



Guidance for NZIF Local Sections

Peter Houston 27 March 2024

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. This 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 difficult 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 event.
2. A Local Section Convenor (who Council has determined must be a financial member) shall manage the local section; either elected by financial members of the Local Section or appointed by Council.
3. Each Local Section shall provide a report on their activities and any income and expenditure by 30 April (one month after the end of the financial year).
4. 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.
5. Local Section meetings meet the requirement for structured CPD hours. These should be noted on the local section meeting advertising.
6. Council may publish rules for Local Section activities but has chosen to not do this.
7. 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 provide a brief annual report of the section's activities, income, and expenditure for the financial year within a month of the financial year finishing. Council tries to collate reporting during the year which ultimately becomes the annual report.
3. 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.
4. 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 Council member assigned the Local Section portfolio or President.
 - e. Council funding for Local Section meetings exceeding \$20 per member must be pre-approved by the councillor assigned the Local Section portfolio 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 by the Foundation if requested.
 - g. The Local Section Convenor shall ensure a claim form for Local Section meeting expenses, together with a brief meeting report (noting the date, numbers attended, and speaker's subject) are completed and sent to the Council member assigned the Local Section portfolio to start the NZIF reimbursement process).
5. 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.
6. 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.**
7. A record of attendance shall be kept by the Local Section, noting members and non-members, so follow up (for membership) can be made.
8. 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. Preferred dates are Wednesday, with start time to be at or after 6pm, finishing by 9pm.



Appendix 1: NZIF Rules

General Rules

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

2.17. “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;

2.19. “Member” means a person who holds any current class of membership as specified in these Rules;

2.21. “Objects” means the Objects of the Institute as specified in these Rules;

III) OBJECTS

5. The Objects of the Institute shall be the advancement of the profession of forestry within New Zealand by means including but not limited to:

- 5.1. establishing, maintaining and improving standards of professional forestry;
- 5.2. contributing to the development and recognition of good forestry practice;
- 5.3. recognising, regulating and supporting those demonstrating competence in the forestry profession;
- 5.4. supporting forestry professionals in their career development;
- 5.5. representing the forestry profession;
- 5.6. acting as an independent advocate for forestry;
- 5.7. serving Members by:
 - 5.7.1. affording them opportunities to express and exchange views;
 - 5.7.2. encouraging fraternity and “esprit de corps”.

IV) MEMBERSHIP

MEMBERSHIP CLASSES

6. The membership of the Institute shall be divided into six classes, namely:

- 6.1. Honorary Member;
- 6.2. Retired Member;
- 6.3. Ordinary Member;
- 6.4. Graduate Member;
- 6.5. Associate Member; and
- 6.6. Student Member.

31. 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 which may apply, to receive a copy of any reports and journals issued by the Institute.

93. 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 unless



94. a ballot is demanded by at least one third of the Financial Members, other than Student Members, who are present. At all meetings the President shall, if necessary, have a casting vote as well as a deliberative vote.

104. The Institute may borrow money and provide security 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.

Local Section Specific Rules

2.18. "Local Section" means a regional group of members established as specified in these Rules;

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 which 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 which 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.

182. Every Member of the Local Section who is a Financial Member 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 Convenor, elected by the local section or appointed by the Council. The Convenor may form a local section committee to help with the running of local section events.

184. 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.

185. The Council may prescribe rules for the operation of Local Sections, including the provision of funding for the section's activities.

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

New Zealand Institute of Forestry
PO Box 10513
The Terrace
WELLINGTON 6143
Attention: Accounts



New Zealand Institute of Forestry (NZIF)
Te Pūtahi Ngāherehere o Aotearoa Inc

NZIF Confidential - Expenses Claim

Date: _____ Name: _____

| Date | Expense Detail | Quantity | Purpose | Cost (incl GST) |
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GST \$ -

Total \$ -

This is a true correct record of expenses and signed as a NZIF business related expense.

Bank account reimbursement to be paid into: _____

Signed by Claimant: _____

Please attach GST receipts to this claim and send to accounts@nzif.org.nz