



Guidance for NZIF Local Sections

Peter Houston 22 June 2021

Preamble

The New Zealand Institute of Forestry (NZIF) is a member funded organisation. For many members, one of the tangible benefits of membership are the Local Section meetings where presentations are made, forest visit occur, or issues of the day are debated.

NZIF has both Rules and Council Requirements. These together impact how a Local Section is managed. As the relevant Rules are scattered within the NZIF Rules, and Council Requirements can change, and are often recorded in Council minutes, it can be hard for Local Sections to identify what how they are to undertake their duties and fulfil their responsibilities.

Council is aware that some non-members are attending Local Section meetings without making a financial contribution to either the meeting, or the NZIF. These non-members range from allied professional organisations with either formal or informal reciprocal rights through to general members of the community who may have a passing interest in the profession.

For these two reasons Council has compiled a booklet to assist the management of NZIF Local Sections.

Purpose

The purpose of this document is to provide guidance for the delivery of Local Section meetings.

Method

1. Document NZIF Rules which are relevant for the management of a Local Section and
2. Provide guidelines (but **not** Rules issued in accordance with Rule 186) to facilitate the administration of Local Section members and their committee.

Council reserves the right to amend the guidelines, or issue Rules under Section 186.

NZIF Rules Relevant for the Management of a Local Section.

The relevant NZIF Rules are attached in Appendix One to this document.

In summary:

1. Council can establish a Local Section for a geographical area, and Members within that geographical area are automatically members of the Local Section and may attend any Local Section Committee meeting.
2. A Local Section Committee is established, with Members in the role of Chairperson, Secretary, and other Members considered necessary on the committee. The rules do not stop one person to undertake the role of Chairperson, Secretary, and other roles on a Local Section Committee.
3. A Local Section must have an Annual General Meeting where Local Section Committee and Office Holder elections are held, an Annual Report for the year ending 31 March is provided to Council by 30 June.

4. Nothing in the rules prevents Council from providing services to Local Sections. This means Council can look to provide meetings (such as CPD) to Local Sections.
5. Only NZIF Members who is a member of the Local Section can hold the role of Chairperson, Secretary, or be a person authorised to speak on behalf of the Local Section.
6. Local Section meetings are deemed to be meetings of the Institute so are governed by the institute's rules. This includes complying with the NZIF Code of Ethics.
7. Local Section meetings meet the requirement for structured CPD hours. These should be noted on the local section meeting advertising.
8. Council may publish rules for Local Section activities but has chosen to not do this.
9. The Rules are silent when it comes to the rights of a non-NZIF member beyond what is discussed above.

NZIF Council Guidelines for the Management of a Local Section.

1. A Local Section shall comply with the objectives of the Local Section listed in Rule 180 of the NZIF Rules.
2. A Local Section shall align its Annual General Meeting with the NZIF Financial Year.
3. A Local Section shall provide a brief annual report of the section's activities for the year end 31 March 2021 and complete their Annual General Meeting by 30 June.
4. Only Council can formally recognise members of other allied organisations as members of a Local Section but not as NZIF member. It is envisaged that Council will formally seek equal reciprocal rights for each member from the two organisations.
5. Council has allocated funding to support Local Section Meetings. This funding can be used for:
 - a. Guest speaker travel, accommodation, and meals.
 - b. Hiring a meeting location
 - c. Provide refreshments.
 - d. Other purposes with approval from the Local Section Council representative or President.
 - e. All Council funding for Local Section meetings must be pre-approved by the Local Section Council representative or President.
 - f. Where non-Members are invited to attend a Local Section meeting, the Local Section shall seek a nominal (not less than \$5) donation. The donation will be made to the NZIF Foundation, and an invoice will be emailed if requested.
 - g. A claim form for Local Section meeting expenses, together with a brief meeting report (noting the date, numbers attended, and speaker's subject) will be completed by the Local Section representative and sent to the Local Section Councillor to start the NZIF reimbursement process (copy of claim form to be included) by the 5th day of the next month, for payment on 20th of the next month.
6. Local Section meetings are considered a NZIF Meetings, so must comply with any NZIF Rules as they pertain to Meetings. A Member of the NZIF must chair any meeting. The meeting shall be chaired so it complies with the NZIF Rules and Code of Ethics.
7. When advertising Local Section meeting, the Committee shall make it clear who are invited, how many structured CPD hours the meeting constitutes, **and whether non-members are permitted to attend and subject to what conditions.**



8. A record of attendance shall be kept by the local section, noting members and non-members, so follow up (for membership) can be made.
9. Council will provide from time to time a Zoom meeting for Local Sections (or sub-sections);
 - a. Consent in writing should first be obtained by the presenter.
 - b. The NZIF Administrator shall be contacted so passwords and access to Zoom can be provided to the Local Sections or sub-section meeting locations to enhance Local Section *esprit de corps*.
 - c. The zoom facilities shall be tested no less than one week prior to the meeting, to ensure they are fit for purpose.
 - d. Tentative dates will be Wednesday, with time to be 6pm.

Appendix 1: NZIF Rules

2.14. “Institute” means the New Zealand Institute of Forestry (NZIF) Te Pūtahi Ngāherehere o Aotearoa Incorporated;

2.15. “Institute Meeting” means any Annual or Special General Meeting of the Institute and any meeting of a Local Section or Special Interest Group but does not include meetings of the Council, the Board or committees;

33. All financial members of the Institute shall be entitled to attend any Institute Meeting, to take part in the proceedings thereof, and, subject to any fee that may apply, to receive a copy of any reports and journals issued by the Institute.

91. At all Institute Meetings, each Member (other than Student Members) who is financial at the commencement of the meeting and who is present shall be entitled to one vote only on any resolution, except where otherwise specified in these Rules. Subject to Rule 112, all resolutions shall be decided by a majority of votes cast by those who are eligible to vote. Voting shall be recorded on the voices or by a show of hands.

104. The Institute may borrow money and provide security for that if authorised in a vote at an Institute meeting by the majority of Full Voting Members who are present and financial at the time of the vote.

105. The Council may impose a special purpose levy on Members where the levy has been approved by a majority vote of financial (at the time of the vote) Members, other than Student Members, at an Institute Meeting.

2.16. “Local Section” means a regional group of members established according to Rule 179;



LOCAL SECTIONS

179. The Council may create Local Sections and shall define the geographical boundaries and the name for each Local Section.
180. The objects of the Local Section shall be the advancement of the Objects of the Institute within the geographic region that defines the Local Section by:
 - 180.1. Providing networking amongst Local Section Members;
 - 180.2. Assisting with the mentoring of younger Members;
 - 180.3. Delivering a programme of activities that supports the Objects of the Institute and fosters the professional development of Members;
 - 180.4. Supporting the wider community on behalf of the forestry profession;
 - 180.5. Obtaining the views of Local Section Members and representing these views to the Council;
 - 180.6. Promoting membership of the Institute.
181. Each Member of the Institute resident in the area shall automatically be a member of the Local Section, provided that the Council may permit a resident of one Local Section area to become a member of another Local Section.
182. Every Member of the Local Section who is Financial shall be entitled to attend general meetings of the Local Section and, with the exception of Student Members, to vote.
183. The affairs of each Local Section shall be managed by a committee consisting of a chairperson and a secretary and such other members as the Local Section shall decide. The committee shall be elected at an Annual General Meeting of the Local Section, which shall be held within three months of the end of each Financial Year. The chairperson, secretary and any person who speaks on behalf of or represents the Local Section must be a Member of the Institute other than a Student member.
184. In the event that a Local Section fails to hold an Annual General Meeting and to elect a committee, the Council may appoint a Member to be the Chairperson of the Section.
185. Each Local Section shall submit a report of its activities, including details of any income and expenditure, to the Council within one month of the end of the Financial Year.
186. The Council may prescribe rules for the operation of Local Sections, including the provision of funding for the section's activities.



2.18. “Objects” means the Objects of the Institute as set out in Rule 6;

SECTION III OBJECTS

6. The Objects of the Institute shall be the advancement of the profession of forestry within New Zealand by means including but not limited to:
 - 6.1. Establishing, maintaining and improving standards of professional forestry;
 - 6.2. Contributing to the development and recognition of good forestry practice;
 - 6.3. Recognising, regulating and supporting those demonstrating competence in the forestry profession;
 - 6.4. Supporting forestry professionals in their career development;
 - 6.5. Representing the forestry profession;
 - 6.6. Acting as an independent advocate for forestry;
 - 6.7. Serving Members by:
 - 6.7.1. Affording them opportunities to express and exchange views;
 - 6.7.2. Encouraging fraternity and “esprit de corps”.

2.17. “Member” means a person who holds any current class of membership as defined in Rule 7;

Note: a member is a “real” person, not an employer or a company.

SECTION IV MEMBERSHIP

MEMBERSHIP CLASSES

7. The membership shall be divided into seven classes, namely:
 - 7.1. Honorary Member;
 - 7.2. Retired Member;
 - 7.3. Registered Member;
 - 7.4. Ordinary Member;
 - 7.5. Graduate Member;
 - 7.6. Associate Member; and
 - 7.7. Student Member.

NZIF Web Pages

<https://www.nzif.org.nz/about-us/local-sections/>

Each local section is responsible for events for the local membership and public.



New Zealand Institute of Forestry
Te Pūtahi Ngāherehere o Aotearoa Incorporated

The guidance was ratified at the 5th July 2021 NZIF Council meeting and will be reviewed in July 2022.

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