

RULES OF THE INSTITUTE OF CADASTRAL SURVEYING INCORPORATED

1. NAME

The name of the organisation shall be the **Institute of Cadastral Surveying Incorporated**.

2. OBJECTIVES

2.01 Organisation

To provide an organisation to which those actively engaged in cadastral surveying may belong.

2.02 Best Practice

To collate and disseminate best practice with regard to cadastral surveying, and promote a high standard of professionalism among its members.

2.03 Representation

To make representations on cadastral surveying as appropriate in the best interests of the public, and the members of the Institute.

3. MEMBERSHIP

3.01 Ordinary Member

To be eligible for Ordinary Membership of the Institute, a person shall be actively engaged in all aspects of cadastral surveying (namely, the searching of the cadastral record, the searching of the legal record, the searching of the field record, the definition of land, and the production of cadastral datasets to be included in the cadastral record) within New Zealand, and have been so for a minimum period of the preceding three years.

3.02 Associate Member

To be eligible for Associate Membership of the Institute, a person shall be actively engaged in, and have considerable experience of, one or more aspects of cadastral surveying within New Zealand, but not be eligible for Ordinary Membership. The number of Associate Members shall generally be no more than ten percent of Ordinary Member numbers.

3.03 Non-Practising Member

The Committee may admit to Non-Practising Membership of the Institute, a person who has been previously actively engaged in one or more aspects of cadastral surveying within New Zealand.

3.04 Honorary Member

The Committee may admit to Honorary Membership of the Institute any person who in its opinion has rendered extraordinary services to the Institute, and such Members shall be permitted to enjoy the same rights and privileges as Ordinary Members except that they shall not be liable to pay annual subscriptions.

3.05 Student Member

To be eligible for Student Membership of the Institute, a person shall be actively engaged in one or more aspects of cadastral surveying within New Zealand.

3.06 Rights

To be able to speak on all things considered by the Institute, to vote at meetings of the Institute as set out in Rule 5, and hold office as set out in Rule 6.

3.07 Obligations

To contribute to the considerations of the Institute on matters set out in Rule 2.

To notify the Secretary of any changes in circumstances that would necessitate a change in the class of membership held.

To notify the Secretary of any changes in contact details.

To pay all subscriptions or other monies due to the Institute set out in Rule 7.

3.08 Application

An application for membership of the Institute shall be on the approved application form.

3.09 Resignation

A member shall be deemed to have resigned from the Institute (or a committee of the Institute) on their death, incapacity, or on written notice to the Secretary.

3.10 Expulsion

Any member whose subscription is 3 months in arrears, shall at the discretion of the Committee cease to be a member of the Institute, but the Committee shall have the power at their discretion to reinstate such member on payment of all arrears.

The Committee may, if in its opinion, by a special resolution expel or suspend from membership any member wilfully disobeying any of these Rules or is deemed to be guilty of any conduct rendering him or her unfit to be a member of the Institute. Provided that before moving as above, the Committee shall call upon the member for an explanation of his or her conduct and shall hear what he or she may wish to be taken into account by the Committee.

4. MEETINGS

4.01 Annual General Meetings

The Annual General Meeting of the Institute shall be held not later than the 31st day of August each year, members shall be given notice at least thirty (30) days before the meeting, of the time and place the Committee shall appoint for that purpose, and the matters to be transacted, while a quorum shall consist of ten (10) members entitled to vote.

The business that shall take precedence over all other business at the Annual General Meeting shall be, the consideration and adoption of the annual reports, the consideration and adoption of the statements of account, the fixing of annual subscriptions for the ensuing financial year, the election of members of the Committee for the ensuing year, the appointment of an auditor for the ensuing year, the consideration of and dealing with proposals for any new Rule and the rescission or alteration of any of the existing Rules.

4.02 Special General Meetings

The Committee may at any time, and shall on receipt by the Secretary of a requisition in writing signed by no fewer than ten (10) members of the Institute entitled to vote, call a Special General Meeting of the Institute in the manner prescribed by these Rules, for any specific purpose or purposes, such meeting shall be held not more

than twenty one (21) days after the date of the receipt by the Secretary of the requisition, which shall set out the form of resolution the business proposed to be transacted at such meeting.

Members shall be given notice at least fourteen (14) days before the meeting, of the time and place the committee shall appoint for that purpose, and the matters to be transacted, while a quorum shall consist of ten (10) members entitled to vote.

4.03 Committee Meetings

Committee meetings shall be called by the Secretary, in the case of a requisition in writing signed by the President or no fewer than two (2) members of the Committee, given notice at least fourteen (14) days before the meeting, of the time and place the Committee shall meet, the matters to be transacted, where a quorum shall consist of three (3) members of the Committee.

4.04 Quorums

Provided that within ten (10) minutes of the time for which the meeting shall have been called, a quorum is not present, the meeting shall be dissolved. The meeting shall stand adjourned to such time and place as shall be fixed by the members present, and if at such adjourned meeting a quorum is not present, those members present may transact the business for which the meeting shall have been called.

4.05 Notice

Notice of meetings of the Institute shall be by circular or E-mail to the last advised New Zealand address the member has provided to the Secretary.

5. VOTING

5.01 Eligibility

To be eligible to vote at an Annual General Meeting or a Special General Meeting of the Institute, a member must hold either Ordinary Membership or Associate Membership of the Institute, and be a current financial member of the Institute, or hold Honorary Membership.

To be eligible to vote at a Committee meeting of the Institute, a member must have been elected as an Officer of the Institute.

Every member entitled to vote shall hold a single vote, except that the Chairman of a meeting may exercise a casting as well as a deliberative vote.

5.02 Method

The result of any vote shall be determined by voice in the first instance, but if any member present requests, the Chairperson shall call for a show of hands or a secret ballot to be conducted.

A member entitled to vote at any General Meeting of the Institute may appoint in writing a proxy who shall be any member entitled to vote. All proxies shall be in the hands of the Secretary 24 hours prior to the commencement of the meeting.

5.03 Majority

All questions submitted to any general or committee meeting of the Institute shall be decided by a simple majority vote (unless otherwise specified).

6. OFFICERS

6.01 General

All nominations for Officers of the Institute shall reach the Secretary forty (40) days before the Annual General Meeting and must be proposed and seconded. Every nominee must have given written consent to be a candidate.

The election of Officers of the Institute shall be held by ballot at the Annual General Meeting of the Institute. Voting papers shall be distributed to all members entitled to vote being present at the meeting and such members shall indicate their intention by striking out the names of candidates for whom they do not wish to vote. No member shall be entitled to more than one voting paper for each proxy held by that member.

At the Annual General Meeting of the Institute two scrutineer's shall be chosen for each election by a show of hands from the members present and entitled to vote, and the ballot for each election shall be conducted by such scrutineer's who shall certify in writing to the Chairperson the results of the voting. Such scrutineer's shall (if eligible to vote) themselves be entitled to vote prior to conducting the ballot.

If at the Annual General Meeting of the Institute the number of candidates duly proposed for office does not exceed the number of vacancies the Chairperson shall declare the candidates elected, otherwise the election shall be by ballot as aforesaid.

The Officer's so elected shall hold office for one year, or shall continue in office until their successors are elected. They shall be eligible for re-election.

No person shall be entitled to be elected as an Officer of the Institute unless a current financial member of the Institute. Should any casual vacancy occur in the Committee of the Institute the Committee shall have power to fill such vacancy by a member qualified as above, and such member so appointed shall hold office until the next succeeding Annual General Meeting of the Institute.

6.01 President

The President shall be a person holding ordinary membership of the Institute elected to the position at the Annual General Meeting.

The President shall be the senior official of the Institute and shall represent the Institute in all matters.

It shall be the responsibility of the President to have all meetings of the Institute chaired.

6.02 Secretary

The Secretary shall be a person holding ordinary membership of the Institute elected to the position at the Annual General Meeting.

The Secretary shall conduct and record the correspondence of the Institute, shall maintain a register of the membership, receive requests for and issue notice of meetings, retain custody of the Common Seal, title deeds, securities and other documents belonging to the Institute.

6.03 Treasurer

The Treasurer shall be elected to the position at the Annual General Meeting.

The Treasurer shall (in conjunction with the Committee) oversee the financial management of the Institute and present the audited annual financial accounts to the membership.

6.04 Committee

The Committee shall consist of the President, the Secretary, the Treasurer, and up to four (4) members of the Institute (at least half of whom shall be ordinary members) elected to the Committee at an Annual General Meeting.

Where there is a vacancy on the Committee (up to a maximum of two (2) positions), the Committee may co-opt a member of the Institute to fill the vacancy until the next Annual General Meeting, or such shorter period as the Committee determines.

The Committee of the Institute shall have the entire management and control of the funds, affairs, concerns and business of the Institute and shall have the power to do all things (subject to such limitations and restrictions as may be prescribed by these Rules) as are necessary to carry out the Objectives of the Institute.

7. MANAGEMENT

7.01 General

The Committee may appoint and set up Sub-committees (whether members of the Institute or not) whenever deemed expedient for the management and control of the various activities in which the Institute or its members may be engaged for the purpose of more effectually carrying out the Objectives of the Institute.

The Committee may delegate to any sub-committee such powers as it may from time to time determine and deem expedient. Each Sub-committee shall be responsible to the Committee of the Institute and shall keep minutes of its meetings and if and when required shall furnish a report of its activities to the Committee.

7.02 Financial

The financial year of the Institute which shall extend from the 1st day of April in any year until 31st day of March in the succeeding year.

The annual subscription shall be such sum as shall be fixed by resolution at the preceding Annual General Meeting, and shall be payable no later than 30th day of June in any year.

Every person ceasing to be a member of the Institute shall forfeit all right to or claim upon the Institute or its property which he or she would have by reason of his or her membership.

The resignation or expulsion of any member from the Institute shall not release that member from liability from all arrears of subscriptions or other monies owing to the Institute.

The Institute may have account(s) at such banks as the Committee may from time to time determine such account(s) to be operated on jointly by any two of the following Officers. The President and the Treasurer or such other members of the Committee as may from time to time be appointed by the Committee.

The Committee shall have the general control of the funds of the Institute, which shall be paid into the Institutes bank account(s). Any part of such funds not immediately required may be invested by the Committee on term deposit at a bank or any other investment authorised by a resolution of any General Meeting of the Institute.

Members of Committee shall be entitled to claim such expenses as the Committee shall determine as having been properly incurred in or about the business of the Institute.

The Committee shall indemnify any person who has entered into or accepted any liability on behalf of the Institute at the request of the Committee.

The Committee (through the Treasurer) shall have the annual accounts of the Institute audited, and shall present such audited accounts to the members at least thirty (30) days prior to the Annual General Meeting of the Institute.

A copy of the approved audited accounts shall be forwarded to the Registrar of Incorporated Societies.

7.03 Common Seal

The Institute shall have a Common Seal which shall be kept in the custody of the Secretary and shall only be used in pursuance of a resolution of the Committee of the Institute, and every instrument to which the seal is affixed shall be signed by the Chairperson of the Committee and shall be countersigned by the Secretary.

8. ALTERATIONS TO RULES

8.01 General Meetings

All or any of these Rules may be added to, altered or rescinded by resolution at a General Meeting of the Institute, provide always that no less than thirty (30) days' notice of such resolution shall be given to members in a manner prescribed by these Rules for notices of General Meetings.

A Notice of Motion to any proposals for addition to, alteration or rescission of any of these Rules must be given to the Secretary, signed by both mover and seconder of the motion, at least forty (40) clear days before the date on which the General Meeting is to be held. Nothing in the Rules shall prohibit the amendment of any proposal which has been specified in the notice.

8.02 Omissions

In the event of any question not provided for in the rules arising, it shall be referred to the Committee for resolution, such resolution to stand until the next General Meeting of the Institute.

9. DISSOLUTION

In the event of the dissolution of the Institute, after all the liabilities of the Institute have been duly discharged, its funds and properties shall be disposed of to a similar professional body or a registered charity in a manner provided by a resolution passed at a General Meeting of the Institute called for that purpose.

A copy of the resolution of dissolution shall be forwarded to the Registrar of Incorporated Societies.