



NZIQS

NEW ZEALAND
INSTITUTE
OF
QUANTITY
SURVEYORS

THE CONSTRUCTION COST SPECIALISTS

BRANCH

By-LAWS

10 December 2020

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BRANCH

By-Laws

1. INTRODUCTION

- 1.1 These Branch Committee by-laws establish and manage the expectations of the Branches of the New Zealand Institute of Quantity Surveyors (**Institute**), and how they are to operate and function to support the work of the Board and the Institute more generally.
- 1.2 The Branch Committee by-laws are made in accordance with Constitution Rule 19.5 and are effective from 10 December 2020
- 1.3 Terms defined in Constitution Rule 2.1, or any other by-laws, have the same meaning in these by-laws unless the context otherwise requires.

2. ROLE OF THE BRANCH COMMITTEE

- 2.1 The purpose of each Branch Committee is to further the Purposes of the Institute as in Constitution Rule 19.1 by:
 - (a) appointing a Branch Committee Member to represent the Branch on the Board
 - (b) organising and providing educational and social activities for the benefit of Branch Members; and
 - (c) providing advice to the Board about matters of concern to Branch Members
- 2.2 To achieve these purposes, the Branch Committee may also:
 - (a) liaise with other industry bodies in their area for the benefit of Members
 - (b) organise mentoring programs for local tertiary institutes
 - (c) support local tertiary education providers by providing representatives on their Advisory Committees
 - (d) promote quantity surveying as a career at school career events
 - (e) nominate Branch Members for Fellow or Life Membership in accordance with the Membership by-laws.
 - (f) organise presentations to Members of Fellow and Life Membership, membership decade recognition or other recognition.

3. GEOGRAPHICAL BOUNDARIES

3.1 The Board establishes the following 6 Branches under Constitution Rule 19.2.

- (a) Auckland: Members residing in the Auckland Council area
- (b) Wellington: Members residing in the Greater Wellington Regional Council area
- (c) Canterbury: Members residing in the Canterbury Regional Council area
- (d) Otago: Members residing in the Otago Regional Council area
- (e) Regional: Members residing in all other regions of NZ.
- (f) International: All overseas Members

3.2 Members may choose to be in the Regional Branch, as well as their local city Branch

4. BRANCH COMMITTEE MEETINGS

4.1 Under Constitution Rule 19.6 the Branch Committee will meet at such times and places and in such manner as it may determine, and otherwise where and as convened by the Branch Chairperson, subject to the Constitution and these by-laws.

4.2 **Frequency.** The Branch Committees must meet at least every 2 months between February and November.

4.3 **Notice.** Every Branch Committee Member must be given at least 5 Working Days' notice of a Branch Committee meeting.

4.4 **Quorum.** A quorum for a Branch Committee meeting is at least over 50% of the Branch Committee Members but must include at least 1 of the Branch Committee Chairperson or Vice-Chairperson.

4.5 **Minutes.** The minutes of every Branch Committee meeting must be recorded and distributed to Branch Committee Members and the Institute office as soon as practicable after a Branch Committee meeting.

4.6 **Business.** The business of every Branch Committee Meeting is:

- (a) noting attendees, apologies, and absences
- (b) receiving and approving the minutes of the previous Branch Committee meeting
- (c) receiving and discussing the Board Member report
- (d) receiving the Branch budget financial report provided by the Institute

- (e) planning CPD and social activities for the Members
- (f) any other business the Branch Committee decides

4.7 **Form.** A Branch Committee meeting can be held by a quorum of the Branch Committee Members:

- (a) meeting together at an appointed time and place
- (b) participating in the meeting by audio, audio and visual or electronic communication or
- (c) by a combination of both methods above.

4.8 **Voting.** Every Branch Committee Member present at or otherwise participating in a Branch Committee meeting may vote at that meeting.

5. ANNUAL BRANCH MEETING

5.1 Every Branch must hold an Annual Branch Meeting of Branch Members no later than 20 Working Days before the Institute's Annual General Meeting.

5.2 All Branch Members may attend an Annual Branch meeting.

5.3 **Notice.** The Branch Committee must give Members at least 10 Working Days' notice of an Annual Branch Meeting, including the date, time, and place of the meeting.

5.4 **Voting.** All Members, except for Honorary Members, are entitled to vote at an Annual Branch Meeting.

5.5 **Quorum.** A quorum for an Annual Branch meeting is 5 Voting Members.

5.6 **Minutes.** The minutes of the Annual Branch Meeting must be recorded and distributed to Branch Members and the Institute office as soon as practicable after the meeting.

5.7 **Business.** The business of the Annual Branch Meeting is:

- (a) noting attendees and apologies
- (b) receiving and approving the minutes of the previous Annual Branch Meeting
- (c) reporting on the affairs of the Branch Committee over the previous year
- (d) receiving the Branch Board member's report

- (e) election of the Branch Committee positions:
 - i. Chairperson
 - ii. Vice-Chairperson, and
 - iii. at least 3 other Branch Committee Members
- (f) General Business
- (g) presentation of any Member recognition awards

5.8 **Form.** An Annual Branch meeting can be held by a quorum of the Voting Members:

- (a) meeting together at the appointed time and place
- (b) participating in the meeting by means of audio, audio and visual, or electronic communication or
- (c) by a combination of both methods described above.

5.9 **Special Meeting.** The Branch Committee, or the NZIQS Board, may call a Special Meeting of Branch Members and determine when and where the Special Meeting will be held.

6. ELECTION OF THE BRANCH COMMITTEE

6.1 **Nominations.** Nominations for the Branch Committee must be called for by the Branch Committee at least 30 Working Days before the Annual Branch Meeting. Candidates must be proposed and seconded by Members in writing to the Branch Committee at least 15 Working Days before the Annual Branch meeting.

6.2 If insufficient nominations are received for the positions of Branch Chairperson, Vice-Chairperson or 3 Committee Members, those nominated in accordance with these by-laws are deemed elected, and nominations will be called from the floor for remaining vacancies.

6.3 The Chairperson must in good faith determine whether to vote by:

- (a) voices (acclamation);
- (b) show of hands; or
- (c) poll.

6.4 However, if any Branch Member demands a poll before a vote by voices or show of hand has begun, voting must be by poll. If a poll is held, the Chairperson will have a casting vote.

- 6.5 A Voting Member may exercise their right to vote by being present, otherwise participating, or proxy.
- 6.6 A proxy must be another Voting Member. A proxy must be appointed by an instrument in writing signed by or, in the case of an electronic notice, sent by the Voting Member. The notice must be in the form prescribed in Schedule 1 of the Constitution.
- 6.7 A proxy is only effective in relation to a Branch Annual Meeting if a copy of the instrument appointing the proxy is provided to the Branch Committee at least 48 hours before the start of the meeting.

7. **APPOINTMENT OF BRANCH COMMITTEE ROLES**

- 7.1 At its first meeting after the Annual Branch meeting, the Branch Committee must nominate 3 Members, approved by the Executive Director, with authority to approve reimbursement payments for Branch expenditure.
- 7.2 **Other Roles.** The Branch Committee may appoint Branch Committee Members to roles to further the purposes of the Branch Committee, including, but not limited to:
- (a) Secretary
 - (b) CPD/Social event organiser
 - (c) Student Representative
 - (d) MNZIQS Interview Coordinator
 - (e) School Careers Coordinator
 - (f) Mentoring Coordinator
- 7.3 **Co-opt.** The Branch Committee may co-opt any person as a Branch Committee Member from time to time as deemed necessary by the Branch Committee.

8. **CESSATION OF BRANCH COMMITTEE MEMBERSHIP**

- 8.1 A Member's membership of the Branch Committee will cease in any of the following circumstances:
- (a) resignation in accordance with Constitution Rule 18.2.
 - (b) termination by the President where the Branch Committee Member has been absent without leave from 3 consecutive Branch Committee meetings.
 - (c) disqualification in accordance with the Act.
 - (d) termination by disciplinary action taken under Constitution Rule 32.

- (e) expiry of their term.
- (f) ceases to reside in the Branch geographical area
- (g) is in arrears with the Institute (i.e., over 90 days past subscription due)
- (h) cessation of membership of the Institute.
- (i) death of the Branch Committee Member.

8.2 A Branch Committee Member may resign from the Branch Committee by delivering written and signed notice to the Branch Chairperson. Resignation as a Branch Committee Member does not affect a Member's membership of the Institute.

8.3 A person who ceases to be a Branch Committee Member must keep confidential all Institute documents, records, and property in their possession.

9. **CASUAL VACANCY**

9.1 The Branch Committee may make appointments as necessary to fill a vacancy on the Branch Committee until the next Annual Branch meeting.

10. **MNZIQS INTERVIEWS**

10.1 Under Constitution Rule 8.6, the Board delegates the task of interviewing Applicants for MNZIQS membership to the Branch Committee.

10.2 The Branch Committee must appoint a Member as the MNZIQS Interview Coordinator to manage the holding of MNZIQS interviews in their area. The MNZIQS Interview Coordinator will:

- (a) appoint an Interview Panel of suitably qualified Members
- (b) arrange for training to induct new Panel members
- (c) liaise with the Institute's Membership Officer about the details of the members to be interviewed
- (d) coordinate the timing and location of the interview with the Applicant and Interview Panel members
- (e) ensure that interviews are held, where possible, within 2 months of notification of the Applicants from the Membership Officer

11. **BRANCH MEMBER GRIEVANCES**

- 11.1 A Branch Member aggrieved by any decision or action of a Branch Committee may raise a grievance under the Grievance Policy in Schedule 4 of the Constitution

12. **BRANCH ANNUAL REPORT**

- 12.1 The Branch Chairperson must provide a Branch Annual Report on the Branch activities for the year as requested by the Executive Director.

13. **MANAGING BRANCH FUNDS**

- 13.1 The Board will provide an annual Budget for every Branch to cover costs of:
- (a) CPD, social and sporting events for Branch Members
 - (b) Mentoring programmes, school career, and MNZIQS Interviews and
 - (c) reasonable meeting costs for the Branch Committee.
- 13.2 The Board may revisit the Branch budget at the Board's discretion.
- 13.3 **Reimbursement of Expenses.** The process for claiming reimbursement of Branch expenditure is:
- (a) forward the copy of the invoice and the Branch Expense Claim form to the Institute
 - (b) 2 of the approved Branch expense authorisers must advise the Institute that they approve the expense claim.
 - (c) the Executive Director and President may also authorise all Branch expense claims.
- 13.4 **Receiving Institute monies.** Any money received on behalf of the Institute by a Branch Committee Member must be deposited into the Institute bank account as soon as practicable.
- ## 14. **EVENTS**
- 14.1 **Events Checklist.** An Events Checklist form must be completed and sent to the NZIQS office for approval before an event is held.
- 14.2 **Host Responsibility.** Branch Committees are required to follow the Host Responsibility Guidelines issued by NZIQS to ensure there is a safe environment for Members, staff and volunteers at events.



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