

1.00 Code of Practice Overview

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1.0 Purpose

The Code of Practice has been written to provide information and guidelines for the day to day activities of the Association.

The Code of Practice was first developed following a report from the NZLA Futures Group in March 1990. Various sections of the Code of Practice were updated or tweaked as the organisation evolved and recruited its first full-time employees.

In 2016 the Code of Practice was redrafted to mimic ISO format to ensure consistency of approach and address key gaps in responsibilities and activity.

2.0 Scope

All policy and procedural documents developed to support the operation of LIANZA must be done so in accordance with this section of the Code of Practice.

3.0 Definitions

LIANZA	Library and Information Association of New Zealand Aotearoa
Executive Director	The title of Executive Director used in the Code of Practice is the current title under which the senior employee of the Association is employed. This position is identical to, and coincides with, the position of council secretary as defined in Rule 2.
Council Secretary	See Executive Director
Council	LIANZA National Council – the governing body of the organisation

4.0 Related policies and procedures

Internal Audit

5.0 References

LIANZA Code of Practice introduction – first written in 1990

6.0 Exceptions

In order to ensure transparent operation of LIANZA, there are no exceptions to this policy.

7.0 Responsibilities

It is the responsibility of the President to ensure that the introduction of all policies and procedures comply with this Code of Practice.

It is the responsibility of the Executive Director to ensure that all individuals / groups operating within LIANZA are aware of the Code of Practice and compliant with its directives.

It is the responsibility of Regional Councillors and SIG / Region chairs to clarify any questions about their operation under the Code of Practice with the LIANZA office, and to ensure they notify any serious non-compliance.

It is the responsibility of each individual / organisation operating within LIANZA to ensure that they comply with the Code of Practice.

8.0 Policy

8.1 The Code of Practice is created under the authority of the Rules of the Association.

8.1.1 If there is a conflict between the Code of Practice and Association rules, the Rules of the Association take precedence

8.2 The Code of Practice will cover all areas of LIANZA operation including, but not limited to, governance, events, administration, advocacy, communications, awards, and finances

8.3 The Code of Practice may be amended or altered by Council

8.3.1 Consultation with members should occur if significant changes impacting the membership will be passed

8.3.2 All amendments of the Code of Practice must be reported to members

8.3.3 Recommendations to amend or alter the Rules may be made by Council, the office, or any member or group of members

8.4 The Code of Practice will be publicly available to all LIANZA members

8.5 The Code of Practice will be regularly reviewed to ensure it remains relevant and meets members needs

9.0 Procedures

9.1. Structure of the Code of Practice

9.1.1. Each section of the Code of Practice will follow the same format to ensure consistency in approach. That format is as follows:

1.0 Purpose

2.0 Scope

3.0 Definitions

- 4.0 Related Policies and Procedures
- 5.0 Reference
- 6.0 Exceptions
- 7.0 Responsibilities
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9.1.2. The LIANZA office will maintain a contents for the Code of Practice which will be available online

9.1.2.1. This will outline the number, name, and contents of each policy within the Code of Practice and also capture adoption date, implementation date, review date, and internal audit schedule

9.1.2.2. The contents will also note areas of the Code of Practice still under development

9.2. Amendments to the Code of Practice

9.2.1. All amendments to the Code of Practice will be approved by Council

9.2.1.1. Amendment proposals taken to Council must contain the precise wording of any changes, and a copy of these changes must be held with the minutes of that meeting

9.2.1.2. Amendments may be approved by email or at a council meeting

9.2.2. Consultation with the membership will occur where a change is deemed significant

9.2.3. Amendments may be proposed by members. Members do not need to rewrite the code themselves, they can simply identify the change they would like to see and request that the office complete the update. Amendment proposals from members should be in writing (email is fine) noting the following:

9.2.3.1. The document they would like amended

9.2.3.2. The proposed change

9.2.3.3. The reason for the change

9.3. Review of the Code of Practice

9.3.1. LIANZA will implement an internal audit process to ensure that the Code of Practice is regularly reviewed

9.3.1.1. Each section of the code of practice will be reviewed at a minimum of every two years

9.3.2. LIANZA may appoint a special working group or committee to review any part of the Code of Practice as required in addition to the regular review

- 9.3.2.1. Any group delegated to review a section of the Code of Practice will only be given the power to make recommendations regarding changes
- 9.3.2.2. Any recommendations provided to council as a result of a review will be voted on at a Council meeting

9.4. Publishing

- 9.4.1. The current version of the Code of Practice will be published on the LIANZA database in the member only section
 - 9.4.1.1. It must be published in PDF format
 - 9.4.1.2. Version numbers must be clearly displayed
 - 9.4.1.3. A full contents must be available at all times
- 9.4.2. Older versions of the Code of Practice will be held in the LIANZA archive and are available on request
- 9.4.3. Copies of the Code of Practice will be emailed to members and non-members on request

9.5. Rules Committee

- 9.5.1. Council will appoint a Rules Committee to oversee the maintenance, wording and provision of the Rules; to support the LIANZA office in the development of the Code of Practice, and for any other purpose as decided by Council from time to time
 - 9.5.1.1. The Rules Committee may advise National Council on proposals to change the Rules of the Association and will maintain a watch on the provisions of the rules to ensure they remain relevant to the needs of the Association.
- 9.5.2. Membership of the Rules committee will consist of three members plus the LIANZA Executive Director who is an ex-officio member
 - 9.5.2.1. The initial term of appointment will be for five years
 - 9.5.2.2. Members may be reappointed
 - 9.5.2.3. Members must have an interest and ability in the constitutional process of the Association and already taken some effective part in such activities
 - 9.5.2.4. The Chair of the Rules Committee will be consulted when members or the committee are either appointed or re-appointed

9.6. Interpretation

- 9.6.1. Where there is any dispute, or need for clarity, in the interpretation of the Code of Practice or in the Rules of the Association, then the Rules Committee may be asked to give its opinion as to the precise meaning of the words in question.
- 9.6.2. Interpretations given by the Rules Committee will be followed – subject to final appeal to, and determination by, National council.

10.0 Review

This policy will be reviewed two yearly.

11.0 Attachments

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Code of Practice - Contents

Policy name	Status	Version	Adopted	Next review	Last review
1.00 Code of Practice Overview	Approved	A	June 2017	Jan 2019	
1.01 Internal Audit	Approved	A	June 2017	Feb 2019	
2.00 Operation of LIANZA Council	Approved	A	June 2017	March 2019	
2.01 Office Administration	Approved	A	June 2017	April 2019	
2.02 Events	Approved	A	June 2017	May 2019	
2.03 Conference	Under Consideration	A		June 2019	
2.04 Complaints Procedure	Approved	A	June 2017	July 2019	
2.05 Appeals Policy	Approved	A	June 2017	August 2019	
2.06 Health and Safety	Approved	A	June 2017	Sept 2019	
2.07 Human Resources	To be written				
2.08 Branding	Under Consideration	A		Jan 2020	
2.09 Security of Member information	Approved	A	June 2017	Oct 2019	
2.10 Financial Guidelines and Practices for LIANZA office	Approved	A	June 2017	Nov 2019	
2.11 Endorsement and Promotion of Products	Approved	A	June 2017	Dec 2019	
2.12 Managing Conflicts of Interest	Under Consideration	A			
2.14 Partnerships and sponsorship	To be written			May 2020	
2.15 Communication	Approved	A	June 2017	Feb 2020	
3.00 Operation of Regional and Special Interest Groups	Approved	A	June 2017	March 2020	
3.01 Financial Guidelines and Practices for Regional and Special Interest Groups	Approved	A	June 2017	April 2020	
4.00 Scholarships and Awards	Under Consideration	A		July 2020	
4.01 Professional Awards	Approved	A	June 2017	June 2020	
5.00 Professional Registration	Approved	B	May 2016	July 2018	
5.01 Kōtuku – Emerging Leadership Programme	Approved	A	Feb 2016	August 2018	
5.02 Professional Standards – Library and Information Management Professionals	Under Consideration	A		August 2020	