

Constitution and Rules for the New Zealand Branch of the Institution of Fire Engineers

1. Name

The name of the Branch shall be the New Zealand Branch of the Institution of Fire Engineers, and shall bear the short title of the New Zealand Branch.

2. Object

To foster and support the Institution of Fire Engineers in its object, and so far as is possible within the structure of the Branch, to subscribe to and carry out the object, namely:

To promote, encourage and improve the science and practice of Fire Extinction, Fire Prevention and Fire Engineering and all operations and expedients connected therewith, and to give an impulse to ideas likely to be useful in connection with or in relation to such science and practice to the members of the Institution and the community at large.

In furtherance of the above object, and ancillary to it, the Branch may:

- (a) Enable members to meet and to correspond and to facilitate the interchange of ideas respecting the improvements in the various branches of the said science, and the publication and communication of information on such subjects and to coordinate and encourage Groups within the Branch.
- (b) Do all other things incidental or conducive to the attainment of the above or any of them.
- (c) Do all in its power to prepare and produce suitable candidates for membership of the Institution as requisite and to encourage and assist members to attain corporate membership.

3. Membership

- (a) All grades of membership shall be eligible for membership of the Branch and the Institution as long as they are not in arrears with annual subscriptions.
- (b) Every Branch member shall, on joining the Branch and on the first day of January in each year, pay an annual subscription of an amount to be decided by resolution of the Branch Council.
- (c) A member of a Branch shall have that membership terminated in the event of such person's annual subscriptions being in arrears for twelve months from the date of the same becoming payable, subject to notice being given in such manner as the Branch deems fit.
- (d) In the case of each member elected in the last three months of any financial year, the first subscription shall cover both the year of election and the succeeding year, but shall only entitle the person elected to exercise any vote in the proceedings after election.
- (e) Members of at least 15 years standing, may from the 1st January in the financial year following the attainment of the age of 60, make a payment of twice the annual Fellowship subscription which shall entitle them to remain members of the Branch during their lifetime without the payment of any further annual subscriptions.

4. Meetings

- (a) An Annual General Meeting (AGM) shall be held in or about the month of October each year at which the accounts of the previous year shall be submitted for approval and the Branch Council and officers for the ensuing year shall take office, having been elected in accordance with Rule 5.

(b) Extraordinary General Meetings shall be held as required at times and places to be determined by the Branch Council, notice of which shall be communicated to all members of the Branch not less than fourteen days prior to the day of the Meeting. Such notices shall specify the exact business to be discussed at the Meeting, and no business shall be transacted or resolution proposed of which notice has not been given.

(c) On a requisition in writing signed by or on behalf of ten members being received by the Secretary, an Extraordinary General Meeting shall be called forthwith giving at least fourteen days and not more than twenty one days notice thereof. Such notice shall specify the exact business to be discussed at the Meeting, and no business shall be transacted or resolution proposed of which such notice has not been given.

(d) Every member present at a Branch Meeting, irrespective of class of membership, shall have one vote, but in cases of equality of voting, the Branch President shall have a second or casting vote.

5. Branch Council & Officers

(a) The Branch shall elect members from within the Branch to form a Branch Council consisting of nine members and not exceeding eleven members.

(b) Branch Council shall consist of a President, Vice President, Secretary and Treasurer (which office may be joined with that of any other) and other members. The President shall be appointed by the Branch Council from members serving on the Branch Council. The office of President shall be held for a fixed term of three consecutive years after which the incumbent shall stand down. The President shall be the Branch representative on the General Assembly.

(c) All members of the Branch of any class of membership shall be eligible for election as officers or to the Branch Council, subject only to members other than Corporate Members, not exceeding one-third of the total number of members of the Branch Council.

(d) The Branch Council shall appoint a suitably qualified person as Auditor.

(e) The officers other than the Auditor shall be entitled to be present and vote at all meetings of the Branch Council.

(f) Where Group(s) are formed, each group shall be entitled to have one elected representative member of the Branch Council.

(g) Members of the Branch Council shall hold office for two years and unless those members of the Branch at a General Meeting have decided otherwise, all members of the Branch Council shall be eligible for re-election, up to a maximum term of eight years.

(h) Nominations for officers and membership of the Branch Council, proposed by a member of the Branch and seconded by at least one other member, should be addressed to the Branch Secretary so as to arrive not later than 20 days prior to the AGM.

(i) A ballot shall take place to fill membership on Branch Council. Ballots shall be cast in sealed envelopes and counted by a sub committee appointed by Branch Council. Vacancies shall be filled by the highest polling candidate(s), subject to rule 5 (c) above. If, as a result of the Ballot, the number of Corporate members elected to Branch Council is less than two thirds, then the vacancy will be filled by the next highest Corporate member. The results of the Ballot and the number of votes for each person shall be declared at the AGM.

(j) The IFE Registrants Group shall be represented on Branch Council by a Chartered Engineer (C.Eng). The Branch Council may co-opt an Incorporated Engineer (I.Eng) or Engineering Technician (Eng. Tech) in that order if no C.Eng is available.

6. Proceedings, Powers and Duties of the Branch Council

(a) The Branch Council shall have the power to co-opt for a specific purpose any member of the Branch to serve on the Branch Council and to fill any casual vacancy occurring therein.

