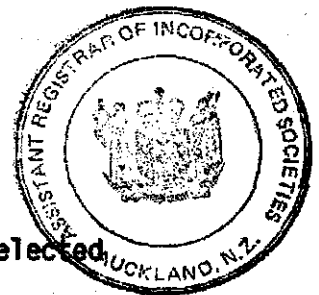
**2. OBJECTS**

The Aims and Objects of the Institute are as follows:

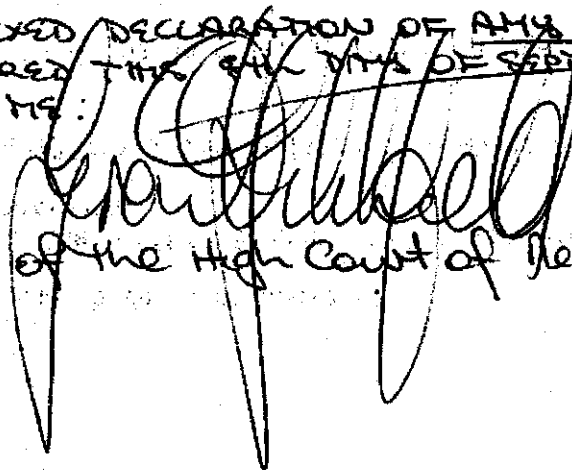
- 2.1 To establish and maintain the highest academic and practical standards of Homoeobotanical Therapy.
- 2.2 To identify those Members who have met such standards and to maintain a Register of Homoeobotanical Therapists.
- 2.3 To encourage the study of Homoeobotanical Therapy in New Zealand and throughout the world.
- 2.4 To provide ongoing training in Homoeobotanical Therapy for Members of the Institute.
- 2.5 To encourage the development of the Homoeobotanical profession and to support professional Homoeobotanical Therapists.
- 2.6 To foster cooperation between the Homoeobotanical profession and other health care professionals.
- 2.7 To educate the public about the merits of Homoeobotanical Therapy and advise the location of suitably trained practitioners.
- 2.8 To encourage Homoeobotanical research by professional Members of the Institute and by advanced students of duly approved courses in natural therapy.

**3. INTERPRETATION**

- 3.1 "The Institute" means the above named society.
- 3.2 "The Committee" means the Office Bearers and other elected Members hereinafter mentioned.
- 3.3 "The Register of Members" means the Register of Members of the Institute.
- 3.4 "Duly approved" means unanimous approval by the Committee.



THIS IS THE DOCUMENT MARKED "A" REFERRED  
TO IN THE ANNEXED DECLARATION OF AMY ZELMA  
MURRAY DATED THE 24th DAY OF SEPTEMBER  
1990 BEFORE ME:



A Solicitor of the High Court of New Zealand

*[Faint, mostly illegible text, likely a declaration or affidavit]*

IN WITNESS WHEREOF I have signed

*[Faint text at the bottom of the page, possibly a footer or reference]*

**4. MEMBERSHIP**

**4.1** The number of Members of the Institute is unlimited and shall consist of :  
(a) Professional Members  
(b) Associate Members  
(c) Student Members  
(d) Honorary Members  
(e) Honorary Life Members

**4.2** **Professional Members** shall be practitioners with more than one thousand hours of clinical experience incorporating Homoeobotanical Therapy who hold a diploma in natural therapy from a duly approved College.

**4.3** Professional Membership status may also be conferred on any other natural health practitioner who is known to have practised Homoeobotanical Therapy for not less than one thousand hours and who can satisfy the duly approved requirements of the Committee for Professional Membership.


**4.4** **Associate Members** shall be practitioners with less than twelve months experience with Homoeobotanical Therapy who hold a diploma in natural therapy or an appropriate qualification from a duly approved College.

**4.5** Associate Membership status may also be conferred on any other natural health practitioner who can demonstrate competence in the practise of Homoeobotanical Therapy and who can satisfy the duly approved requirements of the Committee for Associate Membership.

**4.6** **Student Members.** Any person undertaking an appropriate course in natural therapy at a duly approved College may be admitted as a Student Member of the Institute. Student Members may practice Homoeobotanical Therapy under the direct supervision of a Professional Member of the Institute or under any such other conditions as may be determined by the Committee.

Student Members may attend all meetings and lectures of the Institute but shall not be entitled to a vote at any meeting. A Student Member shall pay an Annual Subscription as determined by the Institute.

**4.7** **Honorary Members** shall be Members of the Institute who have rendered distinguished service to the Institute or in the promotion of Homoeobotanical Therapy or any other such Members who can further advance the interests of the Institute and who have been duly approved by the Committee. Such appointment is to be for the duration of twelve months, subject to renewal at the discretion of the Committee. An Honorary Member shall have none of the liabilities of Members as regards Annual Subscriptions and shall enjoy all privileges of Professional Membership in the Institute.



4.8 **Honorary Life Members** shall be any Member of the Institute elected under Rule 4.7 who, on the unanimous recommendation of the Committee, has been elected an Honorary Life Member at an Annual General Meeting of the Institute.

4.9 Persons wishing to become a Member of the Institute under the provisions in Rules 4.2 to 4.6 inclusive shall make written application to the Secretary providing proof of qualifications.

5. OFFICERS AND COMMITTEE

5.1 There shall be elected by the Members present at the Annual General Meeting of the Institute the following Office Bearers and a Committee who shall hold office until the end of the next Annual General Meeting:

- (a) President
- (b) A North Island Vice President
- (c) A South Island Vice President.
- (d) A Secretary and Treasurer or a Secretary/Treasurer.

5.2 The Committee shall consist of not less than three nor more than seven Members in addition to the Office Bearers.

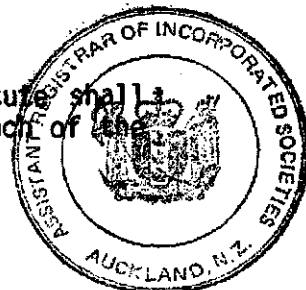
5.3 This Committee shall be known as the Executive Committee and shall manage the affairs of the Institute. They shall have power to execute all things as may be required to fulfil the Objects of the Institute as set down in Rule 2.

5.4 The Executive Committee shall have the power to appoint a Patron for any such period as considered appropriate. The Patron shall support the Aims and Objects of the Institute and shall uphold and promote the professional standing of the Institute. The Patron shall not be a corporate Member of the Institute and shall not be entitled to a vote.

5.5 Sub-committees may be formed and given such powers as may be deemed appropriate by the Executive Committee.

5.6 The Executive Committee shall have the power to appoint replacement Office Bearers or Committee Members or to coopt any Member or other suitable person to advance the Aims and Objects of the Institute.

5.7 Members wishing to establish a Branch of the Institute shall apply to the Executive Committee in writing. A Branch of the Institute shall be subject to Rule 5.5.





6. MEETINGS

6.1 A quorum for Executive Committee Meetings shall be four, one of whom shall be an Office Bearer. A quorum for Sub-committee Meetings shall be three including the Convenor. The quorum at any other meeting shall be ten including at least one Office Bearer and one other Committee Member.

6.2 Meetings shall be called whenever necessary by the Secretary.

6.3 A Chairperson shall be elected at any meeting from amongst those present. The Chairperson shall have a casting vote to preserve the status quo.

6.4 In any matter for which a vote is to be taken, a simple majority shall decide the issue by voice or show of hands. A secret ballot may be requested by any Member present. Proxy votes are permitted at all meetings of the Institute provided the Member's instructions are written on the official Notice of Meeting circular issued by the Secretary.

6.5 Notwithstanding the power to delegate given in Rule 5.5 and 5.6, the conferring of Professional Member or Associate Member status may be carried out only by the elected Executive Committee.

6.6 Records of all meetings carrying out the business of the Institute shall be kept. Such minutes and records shall be available for inspection by any Member by arrangement with the Secretary.

6.7 The Secretary shall inform Members of Meetings giving not less than ten days notice in writing giving provision for proxy votes by Members unable to attend. All Proxy votes must be in the hands of the Secretary one hour before the commencement of the Meeting.

6.8 A Special General Meeting may be called at the written request of not less than five Members.

6.9 An Annual General Meeting of the Institute shall be held in June of each year, or as close thereto as possible.

7. FEES AND SUBSCRIPTIONS

7.1 A yearly subscription or fee shall be payable and the amount shall be decided from time to time by the Executive Committee. Subscriptions shall be for the year ended on the last day of June. Until a change in the subscriptions is duly approved by the Executive Committee, the fees for all Members shall be fifteen dollars per annum.

7.2 Professional Members, Associate or Student Members who have not paid their subscription within two calendar months of the due date shall be deemed to have ceased Membership.

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*Don Paterson*

*Jordan Price*  
*2016 subscription*  
*LD's Crisis*  
*Subs*

*(See updated fees)*

*New Paragraph here*  
*ADDITION TO SECTION 7.1*  
*new paragraph insert here please.*

*See attached*



- 7.3 A Notice of Renewal of Membership shall be sent to the Member's last known address on or about the first day of May each year. No reminders will be sent and the non-delivery of any such Notice of Renewal shall not be deemed a sufficient excuse for non payment of dues.

8. DISCIPLINE

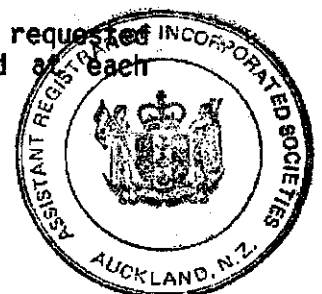
- 8.1 The Executive Committee shall, on receiving a complaint in writing regarding any Member, have the power to deal with the matter in any such manner as it may deem appropriate.

9. CESSATION OF MEMBERSHIP

- 9.1 A Member of the Institute shall cease to be a Member
- (a) If the Member dies.
  - (b) If by notice in writing to the Secretary of the Institute a person resigns Membership. Resignation does not absolve responsibility in respect of arrears in subscriptions and other monies which may be due for payment by the Member.
- 9.2 Members not having paid their dues as in clause 7.2 shall be deemed to have ceased Membership.
- 9.3 Membership of the Institute may cease by expulsion following a resolution of the Executive Committee in connection with any Member who wilfully disobeys the Rules of the Society or breaches its Code of Ethics, or who acts in a manner which is repugnant to the standards of the profession. Before such expulsion takes place the Executive Committee must call the Member before them, to enable that Member to answer any charge and to offer an explanation.

10. FINANCE

- 10.1 The Treasurer shall collect all monies and place them in a bank account. Signatories to the account shall include the Treasurer and one or two other Members as approved from time to time.
- 10.2 The Treasurer shall present a financial statement as requested by the Executive Committee from time to time, and at each Annual General Meeting.





**RULES of The Homoeobotanical Institute Incorporated [Total 8 pages]page 6**

- 10.3 Receipts shall be issued for all financial transactions, and transactions shall take place by cheque wherever possible.
- 10.4 The Executive Committee may raise or borrow such money as may be necessary, with the approval of Members, for such matters as are compatible with the aims and objects of the Society.
- 10.5 Such funds as are not immediately required may be placed in a suitable investment account.
- 10.6 Once at least in every year, the accounts of the Institute shall be examined and the correctness of the balance sheet ascertained by one or more auditor or auditors. No Member of the Institute shall be eligible for appointment as Auditor.
- 10.7 No Members shall receive or obtain any pecuniary gain (except as a salaried officer) from the property or operations of the Institute. This section shall not apply to the salary or honorarium of the Secretary, the Treasurer or other Office Bearers of the Institute

**11. COMMON SEAL**

- 11.1 The Secretary shall have custody of the common seal of the Institute. The Common Seal may be used only with the authority of the Executive Committee. When a document is executed by the Society under seal, it shall be affixed in the presence of three Members, as authorised from time to time by the Executive Committee.

**12. ALTERATION TO RULES**

- 12.1 Any of these Rules may be altered or added to or rescinded by resolution of the Members at any meeting for that purpose, if not less than three quarters of those present so resolve.
- 12.2 All Members must have received in writing a notice of the proposed rule change, showing both the existing text and the proposed wording. 21 days notice shall be given.

**13. WINDING UP**

- 13.1 The Institute may be wound up voluntarily if at a meeting called for this purpose a resolution to do so is passed, and the resolution is confirmed at a subsequent meeting called for that purpose and held not earlier than 30 days after the date of the first resolution.
- 13.2 Any assets of the Institute in the event of winding up shall be disposed of to such other incorporated society or trusts having similar aims and objects as may be decided by the Members, or in default thereof, as the Registrar of the Supreme Court or a Judge thereof directs.



**14. REGISTERED OFFICE**

The Registered Office of the Institute shall be at Financial Advancement Services Ltd, 2nd Floor, 27 Great South Road, Newmarket of Auckland, or such other place as is decided upon from time to time, and notified to the Registrar of Incorporated Societies.

**15. CODE OF ETHICS**

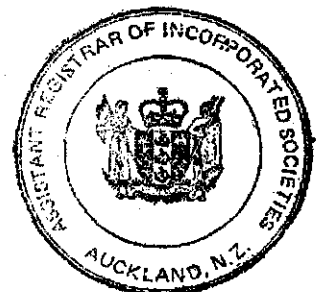
**15.1** The Code of Ethics of the Institute shall be the Code of Ethics adopted by the New Zealand Natural Health Practitioners Accreditation Board Incorporated or any other similar standard of professional conduct as shall be duly approved by the Institute at an Annual General Meeting or Special Meeting called to approve such Code of Ethics.

**16. DEFINITIONS**

**16.1 Homoeobotanical Remedy.** A formulation of liquid botanical extracts which have been homoeopathically potentised to enhance their medicinal action.

**16.2 Homoeobotanical Therapy.** The use of Homoeobotanical remedies either alone or in combination with other therapies to initiate healing and maintain health.

**16.3 The Practice of Homoeobotanical Therapy.** Clinical application of Homoeobotanical Therapy as an integrated programme of balanced health care.



**New Zealand Natural Health Practitioners Accreditation Board Inc.**

**CODE OF ETHICS**

1. Practitioners are expected to uphold the dignity and status of their profession under all circumstances.
2. Practitioners shall recognise an obligation towards the patient at all times, and shall practice their profession to the best of their ability for the benefit of the patient. The patient's comfort, welfare and future health must always have priority.
3. The confidence of the patient and diagnostic findings acquired during consultation, or in the course of professional treatment, shall not be divulged to anyone without the patient's consent except where required by Law, or where failure to take action would constitute a menace or danger to the patient or another member of the community.
4. Practitioners shall support fellow Practitioners at all times.
5. Practitioners shall not give guarantees regarding the results of any treatment, nor exploit financial gain through inferences or misrepresentations of any sort.
6. Telephone consultations with unknown persons should be discouraged.
7. Practitioners premises shall be maintained in a hygienic condition and shall be open at all times to inspection by Board representatives.
8. Practitioners shall display current Practising Certificates and this Code of Ethics in a prominent position in their premises within easy viewing of the patient.
9. Practitioners having patients referred to them by another Practitioner shall return such patients to the original Practitioner when the specified treatment is completed. The Practitioner shall not denigrate fellow Practitioner's treatment.
10. A Practitioner shall not knowingly interfere with any ongoing treatment instigated by another practitioner whilst the patient is under that Practitioner's care.



Incorporated at Auckland, this 2nd  
day of October 1990  
W. Khan  
Assistant Registrar of Incorporated Societies



# INCORPORATED SOCIETIES ACT, 1908

Declaration by a Member of a Society, or a Solicitor, that the signed or sealed Rules are the Rules of the Society.

I, (1) AMY ZELMA MURRAY, of (2) KUMBU

(3) HOMOEOPATH do solemnly and sincerely declare as follows:

1. That I am a (4) member

2. That a majority of the members of (5) THE HOMOEOPATHICAL INSTITUTE INC

has consented to the application for incorporation of the said society, and that such consent has been obtained by (6) UNANIMOUS CONSENT OF ALL MEMBERS PRESENT CALLED FOR THE PURPOSE

3. That the rules accompanying the application as set out in the document marked "A" hereto annexed (7) and signed or sealed by the subscribers are the Rules of the Society.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths and Declarations Act, 1957.

Signed (8) [Signature]

Declared at PAPAKOETOE this 8th day of SEPTEMBER 19 90  
before me:

[Signature]

(9) ~~A Justice of the Peace, Post Master, Solicitor, Notary Public or other person authorised to take a Statutory Declaration.~~

- NOTES:
- (1) Full name of the person making the declaration
  - (2) Place of abode e.g. Wellington or Dunedin
  - (3) Occupation e.g. Driver or Cleaner or Clerk
  - (4) State whether you are a member of the society or its solicitor
  - (5) The full name of the society
  - (6) State the way in which consent has been obtained
  - (7) The document attached must have written upon it a capital A plus the following:

"This is the document marked "A" referred to in the annexed declaration of (1) .....  
made at ..... this ..... day of ..... 19 ..... before me:"

This will be completed and signed by the person taking the statutory declaration (refer to note 8 below).

(8) To be signed by the person making the declaration.

(9) Statutory Declarations can only be taken by persons specially authorised for the purpose. The JP etc. must sign here and complete the exhibit note referred to in note (6) above.

APPLICATION FOR INCORPORATION

We, the fifteen persons whose signatures appear below, are members of:

(name of Society) **THE HOMOEOPATHICAL INSTITUTE**

As members of the society we hereby apply for the incorporation of our society under the Rules of the Society as supplied with this application, in accordance with the Incorporated Societies Act 1908.

Dated this **15th** day of **JULY** ~~198~~ **1990**

APPLICANT		WITNESS	
1. Signature <i>[Signature]</i> Occupation <b>HERBALIST</b>	Address <b>268 ESMOND ST PATEA</b>	Signature <i>[Signature]</i> Occupation <b>Retired Director</b>	Address <b>66 Graham Rd, Papatoetoe</b>
2. Signature <i>[Signature]</i> Occupation <b>Healer</b>	Address <b>Inverloch R.D.S. MORRINSVILLE</b>	Signature <i>[Signature]</i> Occupation <b>Naturopath</b>	Address <b>"Lindotane" Rings Rd. Coromandel</b>
3. Signature <i>[Signature]</i> Occupation <b>R. Nurse</b>	Address <b>TORBAY</b>	Signature <i>[Signature]</i> Occupation <b>Naturopath</b>	Address <b>2/53 Merari St Belmont AUCKLAND 9.</b>
4. Signature <i>[Signature]</i> Occupation <b>Herbalist</b>	Address <b>337A Beach Rd Campbell's Bay</b>	Signature <i>[Signature]</i> Occupation <b>Naturopath</b>	Address <b>34 Tahunga Cres Pannell Auckland</b>
5. Signature <i>[Signature]</i> Occupation <b>Bacteris Consultant</b>	Address <b>145 KING ST Pukekohe</b>	Signature <i>[Signature]</i> Occupation <b>Naturopath/Homoeopath</b>	Address <b>46 Gernard Ave Forrest Hill 10</b>
6. Signature <i>[Signature]</i> Occupation <b>Herbalist</b>	Address <b>Whanga Parua</b>	Signature <i>[Signature]</i> Occupation <b>Naturopath Medical Herbalist</b>	Address <b>54 Edward View Rd Campbell's Bay Auckland</b>
7. Signature <i>[Signature]</i> Occupation <b>Naturopath</b>	Address <b>Glennvale Rd D3 Albany</b>	Signature <i>[Signature]</i> Occupation <b>Dawser</b>	Address <b>2/6 Kaitiaki Rd Whangaparaoa</b>
8. Signature <i>[Signature]</i> Occupation <b>Herbalist</b>	Address <b>9 Stenden Rd Manurewa</b>	Signature <i>[Signature]</i> Occupation <b>Naturopath</b>	Address <b>67 Wellpark Ave Grey Lynn</b>
9. Signature <i>[Signature]</i> Occupation <b>Herbalist</b>	Address <b>44 Rea Rd Glen Eden</b>	Signature <i>[Signature]</i> Occupation <b>Herbal Consultant</b>	Address <b>Forke Rd Kumeu</b>
10. Signature <i>[Signature]</i> Occupation <b>Naturopath</b>	Address <b>48 Selwyn Cres Wanganui</b>	Signature <i>[Signature]</i> Occupation <b>Naturopath</b>	Address <b>80 A Franklin Rd Freemans Bay</b>
11. Signature <i>[Signature]</i> Occupation <b>Healer</b>	Address <b>43 Snell St Morrinsville</b>	Signature <i>[Signature]</i> Occupation <b>Office Manager</b>	Address <b>45 Kaitiaki St Glendene</b>
12. Signature <i>[Signature]</i> Occupation <b>Healer</b>	Address <b>43 Prospect Ter Mifford Auckland</b>	Signature <i>[Signature]</i> Occupation <b>HERBIST</b>	Address <b>Folk Road Kumeu</b>
13. Signature <i>[Signature]</i> Occupation <b>Naturopath</b>	Address <b>140 Westland Rd Glendene</b>	Signature <i>[Signature]</i> Occupation <b>Proprietor Controller</b>	Address <b>68 Kaitiaki St Glendene</b>
14. Signature <i>[Signature]</i> Occupation <b>HERBATH-NATUROPATH</b>	Address <b>Rings Road Coromandel</b>	Signature <i>[Signature]</i> Occupation <b>Florist</b>	Address <b>Papatoetoe</b>
15. Signature <i>[Signature]</i> Occupation <b>IRIDOLOGIST + NATUROPATHIC PHYSICIAN</b>	Address <b>KOHU HEALING CENTRE AUCKLAND</b>	Signature <i>[Signature]</i> Occupation <b>Secretary</b>	Address <b>7 St...</b>

NOTES: A. TWO copies of this application are required. Applicants should sign in the same place on each copy.  
B. A person who is an applicant CANNOT be a witness to the signature of any of the other applicants.





## STATEMENT OF SERVICE PERFORMANCE

### Purpose

- To establish and maintain the highest academic and practical standards of Homeobotanical Therapy and in doing so maintain a register of Homeobotanical Therapists who have met such standards.
- Provide ongoing training for members of the Institute
- Encourage the development of the Homeobotanical profession and to foster cooperation between other health care professionals, including the development of processes for the amicable resolution of disputes between members and other health care professionals
- Cultivate and promote legal, honourable and ethical practices of its members
- Promote aims and purposes of the Natural Health Practitioners New Zealand and observe the rules and principles contained within NHPNZ

### Outcomes

Professional therapists working within their scope of practice

Professional members have first aid certificate

Annual practicing certificate for professional, associate or student membership

Ongoing education

Peer support

Research sharing

Networking

Facebook page for members only

Website updated annually with member information for general public and relevant information

### Outputs

43 Current Membership for 2016-2017

5 Student members

1 2 Day Educational Conference

60 Recipients of Newsletters

3 Minimum of Newsletters/Flyers sent per year

### General information

Membership provides funding for associated costs of maintaining Institute and conference extras

Email are used frequently between committee and members and flyers are used to communicate with members, to educate and inform and to encourage past members to keep educational standards up to date and to promote ongoing membership and to communicate with Natural Health Tertiary Institutes