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## Constitution and Rules for the Auckland Group

### 1. *Name*

The name of the Group shall be the Auckland Group.

### 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 Group 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 to the above object, and ancillary to it, a Group may:

- (a) Enable members to meet and to correspond, and to facilitate the interchange of ideas respecting improvements in the various branches of the said science, and the publication and communication of information on such subjects.
- (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*

The rules of membership according to the Constitution of the New Zealand Branch shall at all times be accepted as the Rules governing the Group membership and anyone who is resident in, or carries on the profession of Fire Engineering in the territory of the Auckland Group shall be admitted to membership of the Group provided that they have qualified for membership in accordance with the appropriate Rules of the aforementioned Branch Constitution and which are reproduced as an Appendix to these Rules.

### 4. *Meetings*

- (a) An Annual General Meeting of the Group shall be held preceding the New Zealand Branch AGM each year, at which meeting the accounts of the previous year shall be submitted by the retiring Committee for approval and at which the new Committee members appointed in accordance with Rule 5(a) shall assume office.
- (b) In addition to the Annual General Meeting the Group shall attempt to hold at least five General Meetings per annum, but unless otherwise directed by the Committee or unless summoned in accordance with Rule 4(d) or (e) the meetings may be devoted entirely to educational talks, films, and/or visits and no other business need be discussed or minutes read.

- (c) All of the above meetings shall be open by invitation to all members of the Branch, sufficient copies of the notice of the Meeting being sent to the Honorary Secretaries of the other Groups within the Branch for circulation to members of these Groups.
- (d) Extraordinary General Meetings shall be held as required at times and places determined by the Group Committee, of which at least seven days' notice in writing must be given to members; such notice shall specify the exact business to be discussed and no other business shall be transacted or resolution proposed of which such notice has not been given.
- (e) On a requisition in writing, signed by, or on behalf of five members being received by the Honorary Secretary, an Extraordinary General Meeting shall be called forthwith giving at least seven 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.
- (f) Every member present at a group meeting, irrespective of class, shall have one vote, but in cases of equality of voting the Chairman shall have a second or casting vote.

5. ***Committee and Officers***

- (a) The Group Committee shall consist of a Chairman, Vice Chairman, Honorary Secretary (which office may be joined with that of Treasurer) and Committee members as determined by the ensuing subsections of this Rule.
- (b) The Committee shall be elected by ballot from members within the Group.
- (c) The Chairman and Vice Chairman of the Group shall be elected from among the Committee members of the Group at the Annual General Meeting.
- (d) There shall (also) be elected at the Annual General Meeting an Honorary Secretary (which office may be joined with that of Treasurer) and a suitably qualified person as an Auditor. Nominations for the office of Honorary Secretary proposed by a member of the Group and seconded by two others shall be addressed to the Group Secretary so as to reach him no later than the first day of February in each year.
- (e) The Committee shall hold office for one year and unless the members of the Group at a General Meeting have decided otherwise all members of the Committee shall be eligible for re-election.
- (f) All members of the Group of whatever grade shall be eligible for election as officers of the Committee.
- (g) The officers, other than the Auditor, shall be entitled to be present and vote at all meetings of the Committee.

6. ***Proceedings, Powers and Duties of the Committee***

- (a) The Committee shall have power to co-opt for a specific purpose any members of the Group to serve on the Committee and to fill any casual vacancy occurring thereon.
- (b) The Committee may determine their own quorum, may regulate their own procedure (other than the appointment of a Chairman when either the Chairman or Vice Chairman is present) and the procedure of any Sub-Committee appointed by them, and may delegate any of their powers and discretion to Sub Committees consisting of a quorum to include a Chairman or elected Chairman and three members, the Chairman to have a second or casting vote.


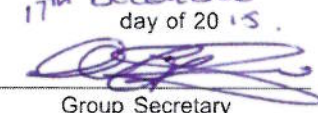
- (c) The Committee shall manage the property, proceedings and affairs of the Group, and shall exercise all the powers of the Group which are not required to be exercised by the group in General Meetings, subject to any regulations from time to time made by the group in a General Meeting.
- (d) The Committee shall meet at times and places determined by itself, but if the Secretary shall receive notice in writing from three members of the Committee, requesting him to call a Meeting of the Committee, he shall do so forthwith giving at least seven days and not more than twenty one days' notice thereof.
- (e) The Committee shall not take any action not in accordance with the general policy of the Institution and any resolution; either of the Committee or a General Meeting which in any way affects matters of policy must be submitted forthwith to the Branch Committee and shall not become effective until approved by the Branch Committee.
- (f) The Chairman and Treasurer shall be empowered to incur expense on behalf of the Group and Committee, and be authorised to operate a current banking account for the purpose, and shall notify the Committee of any action taken under this ruling.
- (g) The Committee shall ensure that a copy of notices of meetings, minutes of Group meetings, and copies of correspondence issued to Group members are sent to the Honorary Branch Secretary as soon as available.

**7. Alteration of Constitution**

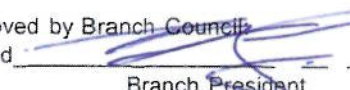

The Constitution shall not be altered or added to except at a General Meeting of the Group at which such alteration or addition is approved by at least two-thirds of the members present, notice of the proposed alteration or addition having been given to members.

Note: any such alteration shall require the confirmation of the Branch Council before becoming operative.

Approved at a Group meeting held on 17<sup>th</sup> December day of 2015.

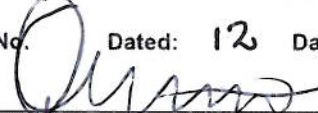
Signed:  Group Chairman      Signed:  Group Secretary

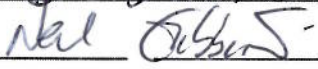
Approved by Branch Council:

Signed:  Branch President      Signed:  Branch Secretary

Approved by the Board of Directors

Minute No.          Dated: 12 Day of Dec 2016

Signed:  Board Chairman

Signed:  Company Secretary