

## PPTA Tāmaki Makaurau Auckland Regional Management Committee

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### Policy 03

# MEMBERS POLICY

## NGĀ KAUPAPA O NGĀ KAUMOANA

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# TIRO WHĀNUI | OVERVIEW

## Te Whaktika Rationale

The Management Committee of the New Zealand Post-Primary Teachers' Association Tāmaki Makaurau Auckland Region:

- acknowledges that it has a duty to ensure PPTA members in the Region are able to attend relevant conferences and seminars; and
- recognises that it is important that all members employed in the Region be equipped with the skills and knowledge necessary to be a capable member of a trade union; and
- recognises that the welfare of all members of the Association employed at branches in the Region is of paramount importance at all times; and
- recognises that a key principle of belonging to a union is engaging in regular, timely, relevant, and appropriate professional, union-related and industrial activism; and
- believes it is good practice to maintain a close working relationship with other PPTA regions, and in particular with those in Northland Lower and Counties-Manukau; and
- believes it is good practice to maintain a working relationship with other unions active in the Region, including with the New Zealand Educational Institute's Auckland Branch.

## Te Take Purpose

The purpose of this policy to provide guidelines for:

1. the support of professional, union-related and industrial activism in the Region; and
2. the provision of welfare and financial support to members of the Association employed at branches in the Region during periods of industrial action; and
3. the attendance of PPTA members employed at branches in the Region at conferences and seminars that are relevant to their role as PPTA members; and
4. supporting members to undertake timely and appropriate education and training for their roles as members or officers of a trade union.

## Te Korahi Scope

This policy applies to all members of the New Zealand Post-Primary Teachers' Association employed in the PPTA Tāmaki Makaurau Auckland Region.

**The Members Policy is a codifying of the following separate regional policies and replaces those policies.**

Relationships with other  
regions Policy

Conferences and Member  
Education Policy

Relationships with other  
unions Policy

Activism Policy

Member Welfare Policy

# NGĀ KAUPAPA | RULES

## TE MĀTAURANGA MO NGĀ KAUMOANA | MEMBER EDUCATION

### Te Take Purpose

1. Nothing in this policy shall obligate the TMAC to provide funding to subsidise or meet the expenses associated with any individual's attendance at any conference or seminar if the Region's relative financial health is such that funding would prove detrimental to the finances of the Region.

### Aratohu Whānui General Provisions

2. For the purposes of this policy:
  - a. The term "conference and seminar" shall **include**:
    - i. any event or meeting designed for the development, support, or training of PPTA members in their capacity as PPTA members which may or may not have been organised by the TMAC or by the Association or any of its agencies or networks; and
    - ii. any event or meeting at which Association or union policy and practice is developed and discussed.
  - b. The term "conference and seminar" shall **exclude**:
    - i. any ordinary or extra-ordinary meeting of the Region or of any ward or of any network active in the Region; and
    - ii. any ordinary or extra-ordinary meeting of the TMAC; and
    - iii. any ordinary or extra-ordinary meeting of any Association committee or taskforce; and
    - iv. any event or meeting designed to provide professional learning and development for members in their capacity as teachers; and
    - v. any event or meeting organised by any subject association; and
    - vi. any event or meeting organised by any individual or group that does not actively and demonstrably show prior and ongoing support of and commitment to the objects of the PPTA and the aims and aspirations of the wider union movement, both in New Zealand and abroad.
      1. The objects of the PPTA are those set out in section 4 of the Association's constitution.
      2. The aims and aspirations of the wider union movement, both in New Zealand and abroad, include but are not limited to:

- a. the promotion of the equality and dignity of all human beings, regardless of their race, nationality, ethnicity, culture, gender, sexuality, religious or political beliefs, or ways of expressing their identity; and
  - b. the promotion of the freedom to join trade unions that are independent of government and employer influence; and
  - c. the promotion of the right for workers to collectively bargain with their employers; and
  - d. the promotion of equal pay for an equal day's work; and
  - e. the promotion and establishment of minimum and living wages.
- 3. The provisions of this policy apply equally to all relevant conferences and seminars held in New Zealand or abroad.

### **Te Hapahapai o Ngā Matauranga** Promotion of member education

- 4. The TMAC shall actively encourage all branch and regional officers to undertake member training and education as appropriate and to attend any conference or seminar organised by the TMAC or by any network or agency of the Association.
  - a. In particular, the TMAC shall actively encourage the attendance of all members at the following regular conferences and seminars:
    - i. the biennial Pasifika Fono; and
    - ii. the biennial NETs Conference (for members who are establishing teachers); and
    - iii. the annual Māori Teachers' Conference; and
    - iv. the annual Issues and Organising Seminar
  - b. In particular, the TMAC shall actively encourage all branch and regional officers:
    - i. to complete all levels of Mahi Tika; and
    - ii. to attend the annual Branch Officers' Seminar.
- 5. The TMAC shall especially encourage such attendance when such conferences or seminars are held at locations within the Tāmaki Makaurau Auckland, Counties-Manukau, or Northland Lower PPTA Regions.
- 6. The TMAC shall not actively promote any conference or seminar that is not organised by the TMAC or by any network or agency of the Association, but shall not discourage people from applying for support to attend such conferences or seminars.

## **Te Kurangia o Ngā Huihuinga** Attendance at conferences and seminars

7. Funded support for attending conferences and seminars shall in general be provided to:
  - a. any member of the TMAC; and
  - b. not more than ten other individuals for any conference or seminar, provided that:
    - i. they meet the criteria for attendance at the conference or seminar; and
    - ii. they complete all required applications.
8. The TMAC may increase the funding maxima set in Rule 7 herein for a particular conference or seminar if it believes there is good and sufficient cause to increase the funding maxima for that particular conference or seminar, provided that:
  - a. due regard is made to the relative financial health of the Region at the time; and
  - b. the funding maxima is increased only for that instance of that particular conference or seminar.
9. Attendance by a member at any particular conference or seminar shall not constitute an obligation on the TMAC to support the attendance of that member at the same or similar conferences or seminars in the future.
10. There shall be no limits on the number of conferences or seminars a member may attend in any given Association year.

## **Te Hui o Whakawhanaketanga mo Ngā Kaiārahi** Delegate Leadership Development Seminar

11. Attendance at the annual Delegate Leadership Development Seminar shall be limited to those members of the TMAC funded nationally, namely:
  - a. the Regional Chairperson; and
  - b. one ward chair from each ward; and
  - c. the Regional Secretary; and
  - d. the Regional Treasurer; and
  - e. the regional coordinator for the Network of Establishing Teachers; and
  - f. the regional coordinator for Pasifika teachers; and
  - g. the regional coordinator for women teachers; and
  - h. one Te Reo-a-Rohe from each ward.
12. Notwithstanding Rule 11 herein, nothing shall prevent the TMAC from directly funding the attendance of additional members of the TMAC at the Delegate Leadership Development Seminar provided the provisions of Rule 8 herein are met.

## **Te Hui o Ngā Take** Issues and Organising Seminar

13. Attendance at the annual Issues and Organising seminar shall be limited to those who attended that year's Delegate Leadership Development Seminar, Executive members, and not more than ten other people.

- a. Notwithstanding the above, all provisions in Rule 8 of this policy shall apply.

## **Te Huihuinga Tau Annual Conference**

- 14.** Attendance at the Association's Annual Conference shall be limited to the voting delegation to which the Region is entitled under Rule 53(ii) of the Association's Constitution, and to not more than 10 observers.
  - a. Notwithstanding the above, all provisions in Rule 8 herein shall apply.
- 15.** Membership in the voting delegation shall be prioritised from the members of the TMAC.
- 16.** Observers (who are not already members of the TMAC) shall:
  - a. be identified as activists or have displayed interest in becoming an activist; and
  - b. attend all sessions of the Conference.
- 17.** The TMAC shall endeavour to ensure that the voting delegation and observers are representative of the demographics of the Region.
- 18.** Where recommendations to be voted upon at any Annual Conference are known prior to that Conference being held, the voting delegation shall receive direction on the nature of any votes from members of the Region at an ordinary meeting of the Region.
  - a. At any such ordinary meeting, each branch shall have one vote.
- 19.** The voting delegation may split its vote proportionally as directed by an ordinary meeting of the Region prior to any Annual Conference, or after the voting delegation have met in caucus during any Annual Conference.
- 20.** Unless otherwise directed, the voting delegation shall vote en bloc on all recommendations to be voted on at any Annual Conference, except that the voting delegation shall not be bound to vote en bloc on any formal motion presented under the Second Schedule to the Association's Constitution nor on any item of general business.
- 21.** Any changes to the direction of any votes shall occur only if any recommendation to be voted upon has undergone substantive change.
  - a. Whether any change is considered substantive shall be decided by a majority of the voting delegation.
- 22.** Any proposals for any papers to be prepared by the Region for any Annual Conference shall be approved at an ordinary meeting of the TMAC.
- 23.** Any member of the Association in the Tāmaki Makaurau Auckland Region may propose and write a paper, but the Regional Campaigns Strategy Committee shall have oversight for any papers from the Tāmaki Makaurau Auckland Region.
  - a. The Regional CamStrat shall provide notice of any paper(s) for any Annual Conference at an ordinary meeting of the Region, to be held in the second term of the year in which that Annual Conference is to be held.
  - b. Branches shall be consulted on all papers from the Tāmaki Makaurau Auckland Region.

- c. The Regional CamStrat shall provide regular reports on the progress of any paper(s) to the TMAC, and a final draft of any conference paper shall be approved by the TMAC.
  - d. Full and final approval of any paper(s) for any Annual Conference shall be provided by an ordinary meeting of the Region, to be held in the third term of the year in which that Annual Conference is to be held.
- 24.** Any member of the Association in the Tāmaki Makaurau Auckland Region, or any branch committee in the Tāmaki Makaurau Auckland Region, may submit a remit to the voting delegation to form part of the General Business of any Annual Conference.
- a. Such items shall be presented by the voting delegation on the behalf of the individual member(s) and/or branch(es) who have prepared the remit provided that any such remits have been approved by an ordinary meeting of the Region.
- 25.** Any member of the voting delegation may propose an item as part of the General Business of any Annual Conference, provided that the item is discussed by the voting delegation in caucus beforehand.

### **Ngā pukapuka tono** Application to attend a conference or seminar

- 26.** Any ordinary member wishing to attend a conference or seminar that is not being organised by the Association or any of its agencies or networks and have their costs met or subsidised by the Region shall, in addition to completing any forms required by the conference or seminar, apply in writing to the Regional Chairperson stating:
- a. why they wish to attend the conference or seminar; and
  - b. evidence of their prior involvement and activism in the Association or in the wider labour movement (or that they wish to become active or more active in the Association); and
  - c. the benefit their attendance is likely to bring to their branch, ward, network, or the region in general.
- 27.** Any TMAC member wishing to attend a conference or seminar that is not being organised by the Association or any of its agencies or networks shall apply in writing to the Regional Chairperson stating:
- a. why they wish to attend the conference or seminar; and
  - b. the benefit their attendance is likely to bring to the Region; and
  - c. the full costs in detail to be borne by the Region.
- 28.** Any application for funding to attend a conference or seminar shall be received by the Regional Chairperson at least 30 calendar days prior to the opening of the conference or seminar.
- 29.** Applications for funding shall require approval by the TMAC.
- 30.** Applications for funding shall not be considered if received after a conference or seminar has already occurred.
- 31.** In general, applications for funding shall be considered without prejudice.



- 32.** Once a conference or seminar has concluded, any recipient of funding shall, within 30 calendar days, provide a report to the Regional Chairperson stating:
- a. the benefit their attendance has brought to themselves as a union member, and/or to their role as an officer of the Association; and
  - b. what strategies they have put in place to ensure their development and the knowledge they gained at the conference or seminar is maintained and put into practice; and
  - c. how they intend to begin or continue their activism in the Association.
- 33.** Failure to provide a report may invalidate that member's ability to request funding from the Region.

### **Ngā Utu** Costs associated with conferences and seminars

- 34.** All provisions relating to travel and expenses as set out in the TMAC Finance Policy shall apply to conferences and seminars, unless prior agreement is reached by the member(s) wishing to attend a conference or seminar and the TMAC.
- 35.** Any accommodation surcharges incurred by members of regional delegations (including observers) at any Annual Conference or other national event organised by the Association shall be paid by the Region.
- a. Any accommodation costs incurred by any individual member in association with any such Annual Conference or other national event shall be limited to costs incurred within the prescribed dates of that event.
- 36.** Any charges associated with food and/or beverages that are incurred by members of regional delegations (including observers) at any Annual Conference or other national event organised by the Association shall be the responsibility of the individual member concerned.
- a. Such charges shall not be reimbursed under this or any other TMAC policy.

### **Te Wānanga mo Ngā Peka** Branch Officers' Seminar

- 37.** The TMAC shall encourage at least one person from each branch in the region to attend the annual Branch Officers' Seminar.
- 38.** The number of delegates to any Branch Officers' Seminar who shall receive leave with pay funded by the Region shall be determined annually at whichever ordinary meeting of the TMAC is set aside for the discussion and ratification of the budget for the following Association year.

### **Mahi Tika** Union Education

- 39.** The completion of any or all levels of Mahi Tika shall not be prerequisite to be elected or co-opted to any role as a regional officer.
- 40.** In the event that a branch has exhausted its allocation of employment relations education leave or where it wishes to send members to Mahi Tika in excess of its allocation of employment relations education leave, the provisions for the funding of leave with pay by the Region set out in this policy shall apply.

- 41.** The number of delegates to any course of Mahi Tika who shall receive leave with pay funded by the Region shall be determined annually at whichever ordinary meeting of the TMAC is set aside for the discussion and ratification of the budget for the following Association year.

### **Mātauranga me te utu kaimahi** Leave with pay funded by the Region

- 42.** In the event a member wishes to undertake member training and education, and where that member's branch has exhausted its allocation of employment relations education leave or where the course of training and education to be undertaken does not qualify for employment relations education leave, they shall be encouraged to arrange amongst their colleagues at their branch for their colleagues to provide cover in order for them to take leave from their branch to attend the course of training and education.
- 43.** If arrangements under Rule 42 herein cannot be made then a member may apply for costs associated with their leave to be covered by the TMAC.
- 44.** In considering any request for funding of leave with pay, the TMAC shall take into consideration:
- a. the relative financial health of the Region at the time; and
  - b. the relationship and relevance of the course of training and education to that member, that member's branch, to any network the member may be part of, to the member's ward, and to the wider region and Association.
- 45.** Every request for cover shall be considered on its own merits.
- a. Prior receipt by a member of such cover shall not constitute an obligation by the TMAC to provide that member with such cover in future requests.

# TE ORANGA MO NGĀ KAUMOANA | MEMBER WELFARE

## Te Take Purpose

- 46.** The purpose of this section is to provide rules for the provision of welfare and financial support to members of the Association employed at branches in the Tāmaki Makaurau Auckland region during periods of industrial action.
- 47.** For the purposes of this section:
  - a. “Period of industrial action” refers to any time during which a member’s salary is affected by any lawful activity undertaken by the Association or a member’s employer under the Employment Relations Act 2000, and shall be limited to the pay period(s) affected by such activities.

## Aratohu Whānui General Provisions

- 48.** Rules 46 to 65 herein shall be reviewed at least triennially as part of the ordinary policy review cycle but shall also be reviewed at any time industrial action appears likely.
- 49.** A member’s ability to access any welfare provided under this policy shall not be abridged by that member’s ethnicity, gender, personal or marital status, ward, length of teaching service, length of Association membership, whether their employment is part-time or full-time, or whether their employment is fixed-term or permanent.
- 50.** Only members subject to the Secondary Teachers’ Collective Agreement or Area School Teachers’ Collective Agreement shall be eligible for any welfare provided under this policy.
- 51.** Notwithstanding anything in the above rules, members shall not be eligible for any welfare provided under this policy if they are:
  - a. currently on any form of leave (including maternity leave); or
  - b. employed as a casual day reliever.

## Te Putea Oranga Welfare Fund

- 52.** The TMAC shall maintain a welfare fund containing sufficient cash to provide 1% of members employed in the Region with support up to the maximum value established by this policy.
- 53.** Any welfare received shall be limited to the period of industrial action.
- 54.** Welfare provided under this policy may include:
  - a. cash payments, which may be provided as either a grant or an interest-free loan; and
  - b. provision of food parcels; and
  - c. assistance with accommodation.
- 55.** Cash payments provided shall be fixed at a maximum of \$150 net weekly.
- 56.** Cash payments shall only be made to a New Zealand bank account.

**57.** Only one cash payment shall be available for each member.

### **Te Kōmiti o Te Oranga Welfare Committee**

**58.** During periods of industrial action, all decisions relating to member welfare shall be the responsibility of a welfare committee of the TMAC.

a. This committee may not alter, amend, or deviate from this policy in any way.

**59.** The welfare committee shall be ad hoc, and shall operate only during a period of industrial action.

**60.** Membership of the welfare committee shall be fixed at five, and shall consist of:

a. the Regional Chairperson; and

b. the Regional Treasurer; and

c. one Te Reo-a-Rohe; and

d. one ward chair; and

e. one other person.

**61.** All meetings and decisions of the welfare committee shall be minuted and made available to any Association member.

a. In making the minutes and decision of the welfare committee available to any Association member, the committee shall have due regard to the privacy of any person who has applied for any type of welfare regardless of whether that application was approved or declined.

**62.** Notwithstanding anything in this policy, the welfare committee may refuse to provide welfare to any applicant for any reason.

**63.** All decisions of the welfare committee shall be final.

**64.** The welfare committee shall take into account natural justice, precedence, the likelihood of further industrial action, and the availability of funds in making any decision.

**65.** Throughout the period of industrial action, the welfare committee shall provide regular reports on its activities to the TMAC. These reports shall include but shall not be limited to:

a. the number of members who have applied for welfare support; and

b. the number of members who have had applications for welfare support approved; and

c. the type and quantity of any such welfare support; and

d. current expenditure.

# TE MAHI O NGĀ KAIHĀPAI | MEMBER ACTIVISM

## Te Take Purpose

- 66.** The purpose of this section is to provide rules for the support of professional, union-related and industrial activism in the Region.
- 67.** For the purposes of this section:
- a. “Activism” shall mean any practice, action, or undertaking with the purpose of achieving a goal, provided that such practices, actions, or undertakings are consistent with the aims of the PPTA and the TMAC in particular, and the wider union movement in general.

## Aratohu Whānui General Provisions

- 68.** The TMAC shall engage in regular, timely, relevant, and appropriate activism.
- 69.** Such activism shall be relevant and appropriate if it:
- a. meets the objects of the Association as defined section 4 of the Association’s Constitution; and/or
  - b. meets any strategic goal set by the TMAC; and/or
  - c. meets the aims and aspirations of the wider union movement, both in New Zealand and abroad, which include but are not limited to:
    - i. the promotion of the equality and dignity of all human beings, regardless of their race, nationality, ethnicity, culture, gender, sexuality, religious or political beliefs, or ways of expressing their identity; and
    - ii. the promotion of the freedom to join trade unions that are independent of government and employer influence; and
    - iii. the promotion of the right for workers to collectively bargain with their employers; and
    - iv. the promotion of equal pay for an equal day’s work; and
    - v. the promotion and establishment of minimum and living wages.
- 70.** Priority in activism shall be given to events and activities that meet the objects of the Association or which meet any strategic goal set by the TMAC.

## Te Kōmiti o Ngā Rautaki Kaihāpaitanga Regional Campaign Strategy Committee (CamStrat)

- 71.** Activism in the Region shall be overseen by the Regional Campaign Strategy Committee (to be referred to as CamStrat), which will have oversight of any funds allocated in the Region’s budget for activism and campaigns.
- 72.** At the end of each Association year, the Regional Chairperson shall call for expressions of interest from PPTA members in the Region in being a member of the CamStrat for the following Association year.

- 73.** There shall be no limit on the number of members of the CamStrat, nor shall there be a minimum number of members.
- 74.** There shall be no limit on the terms of members of the CamStrat.
- 75.** Membership of the CamStrat shall be open to any member in the Region, including existing regional officers.
- a. The Regional Chairperson shall be an ex officio member of the CamStrat.
- 76.** Members of the CamStrat:
- a. shall not undergo any formal election, but shall be confirmed in their role by an ordinary meeting of the TMAC; and
- b. shall not be considered as regional officers in of themselves.
- 77.** At its first meeting in any Association year, the CamStrat shall elect from amongst its members a convenor, and shall appoint one of its members to maintain minutes of its meetings.
- 78.** The convenor of the CamStrat, if they are not already a regional officer, shall be an ex-officio member of the TMAC.
- 79.** The convenor of the CamStrat shall determine the number and date of meetings of the committee to be held in any Association year, but the committee shall meet at least quarterly.
- 80.** Any meetings of the CamStrat shall be minuted, and those minutes shall be available to all members of the Association.
- 81.** The convenor of the CamStrat shall present regular reports on the activities of the committee to the TMAC.
- 82.** All provisions relating to travel and expenses in the Finances Policy shall apply.

# TŌ TĀTOU WHAKAPIRITIA | RELATIONSHIPS WITH OTHER REGIONS

## Te Take Purpose

- 83.** The purpose of this section is to provide rules for the maintenance of relationships with other PPTA regions.

## Aratohu Whānui General Provisions

- 84.** For the purposes of this section:
- a. “Regional organisation” shall have the definition set out in Rules 21-35 of the Association’s Constitution.

## Ngā Tikanga Procedures

- 85.** The TMAC shall maintain close working relationships with the regional organisations of other PPTA regions.
- 86.** In particular, the TMAC shall maintain close working relationships with the regional organisations of the Northland Lower and Counties-Manukau PPTA Regions.
- 87.** Working relationships with other regional organisations shall be maintained by:
- a. from time to time, inviting representatives of other regional organisations to attend regional, ward, or network hui in the Region; and
  - b. involving representatives of other regional organisations in campaigns or activism in the Region where appropriate; and
  - c. informing other regional organisations of activities taking place in the Region where appropriate.
  - d. or any other activity as approved by the TMAC.
- 88.** The TMAC may provide funds to other regional organisations in times of significant hardship as provided for in Rule 77 of the Finance Policy.

# TŌ TĀTOU ORUŌRUA | RELATIONSHIPS WITH OTHER UNIONS

## Te Take Purpose

- 89.** The purpose of this section is to provide rules for maintaining a relationship with other unions active in the Tāmaki Makaurau Auckland Region.

## Aratohu Whānui General Provisions

- 90.** For the purposes of this section:
- a. “NZEI” means the New Zealand Educational Institute Te Riu Roa.
  - b. “TEU” means the New Zealand Tertiary Education Union Te Hautū Kahurangi o Aotearoa.
  - c. “Unions Auckland” means the New Zealand Council of Trade Unions Local Affiliate Council for Auckland.

## Te Oruōrua Solidarity

- 91.** The TMAC shall maintain working relationships with relevant sector groups active in the Region.
- 92.** In particular, the TMAC shall maintain working relationships with:
- a. the NZEI and the Auckland branch thereof; and
  - b. the TEU and the Auckland branches thereof; and
  - c. Unions Auckland.
- 93.** Working relationships with NZEI and the TEU shall be maintained by:
- a. inviting representatives from time to time to attend regional, ward, or network hui; and
  - b. involving representatives in campaigns or activism where appropriate; and
  - c. informing representatives of activities where appropriate.
- 94.** The Regional Chairperson or their designated representative shall attend meetings of Unions Auckland where possible.