

**Property Institute of New Zealand
New Zealand Institute of Valuers****Fellowships****Review protocol**

Policy reviewed and approved by:	Date Implemented	Next Review Date
CEO	October 2020	August 2021
CEO	December 2021	August 2023

Stakeholders

PINZ President	<input checked="" type="checkbox"/>
NZIV President	<input checked="" type="checkbox"/>
Council Chairs	<input checked="" type="checkbox"/>
Committee Chairs	<input type="checkbox"/>
Branch Chairs	<input checked="" type="checkbox"/>
NST	<input checked="" type="checkbox"/>
Membership	<input type="checkbox"/>
Other.....	<input type="checkbox"/>

Policy and Procedure**PROPERTY INSTITUTE OF NEW ZEALAND AND NEW ZEALAND INSTITUTE OF VALUERS
FELLOWSHIP PROCESS****1. BRANCH FELLOWSHIP COMMITTEES**

All branches will form a branch Fellowship committee consisting of two or more of its committee members or members of the Institute who are not members of the branch committee, one of which will be appointed as chair of the committee. The chair should ideally be a Fellow of PINZ or NZIV.

Branches may choose to operate a single Fellowship committee for PINZ and NZIV Fellowship nominations or they may choose to operate separate PINZ and NZIV Fellowship committees. If the branch operates a single Fellowship committee, two of the members must be NZIV members and representatives from the other PINZ communities should be encouraged to join. If the branch operates separate PINZ and NZIV Fellowship committees the NZIV committee should be made up of NZIV members and the PINZ committee

should made up of members from the other PINZ communities (these members may hold both PINZ and NZIV membership status).

2. CALL FOR NOMINATIONS

Candidates for Fellowship are considered by nominations to the PINZ Board and the NZIV Council from the branch network or from the PINZ communities (COMPRO, IPAC, PMVI and PROMINZ). Branch Fellowship committees and the PINZ communities launch a nomination submission process for PINZ and NZIV Fellowships in September each year with a closing date for submissions in late November.

Branch Fellowship committees and PINZ communities may make Fellowship nominations to the PINZ Board and the NZIV Council directly without the knowledge of the nominee but a full submission and nomination citation must be provided in all cases.

Fellowship nominations from the branches or the PINZ communities are considered by the PINZ Board or NZIV Council and successful nominations are awarded with their Fellowships at the PINZ/NZIV annual general meetings the following year.

3. NOMINATION ROUTE

The Property Institute of New Zealand by-laws and the rules of the New Zealand Institute of Valuers provide for the elevation of Member, Associate or Senior Members to Fellow status. Nominations for PINZ Fellowship must be made to the PINZ Board by the branch network or the PINZ communities. Nominations for NZIV Fellowship must be made to the NZIV Council by the branch network.

4. NOMINATION REQUIREMENTS

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The branch Fellowship committee or community council chair will consider making a Fellowship nomination to the PINZ Board where all of the following requirements are satisfied:

- a) The member must have been a Member or Associate or Senior Member for a period of at least **10 years** in aggregate immediately prior to the date of submission and have practiced in the property profession in full time employment for an aggregated total of **10 years** prior to the date of nomination; and
- b) The member must have satisfied the Fellowship committee that the nominee is a person of **good character and repute**; and
- c) The member must have an established **professional reputation** and high **ethical standards** and be held in **high esteem** by his peers and within the property profession(s); and
- d) The member must have adhered to the **professional development** requirements including ethics.

In addition, every member nominated for advancement in status to Fellow must satisfy at least three of the following criteria:

- a) Have served the property profession(s) with distinction;
- b) Have been engaged in a senior position for at least 5 years;
- c) Have been recognised as having a high level of competence in the property profession;

- d) Have demonstrated substantial professional ability in a property discipline or have made a substantial contribution to the advancement of the profession or the development and dissemination of property knowledge;
- e) Have made a significant personal contribution over a reasonable period to the property profession through serving on the Board or a Branch Committee or a National Committee; the preparation and delivery of significant papers to conventions or the Institute Journal and/or otherwise have been involved in communicating ideas to the profession or in any other way to have gained the respect of his or her peers for his work for the advancement of the profession.

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The branch Fellowship committee will consider making a Fellowship nomination to the NZIV Council where all of the following requirements are satisfied by the candidate:

- a) They are nominated for advancement by the Fellowship committee of the Branch to which they belong; and
- b) They have been an Associate for not less than six years; and
- c) The Council considers that, by reason of their advanced skills, their exceptional services to the profession and the esteem in which they are held by members and the community, it is just and fitting that the member be advanced to the status of Fellow; and
- d) They comply with such other conditions as the Council in any case prescribe.

In relation to c) above the NZIV Council have provided some guidance to branch Fellowship committees as to its meaning and what is required by NZIV Council.

The meaning of service within the NZIV rules is one of undertaking acts and offering assistance to the broader NZIV membership and public that enhances the overall industry and membership as a whole. The service needs to be carried out over an extended period of time and serving on a NZIV committee or working group, assisting peers, mentoring, education and promoting the profession could all be ways of achieving this. This service would need to be exceptional, be largely voluntary and outside the nominees own business, and be for the significant benefit of others. Longevity of career does not nor should not be confused for service and should not be part of the decision process relating to service.

Nomination citations prepared by branch Fellowship committees must clearly articulate the service undertaken by the nominated member and the benefits to the industry as a result of such activities. NZIV council members are available to discuss the Fellowship process with branch Fellowship committees and Fellowship committees should contact a NZIV councillor for support and guidance where required.

5. RECIPROCITY AND RESTRICTIONS

In accordance with the PINZ by-laws, any member conferred with Fellowship status by the New Zealand Institute of Valuers (NZIV) shall also be automatically offered Fellowship of the Property Institute of New Zealand (PINZ). Additionally, any member that is unsuccessful with a submission to attain Fellowship status with NZIV will not be eligible to receive a PINZ Fellowship in the same year.

For this reason, candidates for NZIV Fellowship are able to indicate on the submission form whether they also wish to be awarded a PINZ Fellowship should their NZIV Fellowship be approved. Where the intention is not clear, upon ratification for advancement of the member by the NZIV Council to FNZIV, the President

of PINZ shall write a letter of offer to the member for advancement to FPINZ noting clause 6.12 (f) of the PINZ by-laws.

Furthermore, the NZIV Council meeting where NZIV Fellowship nominations are considered must take place before the PINZ Board meeting where PINZ Fellowship nominations are considered in order for unsuccessful NZIV Fellowship nominees to be removed from the PINZ Fellowship nomination list.

6. CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

The PINZ by-laws require that Members, Associate Members, Senior Members, Fellow and Life Members, except those that are retired, must achieve 20 CPD points per annum (1 January to 31 December) in certain prescribed categories.

The NZIV Continuing Professional Development Policy requires that Graduate Members, Full Members, Senior Members, NZIV Members, Associate Members, Fellows, Life Members, Overseas Members and members in part-time employment complete a minimum of 20 CPD credits per year (one credit is equivalent to one hour of learning time) in certain prescribed categories.

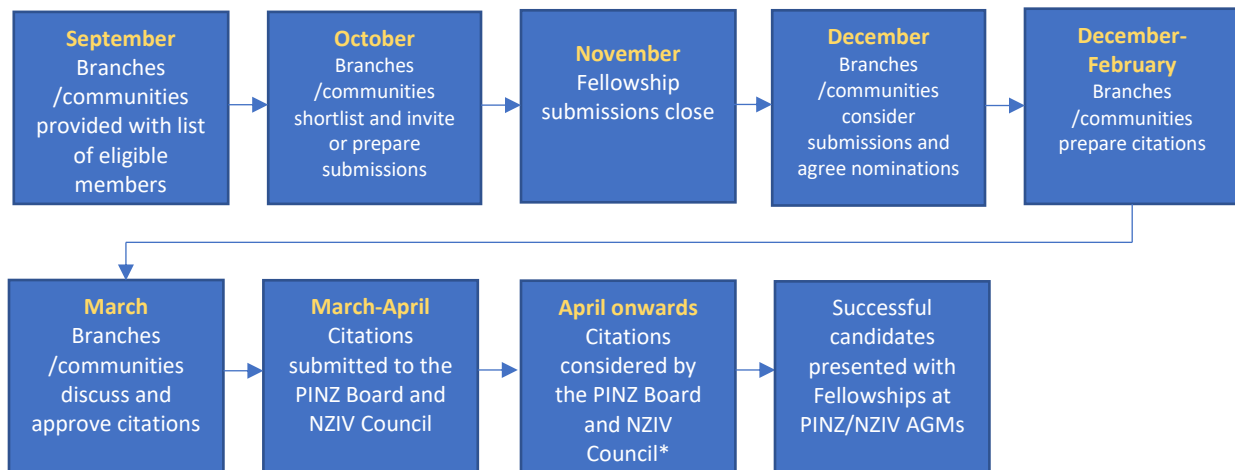
If the Fellowship nominee's online CPD record and/or membership subscription is not up-to-date the Fellowship submission may be delayed or not considered. The National Support Team will check, prior to releasing a list of eligible members to branches and community council chairs, that the member was compliant with the Institute's CPD policy for the previous year. Branch Fellowship committees or community council chairs can also check with the National Support Team at any time prior to the preparation of a nomination citation to ensure that any proposed Fellowship nominees are compliant with the CPD requirements of PINZ/NZIV and that their membership subscriptions are up to date.

7. SELECTION AND NOMINATION PROCESS

- a) In late September each year the National Support Team shall provide each branch and each PINZ community council chair with a list of members that meet the membership duration requirements (10 years for PINZ and 6 years for NZIV) and that were compliant with the Institute's CPD policy for the previous year. Where a member is not compliant with the CPD requirements, the National Support Team will send a reminder to the member to review their CPD diary and update it where appropriate. The member list will include, where data permits, the member's name, membership type, post-nominal, PINZ community and contact details. The branch will forward the member list to the branch Fellowship committee for review and the PINZ community council chairs will forward the member list to the community council.
- b) The branch Fellowship committee and community councils will review the list of members in October and will agree on a shortlist of potential Fellowship candidates. Branches and communities may also identify suitable Fellowship candidates independently of the National Support Team, but any potential candidates should be checked with the National Support Team to ensure that they meet the basic criteria for Fellowship. Fellowship nominations are not mandatory and branches/communities may determine that no candidates are suitable in any given year. If this is the case, branches are to confirm to the National Support Team that no candidates have been identified that are suitable for advancement.

- c) Should suitable candidates be identified, the branch Fellowship committee or community council chair will send a Fellowship submission form and covering letter to the shortlisted candidates for submission to the branch Fellowship committee or community council by post or email by 30 November. Whilst it is preferable that the submissions come from the candidates themselves, branch Fellowship committees and PINZ communities may make Fellowship nominations to the PINZ Board and the NZIV Council directly without the knowledge of the nominee but a completed submission form and nomination citation must be provided in all cases. Only submissions that have been completed in full and with sufficient detail are to be considered for nomination.
- d) The branch Fellowship committee and community councils will meet in December to consider the submissions that have been received and agree on the Fellowship nominations to be made to the PINZ Board or the NZIV Council. There is no requirement for the Fellowship committee or communities to nominate any of the candidates and, in the cases where the candidate has submitted a submission which is not taken forward to the next stage of the process, the branch Fellowship committee or community council chair will write to the unsuccessful candidates thanking them for their submission and encouraging a future submission. Candidates that have been considered by branches or community councils without the candidate having made the submission themselves will not receive any communication if the branch or community council decides not to put the member forward for nomination. In the case where a candidate made a submission that is being taken forward to the next stage, the branch Fellowship committee or community council chair will also provide an update to the candidate.
- e) Between December and February the branch Fellowship committees and community council chairs will prepare nomination citations for the proposed Fellows based on the content of the submission that the candidate provided or the submission that the branches/communities prepared. Where appropriate or necessary, the branch or community can ask another member (if they are in a stronger position) to prepare the citation. As part of this process, the branch Fellowship committees and community council chairs will check with the National Support Team to ensure that the member has paid their membership subscription. If the member has not paid their membership subscription, the National Support Team will query this with the member and revert to the branch Fellowship committee or community council chair.
- f) The branch Fellowship committee or community council chair will present the nomination citations to a branch meeting or community council meeting in March and will seek approval from the branch or community council to submit the nomination citations to the PINZ Board and/or the NZIV Council.
- g) The branch or community will submit the approved nominations to the PINZ Board and/or the NZIV Council in March/April.
- h) Should the PINZ Board or the NZIV Council require further information in order to reach a decision the chair of the branch Fellowship committee and/or the community council chair may be requested to either provide further detail or attend, in person or remotely, the PINZ Board or NZIV Council meetings where the Fellowships nominations are considered.
- i) Approved Fellows will be presented with their Fellowship certificates at the PINZ/NZIV AGMs.

8. TIMELINE



* NZIV Council must meet before the PINZ Board with successful/unsuccessful NZIV nominees advised to the National Support Team before the PINZ Board meets.