

Original prepared by Phillips Fox

Previous registered version as at 7 July 2021
Amendments approved at AGM 24 Sept 2021

Institute of Public Works Engineering Australasia New Zealand Division (Incorporated)

Constitution and Rules

- Incorporating amendments adopted at the AGM 24 September 2021 to revise the 7 July 2021 registered rules:
 - Replace the vision and mission statements.
 - Allow borrowing from subsidiaries without Member approval
 - Include Student Members as a membership category
 - Rename Young Members as Emerging Members
 - Require members to advise and maintain their email address for notices
 - Prefer online over postal voting procedures
 - Enable online AGM and Special Meetings
 - Reconstitute Special Interest Groups as working under a Terms of Reference issued by the Board
 - Adjust Branch boundaries by moving Bay of Plenty from Northern Branch to East Coast to better balance branch member numbers.
 - Rename East Coast Branch as Bay of Plenty / East Coast Branch
 - Rename Northern South Island Branch as Upper South Island Branch
 - A range of administrative corrections and improvements including renumbering and deleting previous struck out content.
 - Correct referencing and other typo and grammar errors.

Signed by:
Life Member Myles Lind



President Priyani de Silva-Currie

Vice President Gary Porteous



24 September 2021

Table of Contents

Name, registered office, objectives and powers	3
Name.....	3
Registered office.....	3
Vision Statement	3
Mission Statement.....	3
Objectives.....	3
Powers of IPWEA NZ	4
Membership	4
Life Members.....	5
Honorary Members.....	5
Corporate Members.....	5
Admissions of Members	6
Resignation	6
Suspension or expulsion from membership	6
Members bound by rules	6
Subscriptions and levies	7
Notice to Members	7
Liability of Members.....	7
The Board and Officer Bearers of IPWEA NZ	7
Office Bearers	7
Board.....	7
Eligibility and term of appointment of Office Bearers and Elected Board Members	8
Election procedures for Board positions	8
Eligibility for voting.....	9
Election irregularities	9
Vacation of office	9
Resignation of Board Members	9
Casual vacancies on Board	10
Proceedings and powers of the Board.....	10
Board to manage IPWEA NZ.....	10
Board meetings	10
Board special and emergency meetings	10
Board meeting procedure	10
Chief Executive	10
Secretary and Treasurer.....	11
Common seal	11
Committees	11
Indemnity for Board, Office Bearers, Committees and SIGs	11
Meetings.....	11
Annual General Meetings	11
Special Meetings	11
Notice of motion.....	12
Notice of meetings.....	12
Chairperson	12
Quorum	12
Voting rights	12
Branches	13
Division into branches	13
Branch membership and activities	13
Branch officers	13
Branch elections.....	13
Special Interest Groups (SIGs)	13
Establishment of Special Interest Groups	13
SIG activities	13
SIG committee.....	14

Funds and audit	14
Control of funds	14
Financial year	14
Payment of expenses	14
Auditor	14
Accounts to Auditor	15
Honoraria	15
Miscellaneous	15
Alterations to rules	15
Personal pecuniary profit.....	15
Winding up	15
Distribution on winding up.....	16
Interpretation	16

INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA NEW ZEALAND DIVISION (INCORPORATED)

Constitution and rules

Name, registered office, objectives and powers

Name

- 1 The name shall be “Institute of Public Works Engineering Australasia New Zealand Division Incorporated” trading as “IPWEA NZ” and “IPWEA New Zealand” and hereinafter called “IPWEA NZ”.
- 2 The logo of IPWEA NZ shall be the logo of the Institute of Public Works Engineering Australasia in the style of the IPWEA divisions.

Registered office

- 3 The registered office of IPWEA NZ shall be at such place as the Board shall determine from time to time. Notice of every change in the registered office of IPWEA NZ shall be given to the Registrar of Incorporated Societies.

Vision Statement

- 4 Sustainable communities enabled by public asset management excellence.

Mission Statement

- 5 We represent, develop and enhance the public asset management profession for Aotearoa.

Objectives

- 6 Objectives
 - 6.1 Uphold and improve the status of engineering and management of public assets in New Zealand.
 - 6.2 Promote and encourage appropriate engineering and asset management standards for all public assets.
 - 6.3 Be the principal engineering and asset management advisory body to central and local government.

- 6.4 Foster the sharing of knowledge among:
 - Members
 - engineers, asset managers and others working with public assets
 - local government elected members and central government officials
 - associations and organisations with similar objectives within New Zealand and overseas.
 - 6.5 Encourage, sponsor and promote research into all aspects of public asset engineering and management.
 - 6.6 Provide benefits for Members, including opportunities for continuing professional development and networking.
 - 6.7 Take any other action which in the opinion of the Board will be to the benefit of Members or to local government or public asset engineering and management generally.
- 7 The objectives of IPWEA NZ shall be carried out in or to benefit people in New Zealand. IPWEA NZ may carry out activities outside New Zealand to further the objectives of IPWEA NZ, but only if it is considered that such activities will be of ultimate benefit to the public of New Zealand.

Powers of IPWEA NZ

- 8 In addition to its statutory powers, IPWEA NZ shall have all the powers of a natural person to advance the objectives of IPWEA NZ, including the power to do anything considered desirable to that end. By way of illustration only, IPWEA NZ:
- 8.1 May use its funds to pay the costs and expenses of furthering or carrying out its objectives and for that purpose may employ such people as necessary.
 - 8.2 May, purchase, lease, hire or otherwise acquire, may exchange and may sell, lease or otherwise dispose of property, rights or privileges to further or carry out its objectives as necessary.
 - 8.3 May negotiate joint venture agreements or other contracts to achieve IPWEA NZ's objectives.
 - 8.4 May invest in any investment in which a trustee may invest.
 - 8.5 Shall have the power to borrow or raise money by debenture, bonds, mortgage and other means with or without security. However, unless the borrowing is from a wholly owned subsidiary, this borrowing power shall only be exercised by a resolution at an Annual General Meeting or Special Meeting of which 10 clear days prior written notice has been given to all Members.
 - 8.6 May acquire or subscribe for shares or other equity securities in any company or other incorporated body to further or carry out its objectives.
 - 8.7 Shall have the power to do all lawful acts and things incidental or conducive to achieving IPWEA NZ's objectives.

Membership

- 9 Membership of IPWEA NZ shall be available in the following categories, to persons in the service of or having served local government or provided public asset engineering and management services in New Zealand:
- 9.1 Full Member: Persons suitably qualified, or regularly employed, in the provision of public asset engineering and/or management services.
 - 9.2 Student Member: Persons undertaking study towards a tertiary qualification relevant to the provision of public asset engineering and/or management services, provided they are not currently employed or contracted for more than 40 hours per month.

- 9.3 Emerging Member: Full Members who at the start of a financial year have been employed for less than five years post obtaining a tertiary qualification relevant to the provision of public asset engineering and/or management services.
 - 9.4 Senior Member: Full Members who are 65 years of age and older at the start of a financial year and not regularly employed or contracted for the provision of public asset engineering and/or management services.
 - 9.5 Life Member: Members elected at the Annual General Meeting as provided in rule 11.
 - 9.6 Honorary Member: Persons elected at the Annual General Meeting as provided in rule 13.
 - 9.7 Corporate Member: Local authorities and organisations involved in the provision of public asset engineering and management services and their advisors, as provided in rule 15.
- 10 The Board may make changes to membership classes and eligibility criteria as determined by the Board from time to time.

Life Members

- 11 IPWEA NZ at any Annual General Meeting on the recommendation of the Board and on the approval by two thirds majority of those Members present and entitled to vote under rules 96 and 97, may elect to Life Membership any Member either practising or retired who by reason of their activities has rendered particularly outstanding and distinguished service to IPWEA NZ and its predecessors or to public asset engineering and management.
- 12 Life Members shall be exempt from annual subscription and shall have all the powers and privileges of Full Members.

Honorary Members

- 13 IPWEA NZ at any Annual General Meeting may on the recommendation of the Board elect to Honorary Membership any person who by reason of their activities has rendered outstanding service to IPWEA NZ and/or public asset engineering and management.
- 14 Honorary Members shall be exempt from annual subscriptions, shall be eligible to attend any meetings of IPWEA NZ and speak on any matters before the meeting but shall not be entitled to vote.

Corporate Members

- 15 The following corporate bodies are eligible for admission as Corporate Members of IPWEA NZ:
 - 15.1 Local authorities, Council Organisations and Council Controlled Organisations as defined in the Local Government Act 2002;
 - 15.2 Government Departments, Crown Entities, Crown Companies and State Owned Enterprises;
 - 15.3 Companies and other organisations.
- 16 A Corporate Member of IPWEA NZ may nominate specific people to be members of IPWEA NZ and / or a number of Full Member membership positions that it will be responsible for. This nomination must be made in writing to the Chief Executive and state the branch that all membership positions not associated with specific people will be associated with.
- 17 Any specific person nominated by a Corporate Member to be a member of IPWEA NZ or a person utilising a membership position associated with that Corporate Member, must comply with the membership requirements set out in rule 9.1. If admitted, these members (as nominated by a Corporate Member) will have the same rights and responsibilities as any other Full Member of IPWEA NZ. However, the Corporate Member shall be responsible for paying the subscriptions, levies and charges imposed under rule 28.

Admissions of Members

- 18 Any applicant for membership in classes Full Member, Student Member, Emerging Member, Senior Member or Corporate Member shall apply to the Chief Executive for approval and admission. The Chief Executive must report all approved new Members to the Board. Applications shall be in such form as may from time to time be adopted by the Board and shall be supported by whatever information the Board may require by way of general policy, or as it considers desirable in any particular case.
- 19 Applicants may appeal to the Board in the event that their membership application is declined by the Chief Executive. All decisions made by the Board on the admission of new members in classes as Full Members, Student Members, Emerging Members, Senior Members or Corporate Members shall be final.

Changing Membership Class

- 20 If a member is to be in the class of Senior Member it is their responsibility to ensure that their date of birth is recorded on their profile in the members' only area of the IPWEA NZ website.
- 21 If a member is to be in the class of Student Member or Emerging Member it is their responsibility to ensure that once achieved, the date of completing their tertiary qualification, relevant to the provision of public asset engineering and/or management services is recorded on their profile in the members' only area of the IPWEA NZ website.

Resignation

- 22 Any Member shall be entitled to resign, and such resignation shall take effect from receipt of written advice received by the Chief Executive. Such action shall not relieve the member from any responsibility for the payment of outstanding subscriptions and levies. No refund of any subscription or levy in relation to the financial year in which a member resigns shall be granted.
- 23 If a Corporate Member resigns its membership under this rule, all members nominated by that Corporate Member will be treated as having relinquished their membership as at the end of the financial year following receipt of the written advice of resignation.

Suspension or expulsion from membership

- 24 Any Member shall be liable to suspension or expulsion from IPWEA NZ if they:
- 24.1 Are found by a Court of law to be guilty of any offence which, in the opinion of the President, on the recommendation of the Chief Executive, brings IPWEA NZ into disrepute, or
- 24.2 Are found by the President, on the recommendation of the Chief Executive, to have committed some act of omission or commission amounting to unprofessional conduct.
- 25 Any appeal against suspension or expulsion shall be heard by the Board as soon as is practicable when the Member or their representative may make submissions supporting the appeal and be questioned. Appeal decisions shall be made by a three-fourths majority of the Board present at the hearing and shall be final.
- 26 If a Corporate Member is expelled from membership under this rule all members nominated by that Corporate Member will be treated as having relinquished their membership.

Members bound by rules

- 27 Every person becoming a Member or appointed to assist the work of a committee established by the Board shall receive a copy of the rules of IPWEA NZ in force at the time of admission or appointment and shall be bound by those rules and any amendment which may be made thereafter.

Subscriptions and levies

- 28 Members (excluding Student Members, Life Members and Honorary Members) shall pay subscriptions, levies and charges as determined by the Board.
- 29 Any Member, whose subscription and/or levies remain unpaid after three months from the due date, shall, upon resolution of the Board, forfeit their membership and their name shall be removed from the register of Members.
- 30 The Chief Executive shall, as soon as practicable, after 1 October in each year advise Branch Chairs of those ceasing to be Members under rule 29.
- 31 Cessation of membership under rule 29 will not free any former Member from liability to pay all money due to IPWEA NZ at the date their name was removed from the register of Members, unless they can prove extenuating circumstances to the satisfaction of the Board.
- 32 Reinstatement of membership shall be complete when:
- 32.1 Written application is made to the Board, and
 - 32.2 Any reinstatement fee prescribed by the Board has been paid, and
 - 32.3 The Board or any committee to which is delegated the appropriate authority has by resolution approved the reinstatement.
- 33 The reinstatement fee may however, in any individual case be waived by the Board, where in its opinion, such action is warranted, taking into account the circumstances pertaining to that case.
- 34 If a Corporate Member forfeits its membership under rule 29 all Members nominated by that Corporate Member will be treated as having relinquished their membership.

Notice to Members

- 35 All notices required by these rules to be given to Members shall be sent by electronic mail to such email address as recorded on their profile in the members' only area of the IPWEA NZ website. Each Member is responsible for ensuring their recorded email address is current and accessible by them to receive such notices.

Liability of Members

- 36 No Member shall, by virtue of being a Member, be under any liability in respect of any contract or other obligation made or entered into on behalf IPWEA NZ.

The Board and Officer Bearers of IPWEA NZ

Office Bearers

- 37 The Office Bearers shall comprise a President and, subject to rule 78, a Secretary and Treasurer (if required).
- 38 No Member shall be eligible to stand for more than one position of Office Bearer at any election.

Board

- 39 The Board shall comprise the following:
- 39.1 The Office Bearers.
 - 39.2 The five Branch Chairpersons.
 - 39.3 Six Members elected to the Board (called 'Elected Board Members').
 - 39.4 Any person co-opted onto the Board under rule 40.
- 40 The Board shall have power to co-opt any person onto the Board, to deal with specific issues. Any person co-opted under this rule shall retire from the Board at the next Annual General Meeting but shall be eligible for co-option by the newly elected Board.

Eligibility and term of appointment of Office Bearers and Elected Board Members

- 41 Honorary Members, Corporate Members and IPWEA NZ staff are not eligible to be Elected Board Members, Branch Chairpersons or Office Bearers.
- 42 The President and, subject to rule 78, the Secretary and Treasurer (if required) shall, unless they resign earlier, be elected for a two year term. The Vice President shall, unless he/she resigns earlier, be appointed by the Board for a two year term as soon as possible after the AGM in accordance with rule 62.
- 43 Elected Board Members shall, unless they resign earlier, be elected for a two year term, with the three longest serving Elected Board Members (as measured from their last date of election) standing down at each Annual General Meeting but being eligible for re-election. If more than three Elected Board Members are elected at an Annual General Meeting then three of those elected shall serve a two year term and the remainder shall serve a one year term. From those elected, the person(s) to serve a one year term will be determined by lot.
- 44 No Member shall fill more than one of the following positions concurrently:
- 44.1 Branch Chairperson.
 - 44.2 Office Bearer.
 - 44.3 Elected Board Member.

Election procedures for Board positions

- 45 Candidates seeking election as President or as Elected Board Member must be either Full Members, Emerging Members, Senior Members or Life Members.
- 46 Nominations for President and Elected Board Members must be made in writing by the proposer, seconder and candidate and received by the Chief Executive by the date specified in the notice sent under rule 48.
- 47 Only Full Members, Emerging Members, Senior Members and Life Members are able to nominate, propose or second the nomination of President and Elected Board Members.
- 48 Not later than a date to be set by IPWEA NZ in each year in which an election is to be held, IPWEA NZ must call for nominations by notice sent to the Full Members, Emerging Members, Senior Members and Life Members specifying:
- 48.1 the form which the nomination must take
 - 48.2 the date by which nominations must be received by the Chief Executive
 - 48.3 the electronic address to which nominations must be sent.
- 49 By not later than a date to be set by IPWEA NZ in each year, IPWEA NZ must send an email to each member, setting out:
- 49.1 the biographical details of each candidate;
 - 49.2 on-line voting papers and details of the procedure for on-line voting in respect of the election, including the closing time for voting; and
 - 49.3 such other information as IPWEA NZ may determine.
- 50 Eligible members may then vote on-line, using the on-line voting papers according to the procedure prescribed by IPWEA NZ.
- 51 Votes must be exercised personally and not by proxy. Each member entitled to vote is entitled to one vote only, irrespective of the method of voting chosen. If IPWEA NZ is satisfied that a member has voted more than once, or the member has not voted in accordance with the relevant prescribed procedures, or the member is not eligible to vote, the member's votes will be invalid.
- 52 IPWEA NZ may appoint one or more scrutineers to assist in respect of the election process.
- 53 The election will be on a 'first past the post' basis.
- 54 Where, after the closing date for nominations,

- 54.1 there is only one candidate for an Office Bearer position, the candidate is declared elected to that position:
- 54.2 the number of candidates nominated to Elected Board Member positions is equal to or less than the number of positions available, the candidates are declared elected to the relevant positions.
- 55 If a person is a candidate for election to more than one office, the result of the election must be declared in the order of: President; other Office Bearers (if any); Elected Board Members. If the candidate is successfully elected to one of the above offices then his or her candidatures for any remaining offices must be treated as withdrawn.
- 56 No election will be invalidated as a result of any member eligible to vote not receiving either a notice calling for nominations or an on-line voting paper.
- 57 No election will be invalidated by reason of non-compliance with the time requirements set out in Rules 48 and 49.
- 58 The results of an election must be declared at the Annual General Meeting in the year in which the election is held or as soon after as is reasonably practicable.
- 59 The organisation may engage a company or organisation ('Election Agent') to conduct the election. In that event, the Election Agent and/or one of its officers will, in relation to the election, carry out all or such of the functions of the Society under Rules 48 to 55, as are agreed upon with IPWEA NZ.
- 60 The Board may, if it considers it impractical or undesirable for a particular election to be conducted on an electronic vote basis, direct that the election be conducted on a postal vote basis.
- 61 All members of the Board shall take office at the conclusion of the Annual General Meeting.
- 62 The Vice President shall be elected by the Board from the Elected Board Members and Branch Chairpersons elected to the Board, at the first Board Meeting after the AGM.

Eligibility for voting

- 63 All Members other than Student Members and Honorary Members are eligible to vote at an election of Office Bearers and Elected Board Members, unless the Member owes an amount to IPWEA NZ that is overdue as at 10 days prior to the closing time for voting. A Corporate Member's representative, appointed by the Corporate Member in writing, is eligible to cast the number of votes that are equivalent to the number of membership positions paid for by the Corporate Member minus any votes cast by Members who have been nominated by that Corporate Member as specific Members.

Election irregularities

- 64 The Constitution and Rules or acts and decisions of the Board shall not be invalidated on the grounds that the number of members of the Board is incomplete or because of any error or irregularity in the election or appointment of any member of the Board.

Vacation of office

- 65 The office of a member of the Board shall be vacated if he or she:
- 65.1 Ceases to be a Member, or
- 65.2 Is absent from three consecutive ordinary meetings of the Board without leave of absence being granted by the Board, or
- 65.3 Being a Branch Chairperson, moves permanently from the branch he or she represents and/or is replaced as Branch Chairperson.

Resignation of Board Members

- 66 A member of the Board may resign office by sending their resignation to the Chief Executive in writing, and on receipt of that resignation by the Chief Executive it shall become effective.

Casual vacancies on Board

- 67 In the event of any vacancy occurring in the membership of the Board between Annual General Meetings of IPWEA NZ, that vacancy shall either:
- 67.1 remain unfilled until the next Annual General Meeting, or
 - 67.2 after calling for nominations, be filled by appointment by the Board, except that a vacancy in the office of Branch Chairperson shall be filled by resolution of the branch so represented.

Proceedings and powers of the Board

Board to manage IPWEA NZ

- 68 IPWEA NZ shall be managed by the Board. The Board may exercise all the powers of IPWEA NZ except those that the rules require to be exercised by an Annual General Meeting or Special Meeting.

Board meetings

- 69 The Board shall meet as decided by the Board. Notice of every meeting of the Board shall be sent to each member of the Board at least 14 clear days prior to the meeting, but non-receipt of any such notice shall not invalidate or prejudice any act, resolution or proceedings of the Board.

Board special and emergency meetings

- 70 The Chief Executive on request from the President or by five members of the Board, made in writing, shall give notice of a special or emergency meeting of the Board.
- 71 At least 5 days' notice shall be given of any special meeting of the Board. Where this cannot be given the meeting shall be styled an "emergency meeting" in which case not less than 24 hours' notice must be given.
- 72 The business to be conducted at any special or emergency meeting of the Board shall be restricted to that stated in the notice, unless all members are present and unanimously agree to consider any other business.
- 73 Any meeting of the Board called immediately following the Annual General Meeting, is not required to meet the requirements in rules 71 and 72 as to the giving of notice, nor is there any restriction on business to be conducted.

Board meeting procedure

- 74 Procedure at ordinary, special or emergency meetings of the Board shall be as prescribed by NZS 9202: 2001 Model Standing Orders for Meetings of Territorial Authorities, Regional Councils and Community Boards with appropriate modifications, or any other standing orders adopted by the Board, unless express provision is made in these rules.
- 75 Board meetings may be conducted in person, using voice calls, voice and video calls, or any combination that ensures all Board members attending can clearly hear all other members and be heard by all other members.

Chief Executive

- 76 A Chief Executive may be employed by the Board to be the principal executive officer of IPWEA NZ and if appointed shall ensure that duties are undertaken on behalf of IPWEA NZ
- 76.1 as required by these rules for the Secretary and Treasurer, and
 - 76.2 as otherwise determined by the Board from time to time.
- 77 The Chief Executive shall be responsible for all the administrative requirements of IPWEA NZ including financial records of IPWEA NZ and minutes of Board meetings, Committee meetings, and Annual General Meetings and Special Meetings.

Secretary and Treasurer

- 78 If the position of Chief Executive is not instituted or sustained a Secretary and Treasurer shall be elected to the Board as Office Bearers at the next Annual General Meeting or appointed by the Board until the next Annual General Meeting. These two offices must be held by separate persons.
- 79 The Secretary shall keep minutes of all meetings of the Board and IPWEA NZ, and generally perform all the duties pertaining to the office. Subject to the direction from time to time of the Board, the Secretary shall have custody of all deeds, papers, documents and correspondence of IPWEA NZ.
- 80 The Treasurer shall receive all subscriptions, pay all accounts approved by the Board, authorise online bank transactions, and shall keep IPWEA NZ's books in an approved method. He or she shall submit a balance sheet and statement of receipts and payments to every Annual General Meeting and shall keep a full and complete register of Members.

Common seal

- 81 The common seal of IPWEA NZ shall be held by the President who shall be responsible for its safe custody. The seal shall not be affixed to any document except by resolution of the Board, but the President may affix the seal in an urgent case, in which case such action shall be reported to the Board at its next meeting for endorsement.
- 82 Every sealing shall be witnessed by two members of the Board.

Committees

- 83 Subject to the provisions of these rules, the Board may appoint Committees of the Board. It may delegate any of its powers to such committees by way of a Terms of Reference. Committees shall only have the powers and duties that are conferred upon them by the Board in their Terms of Reference. The President shall, by virtue of this office, be an ex officio member of all Committees.
- 84 The Board may appoint to any Committee any person who is not a member of IPWEA NZ if in the opinion of the Board that person has knowledge that will assist the work of the Committee.
- 85 At least two members of every Committee must be Board Members in addition to the President.

Indemnity for Board, Office Bearers, Committees and SIGs

- 86 The members of the Board, Office Bearers, members of Committees and members of SIGs are indemnified by IPWEA NZ against all liabilities, losses and expenses incurred by them in good faith and without wilful neglect in the performance or intended performance of their functions and duties.

Meetings

Annual General Meetings

- 87 Annual General Meetings shall be held in each year within four months after 30 June at a time, date, place and method to be determined by the Board and notified to Members by the Chief Executive at least 60 days prior. Methods of conducting an Annual General Meeting include in person, via electronic means, including voice and video calling, or a combination.

Special Meetings

- 88 The Board may, whenever it thinks fit, call a Special Meeting, and shall do so within 21 clear days from the receipt by it of a requisition in writing signed by not less than 30 Members, other than Student Members and Honorary Members, and stating the object of the proposed meeting. A Corporate Member's representative may sign on behalf of the number of Full

Members that Corporate Member is responsible for. The signature of any Member who owes an amount to IPWEA NZ that is overdue as at the date of the requisition, shall not be counted.

- 89 The notice calling the meeting shall state the business to be transacted. Special Meetings may be conducted in person, via electronic means, including voice and video calling, or a combination.

Notice of motion

- 90 A Member wishing to bring before the Annual General Meeting any motion, not relating to the ordinary annual business of IPWEA NZ, shall give notice in writing to the Chief Executive at least 42 clear days before the Annual General Meeting. No motion unrelated to the ordinary annual business of IPWEA NZ shall come before the meeting unless notice has been given in accordance with this rule.

Notice of meetings

- 91 The Chief Executive shall, not less than 14 clear days before an Annual General Meeting or Special Meeting, send to each Member, a notice confirming the day, hour, method and place of meeting, and the business to be transacted at the meeting. In the case of the Annual General Meeting any motion of which notice has been given shall be forwarded by the Chief Executive to each Member, together with a copy of the annual report and annual accounts. The non-receipt of such notice by any Member shall not invalidate the proceedings of any meeting.

Chairperson

- 92 The President, or in the President's absence the Vice President, shall chair each Annual General Meeting and Special Meeting. In the absence of both the President and Vice President, the Board shall choose one of its number to chair the meeting.

Quorum

- 93 Thirty or two thirds, whichever is the less, of the Members entitled to vote, other than Student Members, Honorary Members or Corporate Members, shall constitute a quorum at an Annual General Meeting or Special Meeting. In determining whether a quorum exists, any Member that owes an amount to IPWEA NZ that is overdue as at 10 days prior to the meeting shall not be counted. Providing a Corporate Member's representative, appointed by the Corporate Member in writing, is present, the number of member positions paid for by the Corporate Member minus any Members who have been nominated by that Corporate Member as specific Members and who are in attendance, shall be counted in the quorum.
- 94 No business shall be transacted at any meeting of IPWEA NZ unless a quorum of Members entitled to vote is present throughout. If after business of a meeting of IPWEA NZ has commenced, a want of quorum shall occur, the business shall be suspended and if no quorum is present within ten minutes thereafter the chairperson shall vacate the chair and the meeting shall lapse. The business remaining to be disposed of will stand adjourned to a time fixed by the President or the Chief Executive.
- 95 The quorum requirement applies to electronic meetings where members do not need to be physically present, but are able to attend electronically.

Voting rights

- 96 All Members except Student Members, Honorary Members and Corporate Members present at general or branch meetings of IPWEA NZ shall be eligible to one vote, except that a Corporate Member's representative, appointed by the Corporate Member in writing, may cast the number of votes that are equivalent to the number of membership positions paid for by the Corporate Member minus any votes cast by Members who have been nominated by that Corporate Member as specific Members, unless that member owes an amount to IPWEA NZ that is overdue as at 10 days prior to the vote.
- 97 Voting on all questions, other than as provided for in rules **Error! Reference source not found.** and 50, shall be by voices or show of hands, or electronic means, but a ballot may

be demanded provided that such a demand is supported by at least one third of the Members present and entitled to vote.

98 The Chairperson of any meeting shall have a deliberative as well as a casting vote.

Branches

Division into branches

99 IPWEA NZ membership shall be divided into branches as set out in Appendix 1 of these rules. Any general meeting of IPWEA NZ may approve the formation of new branches, the dissolution of existing branches, or the alteration of boundaries between branches.

Branch membership and activities

100 All Members shall be members of the branch in which their employer or work place is situated, if not employed where they reside, except where a Corporate Member has nominated the Member's branch in accordance with rule 16.

101 A branch shall not make any direct representation or request on policy matters to any local government body, kindred association, government department, or to Parliament, except through or with the consent of the Board.

102 Branches shall furnish to the Board, and all other Branch Chairpersons, minutes of each of their meetings, and may submit such matters as they deem fit for consideration by the Board or Annual General Meeting. Branches may invite to their meetings such other people associated with engineering and management of public assets as decided upon by the Branch.

Branch officers

103 Branch officers shall consist of a Branch Chairperson, and such other branch officers as each branch may determine. Student Members, Honorary Members and Corporate Members are not eligible to fulfil the role of Branch Chairperson or to act as an officer of any branch.

Branch elections

104 Branch Chairpersons and any other branch officer shall be elected either at the annual meeting of each branch, or by electronic voting of branch members who are eligible to vote under rule 96. Such an election is to be held every year no later than one month prior to the IPWEA NZ AGM. The Branch Chairperson shall forthwith advise the Chief Executive of the branch officers elected.

105 Branch Chairpersons take up office at the conclusion of the IPWEA NZ AGM that follows their election.

Special Interest Groups (SIGs)

Establishment of Special Interest Groups

106 Subject to these rules, the Board may establish any number of Special Interest Groups (SIGs) of IPWEA NZ by approving for each a SIG Terms of Reference.

107 The Board shall review each SIG Terms of Reference annually. Such review may confirm, revise or withdraw the SIG Terms of Reference.

108 A SIG shall cease activity upon the withdrawal by the Board of its SIG Terms of Reference.

SIG activities

109 Each SIG shall only undertake activities that advance the objectives of IPWEA NZ and any objectives set out in its Terms of Reference, which may include any strategic priorities determined by the Board.

- 110 SIGs shall only have the powers and duties that are conferred upon them by the Board in their Terms of Reference, which may include delegation of any of the Board's powers, except that a SIG shall not make any direct representation or request on policy matters to the media, any local government body, kindred association, government department, or to Parliament, except through or with the prior consent of the Board.
- 111 SIGs shall furnish to the Board minutes of each of their meetings, and may submit such matters as they deem fit for consideration by the Board.

SIG committee

- 112 A SIG will be organised by a committee that consists of Members, others with relevant interests in the activity of the SIG and a Board Member appointed by the Board at its first meeting following the AGM.
- 113 At its first meeting following the AGM, the SIG Committee shall confirm its membership and elect a Chairperson from its members.
- 114 The President shall, by virtue of this office, be an ex officio member of all SIG Committees.
- 115 If a SIG committee member ceases to be a Member or is absent from three consecutive SIG committee meetings without leave, he or she shall vacate their position on the committee.
- 116 A SIG committee member may resign from the committee by sending their resignation to the Chief Executive in writing, and on receipt of that resignation by the Chief Executive it shall become effective.

Funds and audit

Control of funds

- 117 All funds of IPWEA NZ shall be paid into such bank as may from time to time be determined by the Board in the name of IPWEA NZ.
- 118 The Chief Executive shall oversee the operation of the bank accounts of IPWEA NZ in accordance with sound financial management practices and any policy adopted by the Board.
- 119 All bank transactions shall be reported for confirmation to the next Board meeting.

Financial year

- 120 The financial year of IPWEA NZ shall commence on 1 July or such other date as may be decided on by the Annual General Meeting.

Payment of expenses

- 121 The Board, through the Chief Executive, may pay out of the funds of IPWEA NZ:
- 121.1 reasonable remuneration for any employee or contractor; and
 - 121.2 reasonable expenses of any Board member Board Committee member or SIG Committee member on each occasion of such person being authoritatively engaged in the business of IPWEA NZ or for any purpose approved of by the Board.
- 122 IPWEA NZ may take out an indemnity insurance policy or policies in relation to the Board members, Board Committee members, SIG Committee members and any person employed by IPWEA NZ, and pay the premiums in respect of that policy or policies out of the funds of IPWEA NZ.

Auditor

- 123 IPWEA NZ shall at the Annual General Meeting appoint an Auditor at such remuneration as may then be fixed.

Accounts to Auditor

- 124 As soon as practicable in each financial year the Chief Executive shall deliver to the Auditor the accounts of the then last financial year, and the Auditor shall examine such accounts and the books of IPWEA NZ, and report thereon. The auditor's report shall be presented to the next Board meeting after receipt. Following this Board meeting all members shall be advised that the auditor's report is available either by download from the IPWEA NZ website, or by email on request.

Honoraria

- 125 The President, and if elected the Secretary and the Treasurer shall receive such remuneration by way of honorarium as the Board may decide from time to time.

Miscellaneous

Alterations to rules

- 126 The rules of IPWEA NZ shall not be added to or altered or rescinded except on the approval by two thirds majority of those present and entitled to vote under Rule 96 at an Annual General Meeting or a Special Meeting called for the purpose. Where any Member proposes any amendment, such amendment shall be forwarded to the Chief Executive at least 42 clear days before an Annual General Meeting, or any Special Meeting called for the consideration of such amendment.
- 127 Notice of any proposed alteration or addition to the rules must be forwarded by the Chief Executive to each Member entitled to vote at least 14 clear days before the date of the meeting at which such proposed alteration or additions is to be considered.
- 128 No alteration to the rules of IPWEA NZ is to be permitted which would in any way detract from IPWEA NZ's not for profit status.

Personal pecuniary profit

- 129 No person who has control within IPWEA NZ shall be able to direct or divert, to their own benefit or advantage, an amount derived from IPWEA NZ. For the purpose of this rule, a person is treated as having control and as being able to divert and direct amounts to their own benefit or advantage, if they are a Member, a member of the Board, a member of a Board Committee or SIG Committee (or an associate of a Member, a Board member, a member of a Board Committee or SIG Committee) and they are able to (directly or indirectly) materially influence:
- 129.1 the nature or extent of a relevant benefit or advantage; or
 - 129.2 the circumstances in which a relevant benefit or advantage is or may be given or received.
- 130 A person will not be regarded as having control merely because they provide services in the course of and as part of carrying on, as a business, a professional practice.
- 131 For the purpose of this provision, a benefit or advantage includes something that may not be convertible to money and all amounts that would be gross income for tax purposes. However, a benefit or advantage would not include a loan made at commercial rates.

Winding up

- 132 IPWEA NZ may be wound up voluntarily if, at an Annual General Meeting, a resolution is passed requiring IPWEA NZ so to be wound up, and the resolution is confirmed at a subsequent Special Meeting of all members entitled to vote and held not earlier than 30 days after the date on which the resolution so to be confirmed was passed. Proxy voting is to be allowed at the subsequent Special Meeting.

Distribution on winding up

- 133 In the event of the voluntary winding up of IPWEA NZ or its dissolution by the Registrar of Incorporated Societies, the property of IPWEA NZ shall be realised and, after payment of all debts and liabilities of IPWEA NZ, the surplus, if any, shall be disposed of by donation to a charitable organisation within New Zealand for the purpose of furthering scientific knowledge, provision of bursaries, or any other similar purpose.

Interpretation

- 134 In the interpretation of this document (unless the context requires a different construction):

Annual General Meeting means the annual meeting of IPWEA NZ held in accordance with rule 87.

Auditor means a person appointed in accordance with rule 123.

Board means the Office Bearers, Branch Chairpersons and Elected Board Members whose role is to manage IPWEA NZ.

Branch Chairperson means the person elected in accordance with Rule 104.

Chief Executive means any person employed by the Board to undertake the role of Chief Executive in accordance with rule 76.

Committee means any committee set up by the Board in accordance with rules 83 to 85.

Corporate Member means a Member under rule 15 and includes people nominated under rule 16, to whom rule 17 applies.

Elected Board Member means the six Members elected to the Board under rules 45 to 63.

Full Member means a Member under rule 9.1.

Honorary Member means a Member under rule 13.

IPWEA NZ means Institute of Public Works Engineering Australasia New Zealand Division Incorporated.

Life Member means a Member in accordance with rule 11.

Member means a person admitted to the membership of IPWEA NZ, whether as a Full Member, Student Member, Emerging Member, Senior Member, Life Member, Honorary Member or Corporate Member, as the context requires.

Objectives means the not for profit purposes of IPWEA NZ as set out in rule 6.

Office Bearer means the President of IPWEA NZ, the Secretary and the Treasurer if so elected.

President means the person elected to that role in accordance with rules 45 to 63.

Secretary means the person (if any) appointed to that role under rule 78, with the responsibilities set out in rule 79.

Special Meeting means a meeting of IPWEA NZ called under rule 88 and conducted in accordance with rules 88 and 89.

Treasurer means the person (if any) appointed to that role under rule 78, with the responsibilities set out in rule 80.

Vice President means the person elected to that role under rules 42 and 62.

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

136 Reference to a rule is to the relevant provisions of this document as amended from time to time.

Appendix 1 BRANCHES

Northern Branch

The area covered by the following regional councils: Northland, Auckland, and Waikato; plus the area covered by the Ruapehu District Council. Includes the area covered by the Taupo District Council.

Bay of Plenty / East Coast Branch

The area covered by the Hawkes Bay and Bay of Plenty Regional Councils and the Gisborne District Council. Excludes the area covered by the Taupo District Council.

Wellington/Taranaki Branch

The area covered by the following regional councils: Wellington, Manawatu-Wanganui, and Taranaki, but excluding the area covered by the Ruapehu District Council.

Upper South Island Branch

The area covered by the Canterbury Regional Council, West Coast Regional Council, Tasman District Council, Nelson City Council and Marlborough District Council. Excludes the area covered by the Waitaki District Council.

Otago Southland Branch

The area covered by the following regional councils: Otago, and Southland. Includes the area covered by the Waitaki District Council.