

## By-law 14

### 14. NEW ZEALAND CHAPTER

#### 14.1 New Zealand Chapter

- (1) The New Zealand Chapter shall comprise all members of the Institute resident in New Zealand including the officers of the Chapter elected in accordance with this By-law.

#### 14.2 Election of Officers

- (1) The officers of the New Zealand Chapter shall be:
  - (a) A President;
  - (b) A Vice-President;
  - (c) A Treasurer;
  - (d) A Secretary; and
  - (e) The Executive Director of the institute (*ex officio*)
- (2) Only a member of the New Zealand Chapter can nominate for election as an officer of the New Zealand Chapter.
- (3) A person who is nominated in writing to the Chapter Secretary prior to the Annual General Meeting of the Chapter, or who is nominated at the Annual General Meeting, and who consents to the nomination is eligible to be elected to the office for which that person is nominated.
- (4) At the Annual General Meeting an election of the officers of the New Zealand Chapter from the persons eligible for election shall be held. However if there is only one nomination for an office the person nominated shall be deemed to be elected. Each member of the Chapter who is present in person or by proxy may cast one vote in any ballot to be conducted in a manner to be decided by those present at the meeting.
- (5) If any office remains vacant the Executive Committee may take such steps as it sees fit to fill that vacancy.

### 14.3 Proceeding of the New Zealand Chapter

- (1) The New Zealand Chapter shall in each calendar year between 1 July and 31 August convene an Annual General Meeting of its members. It may hold additional general meetings as the Committee of the Chapter sees fit.
- (2) Special meetings of the Chapter may be convened by the President or by any ten (10) members of the Chapter.
- (3) Notice shall be given to all members of the Chapter of any special meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such meeting.
- (4) The quorum at a general meeting shall be ten (10) members or 20% of members of the Division, whichever is the smaller number.
- (5) No business shall be transacted unless a quorum is present. If within an hour of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to a date and time to be fixed by the Committee of the Chapter.
- (6) At meetings of the Chapter:
  - (a) the President, or if absent the Vice-President shall preside; or
  - (b) if the President and the Vice-President are absent such one of the remaining members of the Committee of the Chapter as may be chosen by the members present shall preside.
- (7) Questions arising at meetings of the Chapter (other than the election of officers and Executive Committee members) shall be determined on a show of hands, or if demanded by not less than five (5) members present, by a ballot conducted in such manner as the meeting may determine.
- (8) Each member participating in a meeting of the Chapter, including the person presiding at the meeting is entitled to one vote. In the event of an equality of votes on any question, the person presiding may exercise a second or casting vote which may be exercised at his or her discretion.
- (9) Written notice of each meeting of the Chapter shall be served on each member of the Chapter by sending it by prepaid post addressed to that persons usual or last known place of abode, or by electronic mail to that persons usual electronic address at least two weeks before the date of the meeting.

#### **14.4 Executive Committee**

- (1) There shall be an Executive Committee of the Chapter.
- (2) The Executive Committee shall consist of the officers of the Chapter and three other ordinary members of the Chapter elected at the inaugural meeting and thereafter at the Annual General Meeting in the same manner as the officers are elected in accordance with By-law 14.2. The Vice-President (New Zealand) and the Councillors representing each New Zealand Division shall be *ex officio* members of the Executive Committee if they are not otherwise elected to the Committee.
- (3) The Executive Committee shall have the power to co-opt ordinary members of the Chapter to be members of the Committee for specific purposes.
- (4) Subject to any directions given by the members of the New Zealand Chapter at the Annual General Meeting, any other general meeting or at any special meeting of the Chapter, the functions of the Executive Committee shall be to administer the affairs of the New Zealand Chapter on behalf of its members in accordance with the Rules of the Institute to the extent that they are applicable to the Chapter.
- (5) The Executive Committee may regulate its meetings as it thinks fit, and may meet for the dispatch of business in person, by post, by telephone or by other telegraphic or electronic communication.
- (6) The majority of the members of the Executive Committee constitute a quorum for the transaction of the business at a meeting of the Executive Committee.
- (7) At meetings of the Executive Committee:
  - (a) the President or if absent the Vice-President shall preside; or
  - (b) if the President and Vice-President are absent such one of the remaining members of the Executive Committee as may be chosen by the members present shall preside.

#### **14.5 National Office**

- (1) The New Zealand Chapter shall be empowered to establish a National Office that is separate from the Head Office of the Institute.

#### **14.6 Finance and Accounts**

- (1) The New Zealand Chapter shall have one or more bank accounts in the name of the New Zealand Chapter of the Environment Institute of Australia and New Zealand.

- (2) These accounts shall be operated on behalf of the New Zealand Chapter by its Executive Committee and there must be at least two authorised signatories for each account appointed by the Executive Committee.
- (3) The New Zealand Chapter shall keep proper accounts of all its financial transactions, which shall be audited annually for approval at the Annual General Meeting of the Chapter. A copy of the audited and approved accounts of the Chapter shall be sent to the Head Office of the Institute immediately after the Annual General Meeting of the Chapter for incorporation into the Institute's annual accounts.
- (4) The Council may approve the allocations of funds as it sees fit for the operation of the National Office of the New Zealand Chapter or to otherwise assist in the management of the New Zealand Chapter and may determine conditions attached to the allocations of such funds.
- (5) Funds raised in New Zealand for the work of the Institute shall be paid into the New Zealand Chapter's bank account or accounts and applied towards the purposes for which they have been received.

#### **14.7 Inaugural General Meeting**

- (1) The New Zealand Chapter shall hold its Inaugural General Meeting before the end of February 2003. At this meeting it shall elect its first officers by nomination from the floor and by a poll conducted in such manner as those present at the meeting shall decide. If there is only one nomination for an office the person nominated shall be deemed to be elected. All persons elected at this meeting shall hold office until the first Annual General Meeting of the Chapter but shall be eligible for re-election.
- (2) Following the conduct of the Inaugural General Meeting, By-law 14.7 shall lapse.