

# **RULES OF THE ASSOCIATION**

**January 2023**

## 1) OBJECTIVES OF THE ASSOCIATION

- a) The Association shall act as the United Kingdom (UK) Branch of Engineering New Zealand, the parent body based in New Zealand.
- b) The objectives of the Association shall be to facilitate contact amongst members of Engineering New Zealand present in the United Kingdom; to maintain liaison with the parent body in New Zealand, to communicate event and other pertinent information to members, and to further such additional activities as the Committee may from time to time determine.
- c) The Association shall exist in the United Kingdom as an 'Unincorporated Association'.<sup>1</sup>

## 2) NAME OF THE ASSOCIATION

The name of the Association shall be the "Institution of Professional Engineers New Zealand United Kingdom Association" but will generally be known and operate as the Engineering New Zealand United Kingdom (UK) Branch.

## 3) MEMBERSHIP

Members of the Association are those financial members of Engineering New Zealand who are present in the United Kingdom.

## 4) MEMBERSHIP FEES

All membership fees are paid to Engineering New Zealand in accordance with the requirements of each person's membership of Engineering New Zealand.

## 5) FINANCIAL YEAR

The Financial Year of the Association shall match that of Engineering New Zealand.

## 6) EXPENDITURE

No expenditure of Association funds shall be incurred except in the furtherance of the Objectives of the Association.

## 7) ANNUAL GENERAL MEETING

- a) An Annual General Meeting (AGM) shall be held each calendar year, usually during the first quarter, the date to be determined by the Committee. At the AGM, the Committee shall present an Annual Report on the activities since the previous AGM, along with the Financial Report.
- b) The election of members to the Committee and positions of office shall take place during the AGM. Elections shall be determined by majority vote.

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<sup>1</sup> An 'unincorporated association' is defined on [www.gov.uk](http://www.gov.uk) as an organisation set up through an agreement between a group of people who come together for a reason other than to make a profit (for example, a voluntary group or a sports club).

It is not necessary to register an unincorporated association.

Individual members are personally responsible for any debts and contractual obligations.

## **8) OFFICERS AND COMMITTEE**

- a) The affairs of the Association shall be managed by a Committee which shall consist of a Chair, an Honorary Secretary and an Honorary Treasurer (the Officers); along with the Immediate Past Chair (ex-officio) and two ordinary members; together with such additional Officers or members as the members may decide. The Committee may at its discretion co-opt other members to the Committee.
- b) The Officers and members of the Committee shall be elected at Annual General Meetings (AGM) and will serve for a term that is generally one year, i.e. until the next AGM. They shall be eligible for re-election at subsequent AGMs. No member should serve more than two consecutive terms as Chair unless elected to do so by the members. The term of office for Officers and Committee members shall commence upon closure of the meeting at which they are elected.
- c) Should the office of Chair, Honorary Secretary or Honorary Treasurer remain vacant following an AGM, or become vacant midterm, then the Committee shall appoint one of its members in an acting capacity until the vacancy is filled at a subsequent SGM or AGM.

## **9) MEETINGS**

- a) Meetings of the Committee and Special General Meetings (SGM) of the Association shall be held as required. A Special General Meeting may be called by the Committee on its own initiative or at the request of ten members.
- b) Members may introduce visitors to Annual or Special General Meetings, subject to the approval of the Chair. Visitors may take part in discussions on the invitation of the Chair.
- c) The quorum for a Committee meeting shall be three members of the Committee and the quorum for a Special or Annual General Meeting shall be eight members.
- d) If the Chair of the Association is not present at a Committee, SGM or AGM, then a member shall preside as Acting Chair at these meetings.
- e) Members shall be given one month's notice of Annual General Meetings and Special General Meetings.

## **10) ACCOUNTS AND ANNUAL REPORT**

- a) The Financial Report for the previous financial year shall be submitted to the Annual General Meeting and a copy sent to the National Office.

## **11) ALTERATION OF RULES**

- a) Alteration of the Association rules may only be made by members of the Association by motion passed at an Annual General Meeting or at a Special General Meeting called for the purpose.
- b) Notice of such motion from a member shall be sent to the Honorary Secretary. Such notice shall be supported, in writing, by at least two other members.
- c) Notice of an alteration of the Rules shall also be deemed to have been given to the Honorary Secretary if a proposed alteration is passed at a Committee meeting and recorded in the minutes of that meeting.
- d) Once notice of an alteration has been received by the Honorary Secretary, the Committee shall set a date for the meeting at which the motion shall be voted upon by the members of the Association. That date shall provide for the relevant notice periods for meetings to be met and be within 90 days of receipt of the motion by the Honorary Secretary.

- e) The Honorary Secretary shall ensure written notice of the motion to alter the Rules is sent to all members either:
- at least fourteen days prior to the Annual General Meeting at which the motion will be voted upon, or
  - together with the notice of the Special General Meeting called for the purpose of voting on the alteration.
- f) The meeting at which the motion to alter the Rules will be voted upon shall accept votes from those attending the meeting in person or online or votes emailed in advance to the Honorary Secretary.

## 12) NOTICES

‘Notice’ in the context of these Rules may include a delivered physical document, e.g. delivered in person, by post or by courier, or a document transmitted electronically, e.g. by email, SMS text message or other online messaging service.

## 13) APPLICATION OF THE RULES

These Rules of the Association should be read in conjunction with the Rules of Engineering New Zealand and where the Rules of the Association are silent on an issue, guidance should be taken from the Rules of Engineering New Zealand.

These Rules of the Association were originally adopted at the Annual General Meeting held on 10 May 1966 and have been amended since then as recorded below.	
AGM held 13 June 1990	Rule 9(d).
AGM held 5 July 1993	Rule 11(b).
SGM held 27 November 1997	Rule 11(b) amended and 11(c) added.
AGM held 14 June 2004	Rules 1, 2, 4, 5, 6(a), 6(b), 8, 9(d), 10(a), 10(b), 10(c), 11(a), 11(b) & 11(c) amended, Rule 12 rewritten and Rules 10(e) & 13 added.
AGM held 06 July 2011	Rule 9(d) amended and Rule 9(e) added.
AGM held 17 September 2014	Rule 6(b) amended.
AGM held 23 June 2022	Rules extensively revised to simplify and clarify them, make them more relevant to present day practices and to more closely align them with current ENZ branch operating procedures.