



New Zealand
**Institute of
Building**

R U L E S

O F

**THE NEW ZEALAND INSTITUTE OF BUILDING
(INCORPORATED)**

A N D

R E G U L A T I O N S

FOR THE CONDUCT OF CHAPTERS

Includes registered changes up to June 2006 including those recommended by the Institute Council and approved by Members at the Annual General Meeting.

CODE OF PROFESSIONAL CONDUCT

INTRODUCTION

The principal objects of the Institute are stated in the Rules and it follows that members should seek to further to the best of their ability the objects, interests and influence of the Institute, and observe a basic code of conduct. The Council is of the opinion that it is in the public interest for the Institute as a professional body, to have a code of conduct for the guidance of its members.

Under Institute Rule 19, the Council of the Institute may suspend a member from the privileges of membership, or declare the membership forfeited, or may admonish, or censure a member for a given number of reasons. The procedure for such action by Council is set down in Institute Rules 19 and 20.

CODE OF PROFESSIONAL CONDUCT

All members shall:

1. In fulfilling their responsibilities to their employer or client, have full regard to the public interest, and to the interests of building as a profession.
2. Order their conduct so as to uphold the dignity, standing and reputation of the Institute.
3. Discharge their duties to their employer or client with complete fidelity and probity.
4. Not divulge to any person, firm or company any information of a confidential nature relating to the business activities or processes of their employer or client acquired during the course of their work.
5. Not without their employer's permission, render any service with or without remuneration which conflicts with their employer's interest.
6. Ensure that when providing a service which includes advice, such advice shall be fair and unbiased.
7. Not maliciously or recklessly injure or attempt to injure, whether directly or indirectly, the professional reputation, prospects or business of others.
8. Keep themselves informed of new thought and development in building appropriate to the type and level of their responsibility and so far as it lies in their power, carry out their responsibilities in accordance with good practice.
9. When involved with work in a country other than their own, order their conduct according to this code so far as applicable.
10. At all times abide by and endeavour to secure the widest possible acceptance of this code of conduct.

RULES

<u>Index</u>	<u>Rule No.</u>
Code of Professional Conduct	Inside Cover
Name	1
Objects	2
Income and Property	3
Winding Up or Dissolution	4 – 5
Accounts	6
Interpretation	7
Chapters	8
Signatories	9
Membership	
Honorary Members	10
Fellows	10
Members	10
Affiliate Members	10
Associate Members	10
Graduates	10
Licentiates	10
Students	10
Foundation Members	10
Proposal for Election	11 – 13
Register	14
Certificate of Membership	15
Abbreviated Designation	16
Voting Rights	17
Resignation	18
Suspension or Forfeiture of Membership	19 – 20
Examinations	21 – 22
Entrance Fees and Subscriptions	23 – 28
Constitution of Council	29 – 32
Foundation Council	33 – 34
Election of President and President Elect	35 – 38
Accounts	39
Treasurer	40 – 41
Executive Director	42 – 43
Council's Powers	44 – 45
Auditors	46
Council Meetings	47 – 56
General Meetings	57 – 60
Quorum	61
Notice	62, 74 - 75
Proceedings	63 – 65
Chairman	67
Adjournment	66, 68
Voting	69 – 73
Seal	76
Indemnity	77
Regulations	78
Amendments to Rules	79
Number of Members	80
Winding Up	81

**THE NEW ZEALAND INSTITUTE OF BUILDING
(INCORPORATED)**

RULES

NAME

1. The name of the Institute shall be **“The New Zealand Institute of Building (Incorporated)”** hereinafter referred to as **“The Institute”** which name may be abbreviated to the initials **“NZIOB”**.
2. The objects for which the Institute is established are:
 - (a) To take over as a going concern and carry on the unincorporated association known as The New Zealand Institute of Building” together with all the real and personal property assets goods chattels effects moneys credits securities debts and liabilities in any form belonging or appertaining thereto or to or for which any person or persons on its behalf may be entitled to liable and for that purpose to execute and carry into effect any contract deed or other instrument which may be necessary to achieve that objective. The Institute shall also take over and adopt any lease contract or agreement whatsoever made by the office bearers of the said association or any of them on behalf of the Institute prior to the incorporation thereof whether expressed to be made on the Institute’s behalf or not and to indemnify any person or persons in respect of any liability incurred by him or them thereunder
 - (b) To promote excellence in the construction of buildings and constructions of every kind, and just and honourable practice in the conduct of business; to represent generally the views of persons engaged in the building industry and kindred matters, arts and sciences and to preserve and maintain the integrity and status thereof and to suppress dishonourable and unprofessional conduct and practices.
 - (c) To advance the study and practice of building and of all kindred matters, arts and sciences.
 - (d) To promote good feeling and friendly exchange between members; to watch over and protect and promote the interests of the building industry generally and to increase the confidence of the public in the building industry and in those practicing it.
 - (e) To promote the consideration and discussion of all questions affecting the building industry (which expression in these Rules includes the development and construction and erection of buildings and all ancillary and allied professions and

trades and every branch of such professions and trades) and generally to watch over and protect the interests of persons engaged in the building industry.

- (f) To improve and elevate the technical and general knowledge of persons engaged in, or about to engage in, the building industry, or in any employment, manual or otherwise, in connection therewith.
- (g) To collaborate with other similar organizations in arranging and promoting the adoption of equitable forms of contracts and other documents used in the building industry, and to encourage the settlement of disputes by arbitration, and to nominate arbitrators and umpires upon a request by the parties concerned.
- (h) To establish, undertake, superintend, administer, and contribute to any charitable or benevolent fund from which may be made donations or advances to deserving persons whom may be or have been engaged in the building industry or connected with any person who may be or has been engaged therein, and to contribute to or otherwise assist any charitable or benevolent institution of undertakings.
- (i) To provide social facilities between the members of the Institute and their friends, and if thought fit, to afford members all or any of the usual privileges, advantages, conveniences and accommodation of a club.
- (j) To form or acquire by purchase, donation, bequest or otherwise a library and collection of maps, models, drawings, designs, writings, books or other materials on building and on kindred matters, arts and sciences and to maintain, extend and improve the same.
- (k) To undertake and promote the teaching of subjects relating to building and with a view thereto to provide for the delivery of lectures and the holding of classes.
- (l) To obtain and disseminate information with regard to the building industry to encourage research, innovations, inventions and investigate such research, innovations and inventions as may be seen capable of being used by persons engaged in the building industry and to acquire any patents or licences relating to any such inventions and innovations, with a view to the use thereof by the members of the Institute and others upon such terms as the Council (as hereinafter defined) may from time to time determine.
- (m) To hold and promote conferences, meetings, exhibitions, competitions; to provide for the delivery of lectures, technical papers and addresses; to give prizes, certificates, diplomas and other awards to exhibitors, competitors and authors and generally to encourage and forward the study of building kindred matters, arts and sciences.
- (n) To institute, promote or establish chairs, or lectureships (whether controlled by the Institute or not) in connection with any university, technical institute,

- institution of learning or otherwise, and to subsidise or assist the teaching of any subjects relating to the building industry and kindred matters, arts and sciences or tending to further the objects of the Institute.
- (o) To make payments towards the fees and expenses of students and to give scholarships, prizes and other awards to students.
 - (p) To constitute various classes of members of the Institute.
 - (q) To conduct, promote or assist in the examination of persons for admission to membership of the Institute.
 - (r) To confer with educational training authorities throughout New Zealand and such other places as may be deemed advisable by the Council to endeavour to obtain uniform standards of technical training and professional education examinations for subjects relating to the building industry and kindred matters arts and sciences and as may be determined by the Council from time to time; to grant certificates to persons successful in such examinations, provided always that every certificate clearly states that it is a certificate granted by the Institute on an examination conducted by or approved by the Institute and that it does not take any effect under any statutory or public power.
 - (s) To bring before government, municipal, local and other authorities and public bodies, associations and institutions and the officials thereof in all parts of New Zealand and elsewhere any such matters affecting the building industry and kindred matters, arts and sciences as may be determined and to confer with them thereon.
 - (t) To originate and promote improvements and support or oppose alterations in the laws relating to the building industry and kindred matters arts and sciences and to effect improvements in administration in matters connected with the building industry and kindred matters arts and sciences, and to take such steps and proceedings as may be deemed expedient or conducive to the attainment of such purposes.
 - (u) To initiate, apply for and obtain any Act or Acts of the New Zealand Legislature and Regulations thereunder relating to the building industry and kindred matters, arts and sciences.
 - (v) To print, publish, issue and/or purchase circulate and/or assist and support the publication, issue and circulation of such newspapers, periodicals, books, papers, statistics, circulars and literary productions relating to the building industry and kindred matters, arts and sciences and to adopt such other means of publicity as may seem expedient for promoting the objects of the Institute.

- (w) To amalgamate or combine or confer or act temporarily or otherwise in conjunction with any other body or bodies, institution or institutions having objects similar to those of the Institute and which shall prohibit the distribution of their income and property among their members to an extent at least as great as is imposed on the Institute under or by virtue of Rule 5 hereof, and to enter into any contracts or arrangements with them whether they are at present existing or not whether operating within New Zealand or elsewhere.
- (x) In furtherance of the objects of the Institute and subject to the provisions of the Act and any Act passed in substitution therefore as may be amended from time to time, to purchase take or lease or in exchange, rent, hire or otherwise acquire and hold any real or personal property.
- (y) Subject to the provisions of the Act and any Act passed in substitution therefore as may be amended from time to time, to invest the moneys and funds of the Institute not immediately required in any one or more of the investments following:
- (i) Upon first mortgages of freehold property in any part of New Zealand.
 - (ii) In the purchase of or advances upon public municipal or Government Securities in New Zealand.
 - (iii) In the purchase or acquisition of equities of redemption or any other outstanding interest in respect of any property the subject of a security held by the Institute under which default has been made.
 - (iv) On deposit with any bank carrying on business in New Zealand.
 - (v) In the purchase of or advances upon any bonds, debentures, mortgages or other security of any city, municipality or other public body, corporation or company secured upon any undertakings or works or upon rates dues or revenues.

and to vary any such investments from time to time for any other or others of the kind described and to sell any real property so purchased for money or for valuable consideration and invest the proceeds of the sale and also to leave money for any period at current account deposit or on call with any bank.

- (z) To sell, improve, lease, mortgage, dispose of or otherwise deal with all or any part of the property of the Institute as may from time to time be determined by the Institute and to construct, maintain and alter any buildings or works necessary or convenient for the purpose of the Institute.
- (aa) To borrow or raise money in such manner as the Institute may think fit and in particular by mortgage or debenture or other securities of the Institute with power if need be to vary such mortgages debentures or other securities of the Institute both present and future and to pay interest upon any borrowed money at such rates and from such date or dates as the Institute may think proper or reasonable.

- (bb) To institute Chapters (as hereinafter defined) or other local group consisting of such members as may be resident in any place as defined from time to time in accordance with the Rules for the time being and to confer on such Chapters or other local groups all such powers authorities and discretions as may be thought fit.
 - (cc) In furtherance of the objects of the Institute to delegate to each or any of such Chapters or other local groups or to any other body or association whether incorporated or unincorporated such powers and authorities as may be deemed expedient from time to time and to cancel, vary or alter any such powers and authorities from time to time.
 - (dd) Subject to the provisions of the Act or any Act passed in substitution therefore as amended from time to time, to accept subscriptions and donations (whether of real or personal estate) and bequests for all or any of the purposes aforesaid.
 - (ee) To exercise all or any of the above powers in any part of New Zealand or elsewhere and if necessary to register in compliance with any Act for the time being in force in such place or places.
 - (ff) To do all such things as are incidental or conducive to the attainment of the above objects.
- 3 The income and property of the Institute wheresoever derived shall be applied solely towards the promotion of the objects of the Institute as set forth in these Rules and no portion thereof shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Institute or to any of them or to any person claiming through any of them. Provided that nothing herein contained shall prevent the payment in good faith of remuneration to any officers servants or employees of the Institute or to any members thereof or other person in return for any services actually rendered to the Institute or the repayment of money advanced by any member to or for the purpose of the Institute or the payment of interest therein at a rate as may be set from time to time by the Council but so that no member of the Council or of the Council Executive or governing body of the Institute shall be appointed to any salaried office of the Institute or any office of the Institute paid by fees and that no remuneration or other benefit in money or money's worth shall be given by the Institute to any member of such Council or Executive or governing body except repayment of out of pocket expenses and interest at the rate aforesaid on money lent provided that the provision last aforesaid shall not apply to any payment to any railway, gas, electric light, water or telephone authority or company of which a member of the Council or of the Executive or governing body may be a member or of any other company in which such member shall not hold more than one hundredth

part of the capital and such member shall not be bound to account for any share of profits received in respect of such payment.

4. Deleted.
5. If upon winding up or dissolution of the Institute there remains after the satisfaction of all its debts and liabilities any money or property whatsoever the same shall not be paid to or distributed amongst the members of the Institute but shall be given or transferred to some other association, institution or institutions having objects similar to the objects of this Institute and which prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Institute under or by virtue of Rule 3 hereof such institution or institutions to be determined by the members of the Institute at or before the time of dissolution and in default thereof by the Chief Justice of the High Court of New Zealand or such other judge of that Court as may be have acquire jurisdiction in the matter and if and so far as effect cannot be given to the aforesaid provision then to some charitable object.
6. True accounts shall be kept of the sums of money received and expended by the Institute and the matter in respect of which such receipt and expenditure takes place and of the property credits and liabilities of the Institute and subject to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed in accordance with the Regulations of the Institute for the time being shall be open to the inspection of the members. At least once in every year the accounts of the Institute shall be examined and the correctness of the balance sheet ascertained by one or more properly qualified auditor or auditors.

INTERPRETATION

7. In these Rules unless repugnant to the sense of the context:

“Council” means the Council for the time being of the Institute.

“Qualified” means deemed by the Council to be qualified and “Qualifications” has a like meaning.

“The Office” means the Registered Office for the time being of the Institute.

“Member” means a person who has been elected a member in accordance with Rules 9, 10 and 12 and who is financial in accordance with Rule 26.

“Office bearer” means any member holding elected office in the Institute for the time being. “Officer” means any salaried employee or servant of the Institute.

“Month” means calendar month.

“Year” means calendar year.

“Chapter” means the body of members residing in any particular area.

“Area” means any region city or town in New Zealand or elsewhere as may be specified by the Council from time to time.

“In writing” and “written” includes printing, lithography and other modes of reproducing or representing words in a visible form, and includes partly written or partly printed. “The Act” means “the Incorporated Societies Act 1908”.

Words importing the singular number include the plural and vice versa.

Words importing the masculine gender include the feminine gender.

The word “person” shall include a body corporate.

8. The Institute shall have power to institute Chapters consisting of members residing in any area and to confer on such Chapters all such power authorities and discretion as shall be thought fit from time to time. A member shall belong to one Chapter only. Except as may be prescribed by the Council the member shall belong to that Chapter within the area in which the member resides and if the member changes his or her place of residence to the area of another Chapter the member shall be transferred to that Chapter. A member residing outside New Zealand and desiring to belong to a Chapter may select the Chapter to which the member shall belong.
9. The Institute shall consist of the signatories to the application for incorporation under the Act together with -
 - (a) Foundation Members who shall be persons who are now members of the unincorporated Institute, and
 - (b) Honorary Members who have been duly elected as such as at the date of incorporation of the Institute, and
 - (c) Such persons who hereafter become members of the Institute pursuant to or by virtue of these Rules.

MEMBERSHIP

10. MEMBERSHIP

There shall be the following grades of membership:

(a) Honorary Members

Honorary Members shall comprise all those persons who have been elected into the grade of Honorary Member so long as their names are on the register as such, and shall be:

- (i) persons of eminence, station and distinction, or
- (ii) persons distinguished by scientific, artistic, literary or other cultural attainments.

The number of Honorary Members shall not at any time exceed five or such other number as may be set by the Council from time to time and not more than one Honorary Member shall be elected in any one year. At least three-quarters of the Councillors present at the meeting at which the nomination is considered must be in favour of the nomination to secure its approval.

(b) Fellows

Fellows shall comprise all those persons who have been elected into the grade of Fellow so long as their names are on the register as such. Candidates proposed for election into this grade shall produce evidence to the satisfaction of the Council that:

- (i) They are persons who have made notable contributions to the building industry in achievement, construction, literature, education or service and who are sole proprietors or principals in practice or general managers in a partnership or company trading as builders, or in a business or occupation associated with building, or
- (ii) they have been members of the Institute for not less than five years and have attained to a position of eminence and have given sustained distinguished service to the Institute.

(c) Retired Fellows

A Retired Fellow shall be a person who having been a Fellow and having retired from building or an associated practice, has applied to and been approved by the Council for transfer without election to the class of Retired Fellow.

(d) Members

Members shall comprise all those persons who have been elected into the grade of Member so long as their names are on the register as such. Candidates proposed for election into this grade shall produce evidence to the satisfaction of the Council that:

- (i) They are persons who have passed professional examinations or obtained qualifications approved or prescribed by the Council as provided by these Rules or have been exempted in whole or in part from such examinations and in the case of partial exemption have passed the subjects from which exemption has not been granted as to establish to the satisfaction of the Council that they are deemed to be professionally qualified to a level consistent with the standards required by these rules for Members, and they are persons currently engaged in the building industry who have been so engaged for not less than four years, or
- (ii) they are persons currently engaged in the building industry who have been for not less than seven years sole proprietors or principals in practice, or have held responsible positions with a partnership or company trading as builders, and in either case have knowledge of the art and science of building construction or a related profession not less than that required of a Member, or
- (iii) they have been Associate Members of the Institute for not less than two years and are sole proprietors or principals in practice or hold a responsible position with a partnership or with a company trading as builders or in a business or occupation associated with building, or occupy a senior teaching position teaching subjects directly related to the building industry in an educational establishment approved by the Council.

(e) Retired Members

A Retired Member shall be a person who having been a Member and having retired from the building industry or a related profession or a teaching appointment in building and has applied to and been approved by the Council for transfer without election to the grade of Retired Member.

(f) Affiliate Members

Affiliate Members shall comprise all those persons who have been elected into the grade of Affiliate Member so long as their names are on the register as such. Candidates proposed for selection into this grade shall produce evidence to the satisfaction of the Council that:

- (i) They are persons who have passed examinations or obtained qualifications approved or prescribed by the Council as provided by these rules as to establish to the satisfaction of the Council that they are professionally

qualified to a level consistent with the standards required by these rules for Affiliate Members, and

- (ii) they are employees or are self-employed in a building practice, educational or research establishment, government or local government authority or a related profession actively engaged in the practice of the arts and sciences of the construction of buildings and have been so employed for not less than 10 years, and
- (iii) they are persons interested in the aims and objectives of the New Zealand Institute of Building and in terms of these rules are considered to contribute to the executive or management processes involved in the building or construction discipline and whose qualifications do not fit any other existing membership category.

(g) Retired Affiliate Members

A retired Affiliate shall be a person who having been an Affiliate and having retired from the building industry, has applied to and been approved by the Council for transfer without election to the grade of Retired Affiliate.

(h) Associate Members

Associate Members shall comprise all those persons who have been elected in to the grade of Associate Member so long as their names are on the register as such. Candidates proposed for election into this grade shall produce evidence to the satisfaction of that Council that:

- (i) They are persons who have obtained technical qualifications approved or prescribed by the Council as provided by these Rules or exempted in whole or in part from such examinations and in the case of partial exemption have passed the subjects from which exemption has not been granted, and
- (ii) they are employees of a building practice or a related profession actively engaged in the practice of the arts and sciences essential to the construction of buildings and have been so employed for not less than five years, or
- (iii) they are teachers of building subjects in educational establishments approved by the council and have been so employed for not less than five years, or
- (iv) they are persons currently engaged in the building industry who, for not less than five years, have held a responsible executive position in a partnership or company trading as builders, and have knowledge of the art and science of building construction or a related profession not less than that required of an Associate Member.

(i) **Retired Associate Members**

A Retired Associate shall be a person who having been an Associate and having retired from the building industry or a related profession or a teaching appointment in building, has applied to and been approved by the Council for transfer without election to the grade of Retired Associate Member.

(j) **Graduates**

Graduate members shall comprise all those persons who have been elected into the grade of Graduate so long as their names are on the register as such. Candidates proposed for election into this grade shall produce evidence to the satisfaction of the Council that:

- (i) They are persons who have graduated with a degree approved or prescribed by the Council as provided by these Rules, and
- (ii) they are employees of a building practice or related profession actively engaged in the practice of the arts and sciences essential to the construction of buildings but who have not reached the experience level required by these rules for Members.

(k) **Licentiates**

Licentiates shall comprise all those persons who have been elected into the grade of Licentiate so long as their names are on the register as such. Candidates proposed for election into this grade shall produce evidence to the satisfaction of the Council that:

- (i) They are persons who have obtained technical qualifications approved or prescribed by the Council as provided by these Rules or have been exempted in whole or in part from such examinations and in the case of partial exemption have passed the subjects from which exemption has not been granted, and
- (ii) they are employees of a building practice or related profession actively engaged in the practice of the arts and sciences essential to the construction of buildings, but who have not reached the experience level required by these rules for Associate members.

(l) **Students**

Student members comprise all those persons who have been elected into the grade of Student so long as their names are on the register as such. Candidates proposed for election into this grade shall produce evidence to the satisfaction of the Council that:

- (i) They are receiving training as a builder and are currently engaged directly in the practice of building, or

- (ii) they are at the time of their nomination bona fide students in building enrolled in a course of study approved by the Council.

No person shall remain in the grade of Student if that person ceases to be engaged directly in the practice of building or ceases to be enrolled in an approved course. The Council may review and if it sees fit, terminate that person's membership.

(m) Foundation Members

Foundation members shall be the signatories to the original Rules of the Institute together with those persons who were members of the unincorporated Institute as hereinbefore provided and who upon incorporation were elected to the respective grades of membership provided by those Rules.

- 11. Every proposal for the election of a member, other than an Honorary Member, shall be made in writing on a form prescribed by the Council setting out the full name and address of the candidate and such other particulars as are required and shall be signed by a proposer and two seconders, none of whom shall be a Student member. Every proposal for the election of a member to another grade of membership unless it be made by resolution of a Chapter shall also be made in writing on a form prescribed by the Council setting out such particulars as the Council may require and shall be signed by a proposer and a seconder, one of whom shall be in the grade proposed. Full particulars of any proposal made by resolution of a Chapter shall be conveyed in writing by the Chapter Board to the Executive Director of the Institute.

Every proposal shall also contain a statement signed by the candidate assenting to the proposal.

A proposal for election to the institute or for election to a superior grade of membership shall be first sent to the Honorary Secretary of the Chapter which the nominee would join or to which the member belongs. The Chapter Board shall forward the proposal to the Executive Director for the Institute. The suitability of a candidate for selection into any grade of membership shall be determined by the Council after consideration of any recommendation made by the Chapter Board, and members of the Institute shall be elected by the Council if the Council in its complete discretion is satisfied that such members should be elected.

- 12. The Council may elect to any grade of membership any person who is, in its opinion, a person of sufficient standing in the building industry and suitably qualified by experience or by examination.
- 12A. Ongoing membership of the Institute in the categories of Fellows, Members, Affiliate Members, Associate Members, Graduates and Licentiates requires the satisfactory completion of approved Continuing Professional Development (CPD) as set out in Rule 22A.

13. Every person shall upon notification of election be deemed to have entered into an agreement to abide by and be bound by these Rules and by any Regulations made hereunder or by examination.
14. The Executive Director shall keep a Register of all grades of members containing:
 - (a) in respect of each elected member, full name, full postal address as set out in such proposal for election and as changed from time to time by notice from the member to the Executive Director, the date of his or her election, the grade of membership to which elected, date of election of transfer to any grade of membership, date and manner of termination of membership and any other particulars directed by the Council to be inserted in the Register, and
 - (b) in respect of Foundation Members who are signatories to the application for incorporation of the Institute such of the abovementioned particulars as are applicable.
15. Every member shall be entitled to obtain a certificate of membership subject to such conditions and on payment of such subscriptions or other sums as the Council may from time to time prescribe and any such person ceasing to be a member shall on demand deliver back to the Council all Certificates of membership.
16. Unless and until the Council by resolution shall otherwise determine a Fellow or Retired Fellow of the Institute shall be entitled to the exclusive use after his name of the abbreviated designation “FNZIOB”; a Member or Retired Member of the abbreviated designation “MNZIOB”; an Affiliate or Retired Affiliate of the abbreviated designation of “Affil.NZIOB” an Associate or Retired Associate of the abbreviated designation of “ANZIOB”; a Graduate of the abbreviated designation “GradNZIOB”, a Licentiate of the abbreviated designation “LNZIOB”. Members engaged in the building industry shall not use after the title of any company or partnership the aforesaid abbreviated forms or initials or describe the company of partnership as members of the Institute but members may use the initials to which they are entitled.
17. All members, except those whose subscriptions are in arrears as hereinafter provided by these Rules, shall be entitled to receive notice of and be present at and to vote on any matters raised in General Meetings of the Institute, or in postal ballots conducted by the Institute, except as hereinafter provided by these Rules, but Student members shall not be entitled to vote on any matters raised or to nominate or be nominated for any office.
18. Any member of any class may resign his or her membership by notice in writing to the Executive Director and the resignation shall be given effect at the next meeting of the Council.

SUSPENSION OR FORFEITURE OF MEMBERSHIP

19. The Council of the Institute may suspend a member from the privileges of membership, may declare the membership forfeited (in which case the member shall cease to be a member and the member's name shall be removed from the Register) and may admonish or censure a member if:
- (a) In the opinion of the Council of the Institute the member has been guilty of any breach or failure to observe the provisions of any of these Rules or Regulations made thereunder, or
 - (b) In the opinion of the Council of the Institute the member has been guilty of dishonourable practices or conduct or practices derogatory to the building industry or such as shall render the member unfit to continue to belong to the Institute; or
 - (c) In the opinion of the Council of the Institute the member's admission to membership was obtained by improper means; or
 - (d) The member becomes bankrupt or insolvent or makes an assignment for the benefit of his or her creditors or takes or attempts to take the benefit of any statutory provision for the liquidation of his or her assets or affairs.

A resolution pursuant to this Clause shall require a two-thirds majority of the Council of the Institute.

PROVIDED THAT the Council of the Institute shall first hold an enquiry and shall cause to be sent to the member by registered post to his or her address as recorded in the Register of the Institute not less than one month's notice of the place, hour and date of the proposed enquiry, specifying the conduct complained of. The time and place, hour and date of enquiry may at any time on notice to the member be postponed and such enquiry may from time to time be adjourned AND PROVIDED FURTHER that upon the hearing of such enquiry such member shall be given the opportunity of being heard and of presenting such evidence as he or she may desire. The Council of the Institute shall not be under any obligation to disclose to the member concerned or any other member the source of any information giving rise to such proceedings.

The Council of the Institute may appoint a Committee or Committees for the purpose of investigating and reporting upon any matter which is being or is about to be or proposed to be considered by the Council of the Institute under this Rule. A Committee may include members of the Institute who are not members of the Council of the Institute. A member of the Council of the Institute who is or has been a

member of any such committee shall not by reason thereof be debarred from taking part or voting at any meeting of the Council of the Institute at which such matter as aforesaid is under consideration.

20. On the termination of membership whether by death, resignation, expulsion or otherwise, the member and his or her estate shall remain liable for any subscriptions or other sums accrued.

EXAMINATIONS

21. Examinations under these Rules which the Institute may from time to time think fit to conduct shall be held at such times and places within New Zealand or elsewhere and in such manner as the Council may from time to time determine. The Council may determine the fees to be paid by candidates in respect of all examinations which the Institute may hold under the authority of these Rules or which the Institute may hereafter be empowered or require by Statute to hold and such other examinations as the Institute may from time to time think fit to conduct. The standard of examination shall be a standard so far as is appropriate not less than that of examinations held by like Institutions. The Council may from time to time review and approve as thought fit examinations held by other bodies, the passing of any one or more of which will exempt a person proposed for membership or grade transfer from the necessity of passing the examinations of the Institute in whole or in part.
22. The Institute shall have power to grant such certificates in connection with examinations or otherwise in such manner as the Council of the Institute may from time to time prescribe. Provided that every certificate on the face of it shall show that it is a certificate granted on an examination of the Institute or upon other qualifications prescribed by the Rules for the time being in force and that it does not take effect under any Statute or statutory regulation.
- 22A. In order to improve the level of professional proficiency of members, the Council may from time to time specify criteria and parameters of a formal CPD programme which is required to be completed each year by members in the categories of Fellows, Members, Affiliate Members, Associate Members, Graduates and Licentiates. Any member who fails to meet the requirements of the CPD programme may be treated by the Council or the Institute as being in breach of these Rules and subject to suspension or forfeiture of membership, or admonishment or censure, as more particularly set out in Rule 19.

ENTRANCE FEES AND SUBSCRIPTIONS

23. The Council of the Institute shall from time to time fix the entrance fees and subscriptions and the manner of payment hereof payable by the various classes of members and shall have power to fix special entrance fees and subscriptions for any member of each of such classes resident for a period of not less than twelve months outside New Zealand.
24. The entrance fee shall be paid within one month of the notification to the member of his election together with the member's first subscription determined in accordance with Rule 25.
25. The subscription shall be payable in respect of each financial year of the Institute provided that persons elected members after the expiration of six months from the commencement of a financial year shall only be bound to pay half the annual subscription.
26. The subscription shall be paid within one month after commencement of the financial year of the Institute. Any member whose subscription has not been paid on or before the expiration of ninety days after the commencement of the financial year of the Institute may be deemed to be in arrears and shall be so notified. In the event of the member continuing six months in arrears after such notification, the Council shall be advised, and it shall have the power, after suitable remonstrance by letter, to erase the name of the defaulter from the Register of the Institute whereupon the membership of the defaulter may cease. The Council may, if it finds good reason to do so, reinstate, under such conditions as it may see fit, any member whose name has been removed from the Register of the Institute under the provisions of this rule or may in special circumstances exempt from the payment of an entrance fee a candidate for membership who has previously been a member of the Institute.
27. No member shall be eligible for nomination for election to office if his subscription is in arrears.
28. The Council may exempt from year to year from the payment of his subscription a member who from ill health advanced age or other sufficient cause ceases to carry on the practice of building or other occupation. The Council may also exempt any such individual from the payment of any subscription which may be in arrears.

CONSTITUTION OF COUNCIL

29. The Council of the Institute shall consist of the following who shall be entitled to vote and who shall take office in the manner provided by these Rules:
 - (a) The President and the President Elect or the Immediate Past President.
 - (b) The Honorary Treasurer, (if he is not nominated as a Councillor under the provisions of Rule 30(b) shall be a non-voting Councillor).
 - (c) Such persons as become qualified annually to hold the office of Councillor pursuant to Rule 30 in the circumstances therein specified.
30.
 - (a) Each Chapter Board shall every year appoint two Councillors from the Fellows and Members of that Chapter provided that such members must be on the register at the 31st day of December preceding appointment.
 - (b) The Council shall every year appoint as Honorary Treasurer one of the Chapter appointed Councillors, or appoint an additional person as Honorary Treasurer with no voting rights.
 - (c) Each Chapter Board shall every year nominate one alternate Councillor to attend Council meetings in the absence of any permanent representative of the Chapter.
 - (d) The retirement of Councillors shall be on a voluntary basis and Chapter Boards should, if possible, ensure that no two Councillors retire at the same time.

All such Councillors shall be appointed prior to each Annual General Meeting of the Institute and shall take office at the Annual General Meeting succeeding their appointment upon receipt by the Annual General Meeting of a certificate given to the Executive Director prior to such Annual General Meeting and signed by the Honorary Secretary of their Chapter that they have been duly appointed. Their appointment shall be declared by the Chairman of such Annual General Meeting at such meeting. In the event of a member elected as President Elect of the Institute also being appointed as a Councillor of the relevant Chapter the appointment as such Councillor shall be void and the Chapter shall forthwith proceed to appoint another Councillor in his stead who shall take office forthwith upon receipt by the Executive Director of a certificate certifying such appointment signed by the Honorary Secretary of the Chapter.

In the event of a vacancy occurring in accordance with Rule 32, the appropriate Chapter Board, or Council, as the case may be, shall appoint a replacement Councillor, alternate Councillor or Honorary Treasurer.

31. Deleted. Incorporated in Rule 30.
32. The office of a member of the Council shall be vacated if the member –
- (a) holds any office of profit under the Institute, or
 - (b) becomes bankrupt, or
 - (c) becomes prohibited from being a director of a company pursuant to the provisions of the Companies Act 1993, or
 - (d) resigns his office by notice in writing to the Institute, or
 - (e) ceases to be a member of the Institute, or
 - (f) is directly or indirectly interested within the meaning of Section 140 of the Companies Act 1993 in any contract with the Institute or participates in the profits of any contract with the Institute. Provided however that a member shall not vacate office by reason of his being a member of any corporation, society, or association, which has entered into contracts under or done any work for the Institute if such corporation, society, or association is among the class of authority or company referred to in the last proviso of Rule 3 hereof of the Institute and if he shall have declared the nature of his interest in the manner required by Section 140 of the Companies Act 1993.

A member shall not vote in respect of any contract in which he is interested or any matter arising therefrom and if he does so vote his vote shall not be counted.

FOUNDATION COUNCIL

33. The first members of the Council and the President thereof prior to the first Annual General Meeting of the Institute, known as the Foundation Council, shall comprise the following:

President

Robert Stewart Lockwood Managing Director Palmerston North

Council

James Espie	Company Director	Auckland
Douglas Keith Armstrong	Deputy Principal	Auckland
Wilfred Ernest Wagener	Company Director	Auckland
John Morris Ferguson Sewell	Regional District Manager	Silverstream
Helen Margaret Tippet	Professor of Architecture	Wellington
James Carruthers	Development Manager	Tawa
Brian John Phillips	Company Director	Christchurch
Graeme Leonard Robertson	Registered Architect	Christchurch
David James Kerr	Head of Building & Architecture	
	Christchurch Polytechnic	Christchurch
John Francis Spencer	Branch Manager	Hamilton

Who shall hold office until the first Annual General Meeting held after the incorporation of the Institute and then shall retire and be eligible for re-election.

34. The first Executive Director of the Institute shall be James Carruthers of Tawa, Development Manager.

ELECTION OF PRESIDENT AND PRESIDENT ELECT

35. (a) **Election of President**

- (i) In 1998 nominations will be called for the position of President.
- (ii) Should there be a requirement under Rule 37 for election of a President such election shall take place in the manner of sections (b)(i) to (vi) of this rule.

(b) **Election of President Elect**

Nominations will be called in 1998 for the position of President Elect.

In subsequent years the President Elect shall be elected biennially, from the Fellows and Members of the Institute by a postal ballot of members entitled to vote and that are on the Register at the 31st day of December prior to such election and in accordance with the following provisions:

- (i) In electing the President Elect pursuant to this Rule the Executive Director either himself or at his discretion through the Honorary

Secretaries of the Chapters shall at least 63 days prior to the appropriate Annual General Meeting invite members to submit nominations for the office of President Elect from the Fellows or Members of the Institute. Nominations of candidates for the office of President Elect shall be in writing signed by two members together with the written consent to nomination of the candidate signed by him, such nomination to be received by the Executive Director at least forty two days prior to the appropriate Annual General Meeting. In the event that there is only one candidate nominated for the office of President Elect then that candidate shall be deemed to have been elected President Elect.

- (ii) At the time of giving notice of the appropriate Annual General Meeting, the members eligible to vote at the appropriate Annual General Meeting shall be provided with ballot papers setting out the candidates for President Elect (or in the event that only one candidate has been nominated for President Elect then the members shall be advised of that appointment).
- (iii) The Council shall, no later than seven days prior to the appropriate Annual General Meeting, appoint (in writing duly minuted) two independent scrutineers (“the scrutineers”) to verify and record the ballot papers at the appropriate Annual General Meeting.

In the event that either of the scrutineers is not present at the opening of the appropriate Annual General Meeting, then the Chairman may nominate a replacement scrutineer or two replacement scrutineers (as the case may be) who if approved by a majority of the members present (in person or otherwise) entitled to vote shall be duly appointed as a replacement scrutineer (or scrutineers, as the case may be).

- (iv) Each member entitled to vote may do so by completing the ballot paper by indicating which candidate he wishes to elect as President Elect from the candidates listed on the ballot, executing the ballot paper and returning the same to the Executive Director in the official envelope supplied to the member with the ballot paper. The ballot paper shall be returned to the Executive Director by post no later than three clear business days before the appropriate Annual General Meeting. Any ballot papers not returned by the due time shall be treated as void and of no effect. The members shall follow such other procedures in relation to such ballot as the Council may determine from time to time by resolution and advise the members at the time of forwarding the ballot papers. Any non-conforming ballot papers shall be treated as void and of no effect.
- (v) Prior to the appropriate Annual General Meeting, the Executive Director shall hand the voting envelopes received by due date to the scrutineers.

The scrutineers shall verify and count all valid conforming ballot papers and report the result to the Chairman at the appropriate Annual General Meeting.

- (vi) The Chairman shall declare the result of the vote for the position of President Elect and an entry to that effect in the Minute Book of the Institute shall be conclusive evidence of that fact without proof of the number of votes recorded in favour of any candidate. In the case of equality of votes, the Chairman shall be entitled to a casting vote in addition to the vote which he is entitled to as a member. Following the entry of the result of the election into the Minute Book of the Institute, the ballot shall be destroyed by the scrutineers.
36. The President Elect shall normally hold office for one year. On completion of the term, and on the termination of the term of the incumbent President, the President Elect shall become the President. The President may not hold office for more than two years, provided that for the purposes of this Rule, a term of office shall not include any term less than the normal term resulting from the death or resignation of the preceding President or President Elect as the case may be or from some other cause. On termination of office the incumbent President shall serve one further year on Council as the Immediate Past President.
37. In the event of the death or resignation of the President then the Immediate Past President or President Elect, as the case may be, shall discharge the role for the remainder of that year. Further, in the event of the death or resignation of the President in his first year of his term of office then at the next Annual General Meeting of the Institute a President shall be elected in accordance with the procedures in Rule 35.
38. The duties of the President should in his absence be discharged by the President Elect or the Immediate Past President and in the absence of either any member of the Council elected by it so to act.

ACCOUNTS

39. (a) The Council shall cause proper accounts to be kept with receipt to:
- (i) All sums of money received and expended by the Institute and the matter in respect of which the receipt and expenditure takes place.
 - (ii) all sales and purchases of goods by the Institute; and
 - (iii) the assets and liabilities of the Institute.

The accounts shall be kept at the Registered Office of the Institute, or at such other place or places as the Council shall think fit, and shall always be open to the inspection of the members of the Council.

- (b) The Council shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounts and books of the Institute or any of them shall be open to the inspection of members not being members of the Council, and no member (not being a member of the Council) shall have any right of inspecting any account or book or document of the Institute except as conferred by Statute or by Rule 10 hereof of the Institute or authorised by the Council or by the Institute in general meeting.
- (c) The Council shall from time to time cause to be prepared and to be laid before the Institute in general meeting profit and loss accounts, balance sheets (including every document required by law to be annexed thereto) made up to a date not earlier than the date of the meeting by more than three months.
- (d) A copy of every balance sheet (including every document required by law to be annexed or attached thereto) which is to be laid before the Institute in general meeting shall not less than seven days before the date of meeting be sent to all persons entitled to receive notice of general meetings of the Institute.

TREASURER

- 40. The Honorary Treasurer shall be appointed by the Council from such persons as shall become qualified annually to hold office pursuant to Rule 30.
- 41.
 - (i) The Honorary Treasurer shall perform such duties as the Council may from time to time determine.
 - (ii) There shall be a Finance Committee appointed by the Council which Committee shall certify to all moneys to be paid on account of the Institute and the Honorary Treasurer shall be Chairman of such Committee.
 - (iii) All payments for and on behalf of the Institute shall be made by cheque signed by any two of the following namely the Honorary Treasurer, the Executive Director and any two members of the Council appointed by resolution of the Council for that purpose.

42. There shall be an Executive Director appointed by the Council and the term of his appointment shall continue until terminated by resolution of a majority of the members of the Council. It shall be the duty of the Executive Director under the direction of the Council to attend all meetings of the Institute and of the Council and to see that the Minutes of all proceedings are properly entered in the books provided for the purpose, to issue all notices calling ordinary or extraordinary meetings of the Institute or of the Council, to perform all other acts, matters or things which the Council may direct including the keeping of the Registrar of members, to direct the collection of the subscriptions, to present all accounts to the Council for inspection and approval, to cause proper books of accounts to be kept and to receive and subject to Rule 41 pay all moneys on account of the Institute, to keep a current account at such bank as the Council shall direct and pay into such account all moneys so received; to furnish a properly audited account and balance sheet to accompany each Annual Report; to conduct the correspondence of the Institute, to supervise the printing and edit the transactions and publications of the Institute, and to supervise and direct the activities of the staff of the Institute. The Executive Director may take part in the deliberations of the Council but shall not vote unless the Executive Director is also an elected Council member in which case he shall vote as a Council member.
43. The Executive Director shall present to the Annual General Meeting a Report of the activities of the Institute during the preceding financial year.

COUNCIL'S POWERS

44. The Council may at any time authorise any office bearer, officer, other person or Committee to perform any act or function which in these Rules may be prescribed to be performed by any special office bearer, officer, other person or committee whenever by reason of death, absence, disability or from any other cause of whatever kind Council shall decide.

The need for the continuance of any authority so given shall be reviewed at each meeting of the Council.

45. At the Annual General Meeting for 1984 all the members of Council holding office in the Institute immediately before the date of the Annual General Meeting shall be deemed to have vacated the office of Councillor but shall unless disqualified by the Rules be eligible for election to the Council which takes office from that meeting.

AUDITORS

46. Auditors shall be appointed and their duties regulated in accordance with the provisions of the Act.

COUNCIL MEETINGS

47. Meetings of the Council may be held at the call of the President or in his absence the Immediate Past President or President Elect as the case may be, or shall be held in response to a requisition lodged with the Executive Director and signed by not less than three members of the Council.
48. At meetings of the Council five voting Councillors shall form a quorum.
49. At every meeting of the Council the President, if he shall be present, failing him the Immediate Past President or the President Elect as the case may be, and in their absence a member of the Council chosen by those present, shall be Chairman. The Chairman shall have both a deliberative and a casting vote.
50. The Council shall cause minutes to be made in books provided for the purpose:
- (a) of all appointments of officers made by the Council,
 - (b) of the names of the members of the Council present at each meeting of the Council and of any committee thereof,
 - (c) of all resolutions and proceedings at all meetings of the Institute, and of the Council and of committees thereof
- and every member of the Council present at any such meeting of the Council or committee thereof shall sign his or her name in a book to be kept for that purpose.
51. The business of the Institute shall be managed by the Council, who may pay all expenses incurred in setting up and registering the Institute, and may exercise all such powers of the Institute as are not by the Act or by these rules required to be exercised by the Institute in general meeting, subject nevertheless to any requirement of these Rules, to the provisions of the Act, and to any regulations as may be prescribed by the Institute in general meeting; but no regulation made by the Institute in general meeting shall invalidate any prior act of the Council which would have been valid if that regulation had not been made.

52. The Council may at any time remit to a Chapter Board such moneys as may be considered necessary for the efficient administration of the affairs of the Chapter or for the promotion of some special activity.
53. A resolution in writing (which may consist of several documents in like form each signed by one or more Councillors) signed by all the members of the Council for the time being shall be as valid and effectual as if it had been passed at a meeting of the Council duly called and constituted PROVIDED THAT no resolution shall be so signed in relation to the acquiring or disposing of any property of the Institute or the election or expulsion of members. Any such resolution in writing may be forwarded to a Councillor by facsimile and executed and returned by that Councillor by facsimile. Following the transmission by facsimile to a Councillor of any such resolution, the original of the resolution must be sent by post or courier to the same destination as the facsimile.
54. The Council may from time to time delegate to a committee or any one or more of its members any of the powers conferred on it by these presents except the powers of acquiring or disposing of any property of the Institute and of electing and expelling members except student members provided that the President shall be ex officio a member of any such committee.
55. The affairs of the Council may be carried on between meetings by an Executive Committee consisting of all members of the Council who are present at the time and place of meeting and its actions shall be subject to ratification by the Council. The Council shall determine the quorum of the Executive Committee from time to time.
56. The Council may appoint Boards and Committees, consisting of any one or more members of the Institute, whether members of the Council or not, for the purpose of dealing with specific subjects connected with the Objects of the Institute, or to consider and investigate any subject or matter referred to them, and to make reports and suggestions thereon to the Council. The President, Immediate Past President or President Elect and Honorary Treasurer shall be ex officio members of any such Boards or Committees. Such Boards and Committees may conduct their own business but they shall not take any public action nor incur any pecuniary responsibility, provided however, that in any case of emergency they may take such public action as shall have been sanctioned by the President or in his absence by the Immediate Past President or the President Elect, as the case may be, and the Honorary Treasurer.

GENERAL MEETINGS

57. The first general meeting shall be held at such time, after the incorporation of the Institute, and at such place as the Council may determine.
58. A general meeting shall be held once in every calendar year within ninety days of the close of the financial year of the Institute at such time (not being more than fifteen months after the holding of the last preceding general meeting) and place as may be prescribed by the Council, or, in default, at such time in the third month following that in which the anniversary of the Institute's incorporation occurs and at such place as the Council shall appoint. In default of a general meeting being so held, a general meeting shall be held in the month next following and may be convened by not less than five per centum in numbers of the Members of the Institute in the same manner as nearly as possible as that in which meetings are to be convened by the Council.
59. The abovementioned general meetings shall be called Ordinary General Meetings, all other general meetings shall be called Extraordinary General Meetings.
60. The Council may, whenever it may think fit, convene an extraordinary general meeting, and extraordinary general meetings shall be convened on requisitions of members of the Institute as shall be approved by the Council. If at any time there are not within New Zealand sufficient members of the Council capable of acting to form a quorum, any five members of the Council or any fifteen members of the Institute may convene an extraordinary general meeting in the same manner as nearly as possible as that in which meetings can be convened by the Council.
61. At all General Meetings fifteen members all form a quorum.
62. Notice of General Meetings:
Twenty-eight days notice at the least (exclusive of the day on which the notice is served or deemed to be served, but inclusive of the day for which notice is given) specifying the place, the day and the hour of meeting and, in case of special business, the general nature of that business shall be given in manner hereinafter mentioned, or in such manner, if any, as may be prescribed by the Institute in general meeting, to such persons as are, under the Rules and Regulations of the Institute, entitled to receive such notice from the Institute; but with the consent of all the members of the Institute entitled to receive notice of some particular meeting, that meeting may be convened by such shorter notice and in such manner as those members may think fit.
63. Proceedings at General Meetings:
All business shall be deemed special that is transacted at an extraordinary general meeting, and all that is transacted at any ordinary general meeting, with the exception of the consideration of the accounts, balance sheets, and the reports of

- the Council and auditors prescribed by the Act, the election of the Council and other officers in the place of those retiring by rotation, and the fixing of remuneration of the auditors.
64. The accidental omission to give the required notice to any member shall not invalidate the proceedings at any meeting.
 65. Save as next provided no business shall be transacted at any meetings unless a quorum of members be present at the time when the meeting commences business.
 66. If within a half an hour from the time appointed for a meeting a quorum be not present the meeting if convened by or on the requisition of members shall be dissolved. In any other case it shall stand adjourned to the same day in the next week at the same time and place or at such time and place as the members present shall determine and at such postponed meeting the business shall be transacted by the members present which shall be deemed a quorum whatever their number.
 67. The President of the Institute, or failing him the Immediate Past President or President Elect, as the case may be, shall preside as Chairman at every meeting of the Council of the Institute. If within fifteen minutes after the time appointed for holding any such meeting neither the President, Immediate Past President or the President Elect are not present the members present shall choose one of the members of the Council present to be Chairman or if no member of the Council be present and willing to act the members present shall choose one of their number to be Chairman. No business except the election of a Chairman shall be discussed or transacted at any meeting whilst the Chair is vacant.
 68. The Chairman of a meeting may with the consent of a majority of those present and entitled to vote thereat adjourn the same from time to time and from place to place but no business shall be transacted at any adjourned meeting other than business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for ten days or more notice of the adjourned meeting shall be given as in the case of the original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
 69. At any meeting every question shall be decided in the first instance by a show of hands unless a postal ballot be demanded in manner hereinafter provided; and a declaration by the Chairman that a resolution has been carried or has not been carried or has been carried unanimously or by a particular majority and an entry to that effect in the Minute Book of the Institute shall be conclusive evidence of the fact without proof of the number of votes recorded in favour of or against resolution.

70. At any meeting a postal ballot may be demanded before or upon the declaration of a show of hands by the Chairman or by notice in writing signed by three members present at the meeting and such postal ballot shall be taken in accordance with procedures as specified by the Council or by Regulation and at such time and as the Chairman shall direct and the result of such postal ballot shall be deemed to be the resolution of the Institute in such meeting. In case of an equality of votes either on a show of hands or at a postal ballot the Chairman shall be entitled to a casting vote in addition to the vote to which he is entitled as a member. The demand for postal ballot may be withdrawn.

71. On a show of hands votes may be given personally or by proxy and every proxy shall be appointed in writing under the hand of the appointer in the form or to the effect following:

I, _____ of
a Institute of Building (inc.), hereby appoint
of _____ or failing him
of _____ to be my proxy to vote for me and on my
behalf at the General Meeting of the Institute to be held on the _____ day of
20 _____ and at any adjournment thereof:

during my absence from

As Witness by hand this _____ day of _____ 20 _____

Witness: _____ Signed: _____

(Strike out and initial portions not required).

72. No person shall act as proxy unless at the time of appointment he is a person qualified and entitled to be present and to vote as such in his own right and no proxy shall be treated as duly appointed or entitled to vote as such unless his appointment as a proxy be delivered to the Executive Director before the time of holding the meeting or adjourned meeting at which he proposed to vote and such appointment shall be kept under the control of the _____ and shall be reported to the Chairman at the commencement of every meeting or adjourned meeting. In every case a proxy must be a member of the same class as the member appointing him. Unless at the time of voting he expresses a contrary intention a proxy shall be deemed to vote both on behalf of himself and on behalf of the member or members who appointed him as proxy.

73. At general meetings any resolution adopted by a bare majority or by such a majority as the Institute may from time to time prescribe of those members having a right to vote and voting at such meetings shall be deemed and is hereby declared a resolution of the Institute.

74. Except where otherwise specially provided a notice may be served upon any member either personally or by sending it through the post in a prepaid letter or a telex or telegram addressed to such member to his address as entered in the Register of Members.
75. Any notice to be given hereunder shall be deemed sufficiently served by sending it through the post in a prepaid letter or by telex or telegram and to prove such service it shall be sufficient to prove that the letter containing such notice was properly addressed and posted or that the telex was properly sent to the addressee or that the telegram was handed in at any office of the New Zealand Post Office capable of transmitting telegrams.

SEAL

76. The seal of the Institute shall not be affixed to any instrument except by the authority of a resolution of the Council and in the presence of a Councillor and of the Executive Director or such other person as the Council may appoint for the purpose; and that Councillor and Executive Director or other person as aforesaid shall sign every instrument to which the seal of the Institute is so affixed in their presence.

INDEMNITY

77. Every member of the Council and of any Committee and every officer of the Institute and any person (whether an officer of the Institute or not) employed by the Institute as Auditor when acting in such capacity for the Institute shall be indemnified out of the funds of the Institute against all liability incurred by him or her as such member of the Council or committee, officer or auditor, in defending any proceedings whether civil or criminal in which judgment is given in his favour or in which he is acquitted or in which relief is granted to him by the Court.

No member of the Council or of any committee and no officer of the Institute shall be liable when acting in such capacity for the acts, receipts, neglects or defaults of any other member of the Council or of any committee or of any other officer of the Institute or in any receipt or other act or for any loss or expense happening to the Institute through the insufficiency of title of any property acquired by order of the Council for or on behalf of the Institute or for the insufficiency or deficiency of any other security in or upon which any of the

moneys of the Institute shall be invested or for any loss or damage arising from the insolvency or tortious act of any person or institution with whom any moneys, securities or effects shall be deposited or for any loss occasioned by any error of judgment or oversight on his part or for any other loss damage or misfortune whatever unless the same happen through his own negligence default breach of duty or breach of trust.

REGULATIONS

78. The Institute may from time to time by special resolution make Regulations not inconsistent with any of the provisions of these Rules or with any statutory provision then in force, for the regulations of the business of the Institute its officers and servants, and may from time to time amend or repeal such regulations or any of them. The Council may also make such Regulations but any Regulation so made by the Council may be disallowed or varied by the Institute in General Meeting.

AMENDMENTS TO RULES

79. These Rules or any other rules for the time being in force may, subject to the provisions hereof, be added to, revoked in whole or in part or altered by resolution of the members at a general meeting or an extraordinary general meeting, with the proviso that Inland Revenue Department approval be obtained in writing prior to any general meeting before Rule 5 and/or Rule 81 may be added to, revoked in whole or part, or altered in the above manner hereinbefore described.

NUMBER OF MEMBERS

80. The number of members with which the Institute proposed to be registered is unlimited.

WINDING UP

81. (a) The Institute may be voluntarily wound up if:
- (i) the Institute in Annual General Meeting or Extraordinary General Meeting called for the purpose shall pass a resolution requiring the Institute to be wound up: and
 - (ii) such resolution is confirmed by a subsequent Extraordinary General Meeting called for the purpose and held not earlier than thirty (30) days after the Annual General Meeting or Extraordinary General Meeting at which such resolution is passed.
- (c) Upon the winding up of the Institute its assets (if any) shall be realised in such manner as the Institute in general meeting (either Annual or Extraordinary) may determine and the proceeds, funds and assets of the Institute after payment of the debts of the Institute shall be distributed or disposed of as set out in Rule 4 above.

REGULATIONS FOR THE CONDUCT OF CHAPTERS

<u>Index</u>	<u>Regulation No.</u>
General	1 - 5
Membership	6 - 7
Board	8 - 15
Office Bearers and Officers	16 - 20
Finance	21 - 23
Board Meetings	24 - 27
Committees	28
General Meetings	29 - 40
Votes and Voting	41 - 51
Chapter Rules	52 - 53
Chapter Boundaries	54
Location	Appendices
Maps	Appendices

REGULATIONS FOR THE CONDUCT OF CHAPTERS

GENERAL

1. The definitions in the Rules of the Institute shall with the following additions apply in these Regulations:

“Board” means the Chapter Board referred to in the Rules.

“Office Bearers” means President, President Elect, Immediate Past President, Honorary Secretary, Honorary Treasurer elected to the Board.

“Board Members” means other members elected to the Board.

2. The territories of the respective Chapters shall be as follows:
Northern - Taupo and all territory north
Central - Wellington, Gisborne, New Plymouth, Nelson & Blenheim areas
Southern - All territory south of the Nelson and Blenheim areas.
(Refer map Appendix 1).
3. The name of each Chapter shall be in the form “The New Zealand Institute of Building (A) Chapter” wherein for (A) shall be substituted Northern, Central, Southern as the case may be.
4. Each Chapter shall maintain an official address that shall be notified to the Executive Director.
5. A Register of all members attached to the Chapter showing their grades of membership, addresses and such other particulars as the Board may from time to time determine to maintain shall be kept at the office of the Chapter.

MEMBERSHIP

6. A member shall belong to one Chapter only. Except as may be prescribed by the Council the member shall belong to that Chapter within the area in which the member resides and if the member changes his place of residence to the area of another Chapter the member shall be transferred to that Chapter. A member residing outside New Zealand and desiring to belong to a Chapter may select the Chapter to which the member shall belong.

7. Every proposal for the election of a member, other than an Honorary Member, shall be made in writing on a form prescribed by the Council setting out the full name and address of the candidate and such other particulars as are required and shall be signed by a proposer and two seconders, none of whom shall be a Student Member.

Every proposal for the election of a member, other than an Honorary Member, shall be made in writing on a form prescribed by the Council setting out the full name and address of the candidate and such other particulars as are required and shall be signed by a proposer and two seconders, none of whom shall be a Student member.

Every proposal for the election of a member to another grade of membership unless it be made by resolution of a Chapter shall also be made in writing on a form prescribed by the Council setting out such particulars as the Council may require and shall be signed by a proposer and a seconder, one of whom shall be in the grade proposed.

Full particulars of any proposal made by resolution of a Chapter shall be conveyed in writing by the Chapter Board to the Executive Director of the Institute. Every proposal shall also contain a statement signed by the candidate assenting to the proposal.

A proposal for election to the Institute or for election to another grade of membership shall be first sent to the Honorary Secretary of the Chapter which the nominee would join or to which the member belongs. The Chapter Board shall forward the proposal to the Executive Director of the Institute. Members of the Institute shall be elected by the Council if the Council in its complete discretion is satisfied that such members should be elected and the suitability of a candidate for election into a grade of membership shall be determined by the Council after consideration of any recommendation made by the Chapter Board.

BOARD

8. The Board shall consist of:
 - (a) A President
 - (b) A President Elect or Immediate Past President
 - (c) An Honorary Secretary
 - (d) An Honorary Treasurer
 - (e) Not more than five other Board Members.

(f) In addition to the above, the Board may co-opt up to three further Board Members from eligible members of the Chapter, all of whom (except the co-opted Board Members) shall be elected annually. Such co-opted Board Members may be office bearers of the Board provided that their holding of such office is not inconsistent with other provisions of these Regulations.

9. The Board shall take office from the close of the Annual General Meeting of the Chapter at which the result of the election for members of the Board is declared to the next Annual General Meeting or until a Board shall have been elected in its stead thereafter.

A member of the Board who has ceased to be attached to the Chapter shall cease to hold office.

10. The election of the office bearers and members of the Board shall be by postal ballot conducted in the manner defined in these Regulations. In the event of an equality of votes for an office bearer or member the President shall have a casting vote.

If the nominations for any office of the Board or the nominations for the number of Board Members are such that a ballot is unnecessary, the members so nominated shall be declared to have been elected unopposed.

11. Any Fellow, Member, Affiliate, Associate, Graduate, Licentiate, or Student attached to the Chapter shall be eligible for election to the Board provided that:

(a) The President and President Elect shall be a Fellow or a Member.

(b) The President Elect shall be elected biennially and hold office for one year. On completion of the term, and on the termination of the term of the incumbent President, the President Elect shall become the President. The President may not hold office for more than two years provided that for the purpose of this Regulation a term of office shall not include any term less than the normal term resulting from the death or resignation of the preceding President or President Elect as the case may be or from some other cause. On termination of office the incumbent President shall serve one further year on the Board as Immediate Past President.

(c) Not more than one half of the Board members shall be Affiliate and/or Associate and/or Graduate and/or Licentiate and/or Student Members.

- (d) No member of the Board shall hold more than one office on the Board other than in the case of Honorary Secretary and Honorary Treasurer where one member of the Board may hold both offices.
- (e) No member shall be eligible for election if his subscription is in arrears.

12. A vacancy occurring in the Board shall be filled in the following way:

- (a) In the case of the President, by the Board from its own number. Such election shall be deemed to create a vacancy in the Board.
- (b) In the case of any other office bearer by the Board from its own number or from other eligible members of the Chapter. Such election in the former case shall be deemed to create a vacancy in the Board.
- (c) In the case of a Board Member, and in the case of the vacancies created in (a) and (b) above, by the Board from the eligible members of the Chapter.

In each case the consent of the member shall be obtained.

13. The Board shall have the management and direction of the affairs of the Chapter and shall do all such acts as appear to it necessary or desirable for the purpose of carrying into effect within the Chapter the objects of the Institute, subject to the provisions of the Rules of the Institute and these Regulations.

The Board shall also exercise such powers of the Council as the Council may from time to time delegate to it.

14. The Board may appoint from its own number an Executive Committee, delegate powers to it, and at its discretion dissolve such Committee.

15. (a) Each Chapter Board shall every year immediately following the Annual General Meeting of the Chapter appoint two Councillors from the Fellows and Members of the Chapter to represent the Chapter on the Council of the Institute provided that such members must be on the Register at the 31st day of December preceding appointment.

All such Councillors shall be appointed prior to each Annual General Meeting of the Institute and shall take office at the Annual General Meeting succeeding their appointment upon receipt by the Annual General Meeting of a certificate given to the Executive Director prior to such Annual General Meeting and signed by the Honorary Secretary of the Chapter that they had been duly appointed. Their appointment shall be

declared by the Chairman of such Annual General Meeting at such meeting. In the event of a member elected as President Elect (or President) of the Institute also being appointed as a Councillor of the Chapter the appointment as such Councillor shall be void and the Chapter shall forthwith proceed to appoint another Councillor in his stead who shall take office forthwith upon receipt by the Executive Director of a certificate certifying such appointment signed by the Honorary Secretary of the Chapter.

- (b) Each Chapter Board shall every year nominate one alternate Councillor to attend Council meetings in the absence of any permanent representative of the Chapter.
- (c) The retirement of Councillors shall be on a voluntary basis and Chapter Boards should, if possible, ensure that no two Councillors retire at the same time.

OFFICE BEARERS AND OFFICERS

16. The Honorary Secretary shall, under the direction of the Board, conduct the ordinary business of the Chapter in accordance with the Rules of the Institute and these Regulations and on behalf of the Board supervise any officers it may appoint. He shall keep an accurate record of the business of the Chapter and the Board and forward copies thereof to the Council. He shall keep a register of the members of the Chapter and send to the members notices of meetings and such other matters as may be decided by the Board. He shall conduct the correspondence of the Chapter and carry out such other duties as may be prescribed in these Regulations or determined by the Board. He shall, prior to the Annual General Meeting of the Institute, furnish a certificate to the Executive Director of the Institute with the names of those members of the Chapter who have been appointed Councillors for the ensuing year.
17. The Honorary Treasurer shall conduct and record in the manner hereafter defined the financial transactions of the Chapter.
 - (a) He shall keep a record of all monies received by the Chapter, issue receipts for them, and deposit them at the bank on behalf of the Chapter.
 - (b) He shall present to the Board at each meeting statements of income and expenditure, seek authority for the payment of proved accounts of the Chapter and arrange for the disbursement of monies as directed by the Board.

- (c) He shall keep the accounts of the Chapter on an income and expenditure basis. That is, all income attributable to or earned in the period is to be brought to account whether received or not, and all expenditure incurred in the period is to be brought to account whether paid or not.
 - (d) He shall prepare and have audited a statement of Income and Expenditure and a statement of assets and liabilities for each twelve monthly period ending on 31st March of each year, for each fund maintained by the Chapter and forward the audited statements to the Executive Director of the Institute by a date to be fixed by the Council. The statement shall conform as nearly as practicable to the draft forms approved by Council for that purpose and circulated to Chapters by the Executive Director.
18. The Board may appoint or employ such officers or agents as may be deemed necessary for the effective administration of the affairs of the Chapter and define their duties and determine or alter their remuneration. The Board may suspend or terminate the appointment of any person so appointed or employed.
19. The Board may direct any officer or agent appointed under Regulation 16 to perform such duties as it may from time to time determine.
20. An Auditor who shall be a Chartered Accountant shall be elected at the Annual General Meeting. He shall audit the accounts for each financial year and submit his report to the Board within one month of its close.

FINANCE

21. The income and property of the Chapter shall be applied to further the objects of the Institute as set out in Rule 2.
22. The financial accounts of the Chapter will be integrated with those of the Institute and will be reported on separately by the Institute to the Chapters for income derived and expenditure incurred as a result of the Chapter/s activities and for any funds invested on the Chapters behalf by the Institute's Honorary Treasurer.
23. The Auditor for the Chapter shall be the Auditor appointed for the New Zealand Institute of Building and members of the Chapter Board shall at all times supply to the Auditor any information the Auditor may require for the certification of the annual Financial Accounts.

BOARD MEETINGS

Meetings of the Board

24. Ordinary Meetings of the Board shall be held as determined by the Board but not less than quarterly. A Special Meeting of the Board may be convened at the will of the President and shall be convened upon the requisition in writing of three members of the Board. The President of the Chapter shall preside at any meetings of the Board at which he is present, failing him the Immediate Past President or the President Elect as the case may be, and in their absence the members present shall choose one of their number to be Chairman.

Notice of Meeting

25. At least ten days notice in writing shall be given of each Ordinary and Special Meeting of the Board and the nature of the business to be submitted thereat shall be stated in the notice.

Quorum of Board

26. At Meetings of the Board one-third of the members of the Board personally present shall form a Quorum.

Business at a Special Meeting

27. At a Special Meeting no business other than that for which it has been convened shall be transacted.

COMMITTEES

28. The Board may appoint any committees it considers necessary or desirable, all of which shall perform their duties under the supervision of the Board and keep adequate records of their proceedings. All committees shall report only to the Board.

The President and Honorary Secretary shall be ex officio members of all committees.

The Board shall appoint Chairman of all committees who shall preferably be members of the Board. The members of the committees shall hold office until the Annual General Meeting succeeding their appointment, when they shall be eligible for re-appointment, or until the committee is dissolved by the Board, whichever shall occur first. Two members of a committee shall form a quorum.

GENERAL MEETINGS

Definition of General Meeting

29. A General Meeting of the Chapter shall mean a meeting of which all members of the Chapter are duly notified.

Annual General Meeting

30. A General Meeting to be called the Annual General Meeting of the Chapter shall be held in each year, at such time and place as the Board shall determine provided that the meeting be held within 60 days of the close of the financial year of the Institute and not more than fifteen months after the holding of the last preceding Annual General Meeting.

Business of the Annual General Meeting

31. The business of the Annual General Meeting shall be:

- (a) Confirmation of the Minutes.
- (b) Presentation and adoption of the Annual Report and Statement of Accounts.
- (c) Declaration of results of election of office bearers and Board Members.
- (d) Election of Auditor
- (e) Installation of President-Elect.
- (f) Business of which notice to members has been given.

Ordinary General Meeting

32. Ordinary General Meetings shall be held as determined by the Board. The business of any such meeting shall include matters set out in the notice convening the meeting and the consideration of other business as provided for in Regulation 35.

Extraordinary General Meeting

33. An Extraordinary General Meeting may be convened by resolution of the Board. At such meeting no business other than that for which it has been convened shall be transacted.

An Extraordinary General Meeting shall be convened by the Honorary Secretary within one month of the receipt of a requisition signed by at least six members who pursuant to Regulation 50 have the right to vote, and specifying the business to be brought forward. At such meetings no business other than that specified on the requisition shall be transacted.

Notice of General Meeting

34. The Board shall, not less than fourteen days before a General Meeting of any kind, send to those members of the Chapter who pursuant to Regulation 50

have the right to vote a notice stating the date, place and hour of the meeting, and the business to be considered thereat, but the non-receipt of such notice by any member or the accidental omission to give notice to any member shall not invalidate the proceedings of the meeting.

Notice of any General Meeting may be given by the forwarding of a notice paper to members.

Business at General Meeting

35. The Board having due regard to the requirements of Regulation 35 and the second paragraph of Regulation 33 shall determine and include in the notice convening a General Meeting the business to be considered at that meeting. Such business shall include also any matter of which notice has been given to the Board not less than thirty days before the meeting by any six or more members of the Chapter who pursuant to Regulation 50 have the right to vote, provided that business not appearing in the notice convening the meeting may with the consent of the meeting be brought forward at an Ordinary General Meeting of the Board or by any corporate member entitled as before mentioned to vote.

Chairman of General Meeting

36. The President of the Chapter shall preside at any General Meeting of the Chapter at which he is present. In the absence of the President, the President Elect or Immediate Past President shall preside. In the absence of all these office bearers the members present shall choose one of their number to be Chairman of the General Meeting.

Quorum at General Meeting

37. If the membership of a Chapter is 50 or more persons who pursuant to Regulation 50 have the right to vote, then 10 members shall constitute a quorum at a General Meeting duly convened, if the corporation membership of a Chapter is less than 50 members so qualified then one-sixth of such members of such a Chapter present personally at a General Meeting duly convened shall constitute a quorum.

Proceedings when a Quorum is not present

38. If within half an hour from the time appointed for any kind of General Meeting a quorum be not present, the meeting, if convened in accordance with Regulation 33 shall lapse. In any other case it shall stand adjourned to the same day of the next week at the same time and place or at such time and place as the members present shall determine, and at such postponed meeting the business shall be transacted by the members present who shall be deemed a quorum whatever their number.

Adjournment of General Meeting

39. The Chairman of a meeting may, with the consent of a majority of those present and entitled to vote thereat, adjourn the same from time to time and from place to place but no business other than the business left unfinished at the meeting from which the adjournment was made shall be transacted at any adjourned meeting.

Visitors

40. Subject to the approval of the President any member shall have the privilege of introducing visitors at any General Meeting of the Chapter. The Board may also invite visitors.

VOTES AND VOTING

Scrutineers

41. Each year at the Annual General Meeting or at an Ordinary General Meeting if so determined by the Board not less than three members of the Chapter shall be elected scrutineers for the following year.

Two scrutineers shall be competent to deal with any ballot. They shall count all votes cast by postal or ordinary ballot and report the results to the Chairman.

If at any General Meeting at which a ballot is held two scrutineers be not present the required number shall be elected from the members present who pursuant to Regulation 50 have the right to vote. Such members shall be competent to act as scrutineers only for the meeting at which they are elected.

Nomination of Board.

42. When the date of the Annual General Meeting has been fixed, the Board, by forwarding a notice paper to all members, shall invite nominations for the offices of President Elect, Honorary Secretary, Honorary Treasurer and Board Members. Any member of the Chapter may make nominations. Each nomination shall be made in writing signed by the proposer, seconder and nominee. All such nominations shall be in the hands of the Honorary Secretary by a stated date which shall be at least four weeks before the date fixed for the Annual General Meeting.

The Board, at a duly convened meeting held subsequent to the closing date provided above may make further nominations as may be necessary to ensure that the offices of President Elect, Honorary Secretary and Honorary Treasurer will be filled and that the total number of nominations for Board Members shall be at least as many as are required.

Elections

43. The election of the Board when necessary shall be by postal ballot which shall close on a stated date which shall be at least three days before the date fixed for the Annual General Meeting.

The ballot papers for the election of the Board shall be in a form approved by the Board. The order of the names of candidates shall be determined by lot in the presence of a quorum of the Board. The ballot papers shall be circulated at least three weeks before the date of closing. The Board may circulate to members such information regarding candidates as it considers desirable.

Voting at General Meeting

44. At General Meetings of the Chapter unless otherwise provided questions shall be determined by a majority of the formal votes cast.

Any motion or amendment proposed and seconded at a General Meeting shall be put by the Chairman and decided by a majority of the members who pursuant to Regulation 50 have the right to vote and are present, on a show of hands provided that a division may be called by the Chairman or demanded by any six such members present. A declaration by the Chairman that a motion has been carried or carried by a particular majority or lost, or not carried by a particular majority and an entry to that effect in the minute book of the Chapter shall be conclusive evidence of that fact without proof of the number or proportion of the votes recorded in favour of or against such motion. A motion if carried shall be a resolution of the Chapter in General Meeting.

Chairman's Casting Vote

45. The Chairman of any General Meeting, Board of Committee Meeting shall in the event of an equality of votes have a second or casting vote.

Postal Ballot

46. At any time before the conclusion of a General Meeting any six members above the grade of Student present may demand a postal ballot on any motion (not being a motion for the appointment of a Chairman or scrutineers or for the adjournment of the meeting) which has been put to the meeting.

The demand for a postal ballot shall not prevent the continuance of the meeting.

The result of the postal ballot shall be deemed to be a resolution of the Chapter in General Meeting.

A demand for a postal ballot may be withdrawn prior to the termination of the meeting at which it is demanded.

The Board may at any time take a postal ballot of members on matters relating to the affairs of the Chapter.

Procedure for Postal Ballot

47. In the case of a postal ballot the procedure shall be as follows:

1. The Honorary Secretary shall post or deliver with each ballot paper two envelopes – one outer and one inner.
2. The outer envelope shall be endorsed “Ballot Paper Only” and be addressed to the Honorary Secretary. The inner envelope shall bear the words “Ballot Paper”.
3. After the ballot is closed the Honorary Secretary shall open the outer envelopes and check the signatures on the outer envelopes against the membership list.
4. Any ballot paper shall be informal:
 - (a) which arrives after the notified closing hour of the ballot, or
 - (b) which is completed by a member not entitled to vote as provided in Regulation 50, or
 - (c) which is not contained in the prescribed inner envelope, or
 - (d) which is not accompanied by the voter’s signature inside the flap of the outer envelope, or
 - (e) which does not comply with instructions printed on the ballot paper.
5. After checking the signatures and rejecting any ballot papers which are informal under paragraph 4, sub-paras (a), (b), (c) and (d) above the Honorary Secretary shall hand over the remaining inner envelopes only to the scrutineers. The scrutineers shall not open any of the inner envelopes until the Honorary Secretary has retired from their presence. The Honorary Secretary shall retain the outer envelopes until the result of the ballot has been declared by the Chairman.

Voting by Proxy

48. On a show of hands votes may be given personally or by proxy and every proxy shall be appointed in writing under the hand of the appointer in the form or to the effect following:

I _____ of
a _____ of the New Zealand Institute of
Building (Inc.), hereby appoint
of _____ or failing him
of _____ to be my proxy to vote for me and on
my behalf at the General Meeting of the Institute to be held on the _____ day of
20 _____ may be and at any adjournment there:
during my absence from
As witness my hand this _____ day of _____ 20
Witness: _____ Signed:
(Strike out and initial portions not required)

49. No person shall act as proxy unless at the time of appointment he is a person qualified and entitled to be present and to vote as such in his own right and no proxy shall be treated as duly appointed or entitled to vote as such unless his appointment as a proxy be delivered to the Chapter Secretary before the time of holding the meeting or adjourned meeting at which he proposes to vote and such appointment shall be kept under the control of the Chapter Secretary and shall be reported to the Chairman at the commencement of every meeting or adjourned meeting. In every case a proxy must be a member of the same grade as the member appointing him. Unless at the time of voting he expresses a contrary intention a proxy shall be deemed to vote both on behalf of himself and on behalf of the member or members who appointed him as proxy.

Right to Vote

50. All members, except those whose subscriptions are in arrears (i.e. any member whose subscription has not been paid on or before the expiration of ninety days after the commencement of the financial year of the Institute) shall be entitled to receive notice of and be present at and to vote on any matters raised in General Meetings of the Institute, or in postal ballots conducted by the Institute, except as provided by the Rules, but Student Members shall not be entitled to vote on any matters raised or to nominate or be nominated for any office.

Prescribed Forms

51. Unless prescribed by the Council of the Institute all forms required by these regulation shall be prescribed by the Board.

CHAPTER RULES

Alteration of Regulations

52. These Regulations or any other Regulations for the time being in force may be added to revoked or altered only by the Council of the Institute

Certified Copy of Regulations

53. A certified copy of these Regulations shall be kept at the office of the Chapter and shall be open to inspection of members.

CHAPTER BOUNDARIES

54. The attached maps show the Northern, Central and Southern Chapters defined by the following county/district boundaries:

Northern Chapter

county boundaries to the south:

Waitomo
Taumaranui
Taupo
Whakatane
Opotiki

Central Chapter

county boundaries to the north:

Clifton
Stratford
Waimarino
Rangitikei
Hawkes Bay
Wairoa
Waikohu
Waiapu

county boundaries to the south:

Golden Bay
Waimea
Marlborough

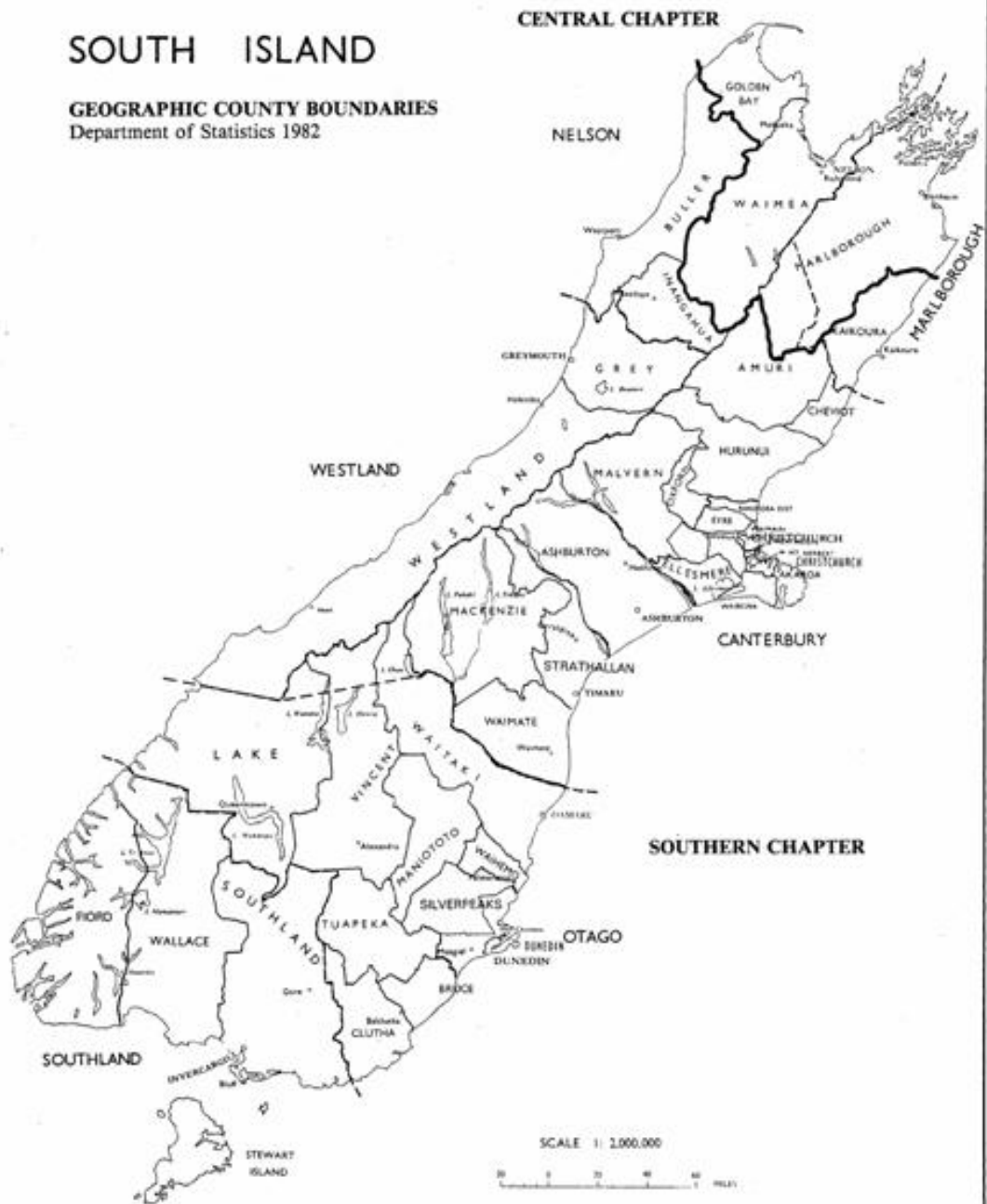
Southern Chapter

county boundaries to the north:

Buller
Inangahua
Amuri
Kaikoura

SOUTH ISLAND

GEOGRAPHIC COUNTY BOUNDARIES
Department of Statistics 1982



Published by the Department
of Statistics New Zealand
P.O. Box 109, Government Printer,
Wellington, New Zealand.