

THE PROPERTY INSTITUTE OF NEW ZEALAND INCORPORATED
BRANCH POLICY
DRAFT FOR MEMBER FEEDBACK – MAY 2024

Effective: TBC

Reviewed: TBC

Owner: PINZ Board

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1. DEFINITIONS

In this Policy unless the context requires otherwise:

- (a) **Board** means the committee of PINZ constituted under the PINZ Constitution (which is the committee and governing body of PINZ for the purposes of the Act);
- (b) **Branch** is as described in the PINZ Constitution and **Branches** has the corresponding meaning;
- (c) **Business Day** means a day other than a Saturday, Sunday or public holiday and **Business Days** has a corresponding meaning;
- (d) **Chief Executive Officer** or **CEO** means the Chief Executive Officer of PINZ;
- (e) **Constitution** means the PINZ Constitution as amended from time to time;
- (f) **Continuing Professional Development** or **CPD** means the requirements contained in a relevant Policy issued by the Board from time to time;
- (g) **Fee** means any money owed by a Member to PINZ as set out in the Constitution or the Policies and **Fees** has the corresponding meaning;
- (h) **Incorporated Society** or **PINZ** means The Property Institute of New Zealand Incorporated (NZBN 9429042961079, Incorporation Number 1001330);
- (i) **Management Committee** means the committee constituted under clause 10 of this Policy to manage the affairs of a Branch.
- (j) **Member** means a person admitted to PINZ as a member in accordance with the Constitution or the Policies and **Members** and **Membership** have the corresponding meanings;
- (k) **Membership Category** means a type of membership that is subject to a set of admission requirements and Fees as set out in the Constitution or the Policies;
- (l) **Policy** means a policy of PINZ made by the Board under the Constitution and **Policies** has a corresponding meaning. For the purposes of the Constitution and Policies, **Branch Policy** and **Branch Rules** shall have the corresponding meaning;
- (m) **Voting Member** means, at any time, a Member who, at that time and in accordance with the terms of the relevant category of Membership, is entitled to attend and vote at any General Meeting and **Voting Members** has the corresponding meaning.

2. POLICY PURPOSE

2.1 This policy supports the PINZ Constitution in relation to Branches and sets out:

- (a) How Branches are created, amended and disestablished;
- (b) The purpose of Branches;
- (c) A list of current Branches;

- (d) Branch membership;
- (e) Branch governance and operations.

3. PROVISIONS OF CONSTITUTION

- 3.1 Unless otherwise mentioned in this Policy, the provisions contained within the PINZ Constitution will prevail over this Policy and apply to Branches where relevant.

4. NEW ZEALAND INSTITUTE OF VALUERS RULES

- 4.1 Unless otherwise mentioned in this Policy and, where this is a difference, the provisions contained within the NZIV rules will prevail over this Policy insofar as the operation of NZIV is concerned.

5. POWERS OF THE BOARD

- 5.1 The Board may, in its absolute discretion, establish Branches representing Members living or working in a particular geographic area and determine which Members will be attached to each Branch.
- 5.2 The Board may redefine the geographic boundaries of Branches from time to time and at any time and disestablish Branches as the Board sees fit.
- 5.3 Branches must comply with all PINZ internal policies and any directives from the PINZ Board.

6. BRANCH PURPOSE

- 6.1 The mission of the PINZ Branch network is to fulfil statutory and constitutional requirements, uplift the professional standing of members, and support and promote incredible careers in property. Branch Management committees will do this by fostering a strong membership-driven culture; providing engaging, enriching local education, and networking events; facilitating membership advancement; recognising achievement; and by promoting property careers to the next generation.
- 6.2 The vision of PINZ is to foster an engaged and vibrant network of branch members to enable collegiality, collaboration, and knowledge exchange that will empower members to excel in their respective field and be advocates for the property profession.
- 6.3 Branches are responsible for implementing the Objects of PINZ as set out in the PINZ Constitution in the geographical area of the Branch and for adhering to the Policies in order to realise the purpose of the Branch network, namely to:
 - (a) provide a strong membership-driven culture and a highly engaged and collaborative membership;
 - (b) provide a collective way to educate members by providing localised CPD and networking opportunities by collaborating with the National Support Centre and leveraging off, supporting, and complementing the national events calendar.
 - (c) facilitate and support membership advancement through professional recognition;

- (d) advocate for, and support members;
- (e) improve member knowledge and promote collegiality to maintain and uphold professional standards and ethical conduct; and
- (f) protect and promote the interests of property professionals and advance the property profession.

6.4 Branches do not operate independently from PINZ and are not legal entities in their own right.

7. BRANCH MEMBERSHIP

7.1 Every Member will be attached to a Branch and a Branch will be assigned to a Member based on the residential or business address provided at the time of application. If the residential and business addresses are in different Branch areas or the Member lives overseas then the Member can choose which Branch they are attached to.

7.2 A Member can be attached to one Branch only and a Member can request that the Branch to which they are attached is changed by written request to PINZ. In the event of any dispute over which Branch a Member is attached to, the Chief Executive Officer will have full discretion to make a final determination.

7.3 Only PINZ Members are eligible to hold membership of a Branch and Branches cannot offer PINZ or Branch membership in their own right.

7.4 A Branch must have a minimum of ten (10) Voting Members.

8. MEMBERSHIP REGISTER

To assist Branches to engage with and involve all PINZ members in Branch activities, an up-to-date register of Branch Members can be supplied to the Branch Chair by the National Support Centre on request in line with the PINZ privacy policy and the obligations and responsibilities of PINZ under the Privacy Act.

8.1 The register of Members can be supplied to Branches for the sole purpose of conducting PINZ business and furthering the Objects of PINZ, specifically for purposes related to membership and providing education and networking opportunities to Members.

8.2 Using the register of Members for purposes that are not directly related to PINZ business is not permitted. Branches that are in any doubt about whether the register of Members can be used for a certain activity or communication must seek guidance from the National Support Centre.

9. BRANCHES

9.1 The Branches established are:

- (a) Northland;
- (b) Auckland;
- (c) Tauranga;

- (d) Taranaki;
- (e) Gisborne;
- (f) Waikato;
- (g) Rotorua and Taupo;
- (h) Hawke's Bay;
- (i) Whanganui;
- (j) Manawatu;
- (k) Wellington;
- (l) Nelson and Marlborough;
- (m) Canterbury Westland;
- (n) Mid and South Canterbury;
- (o) Central Otago;
- (p) Otago; and
- (q) Southland.

10. MANAGEMENT COMMITTEE

10.1 A Branch is managed by a Management Committee whose purpose is to hold responsibility for overseeing and supervising the operation and activities of the Branch to ensure that the Branch is serving the needs of Members and remains a going concern.

10.2 The role of the Management Committee is to:

- (a) Manage the operation of the Branch in line with the PINZ Constitution;
- (b) Assist the PINZ Board and National Support Centre to advance their objectives and delivery of services to Members;
- (c) Act as a conduit and liaison between local members and the National Support Centre;
- (d) Hold Branch meetings, including General Meetings;
- (e) Elect the Management Committee Chair and the Deputy Chair;
- (f) Process membership applications for SPINZ and ANZIV;
- (g) Prepare and submit nominations for Fellowship;

- (h) Plan and run in-person events of interest and value to local members;
- (i) Ensure the PINZ privacy policy and the requirements of the Privacy Act are adhered to; and
- (j) Keep proper accounts and records in consultation with the National Support Centre.

10.3 A Management Committee of a Branch will comprise:

- (a) not less than five (5) nor more than seven (7) members elected by the Voting Members of the Branch at an Annual General Meeting of the Branch; and
- (b) up to four (4) non-elected members appointed by the Management Committee from time to time and at any time.

10.4 Wherever possible, a Management Committee will have at least one representative from each PINZ Professional Community.

10.5 Management Committee members must hold the Graduate Membership Category or higher.

10.6 Management Committees will appoint, from its number, persons to hold each of the essential Branch roles as outlined below. Wherever possible, the Management Committee will be comprised of sufficient numbers to fill both the essential and recommended roles. Management Committee members can hold multiple roles to serve the needs of the Branch.

Essential Management Committee Roles	Recommended Management Committee Roles
Chair	Membership Officer
Deputy Chair	Education & CPD Officer
Secretary	Fellowships Officer
Treasurer	Social Events Officer

10.7 Branches have discretion to appoint other roles where a specific need exists. For example, a University Liaison Officer may be appointed in Branches where there are Universities offering property courses to students.

10.8 Management Committees must meet at least every two (2) months to discuss branch business. Management Committees may regulate their meetings as they deem fit, and minutes of each meeting must be prepared and deposited with PINZ by the Management Committee Secretary following each meeting. The minutes of any meeting approved by the Management Committee at the succeeding meeting shall be conclusive evidence of the transactions recorded in such minutes.

10.9 A meeting of a Management Committee may be held either in-person or via remote technology where all attendees can simultaneously communicate with each other throughout the meeting.

10.10 A Management Committee Member may, at any time and by any means of communication, summon a meeting of the Management Committee.

- 10.11 Quorum of a meeting of the Management Committee shall be either three members of the committee or a number not less than 50% of the committee (whichever is the greater) and no business shall be voted on until a quorum is achieved.
- 10.12 Meeting business that requires a decision to be made shall be proposed through a motion and the Chair is responsible for using motions to introduce items of business and proposals for discussion and approval by the members. Best practice is that consensus amongst the Management Committee is achieved but, where required, voting shall be done by a show of hands, or verbal assent (or dissension) and a motion is passed by majority vote. If there is equal voting the Chair will have the second or casting vote.
- 10.13 At every Annual General Meeting two (2) elected members of the Management Committee will be deemed to have retired but may offer themselves for re-election. The members to retire will be those that have been longest on the committee based on the date of their last election.
- 10.14 In the event that there are more than two (2) Members who have been on the Management Committee for an equal length of time, the persons to retire shall, in default of agreement between them, be decided by a vote of the Management Committee. The Members subject to a retirement decision shall not have a vote.
- 10.15 A retiring member of a Management Committee shall be eligible for re-election and shall be deemed to be nominated for re-election unless they have given notice to the Management Committee that they do not desire to be re-elected or are in arrears with their Membership Fee.
- 10.16 If the number of candidates nominated are in excess of the number to be elected, the election shall be conducted by ballot.
- 10.17 If the number of candidates nominated are equal to the number to be elected, all nominated candidates nominated shall be elected at the Annual General Meeting by a majority vote.
- 10.18 If the number of candidates nominated is less than the number to be elected, all nominated candidates nominated shall be elected at the Annual General Meeting by a majority vote and the remaining vacancies shall be deemed to be extraordinary vacancies.
- 10.19 Any extraordinary vacancy on the Management Committee shall be resolved by the Management Committee appointing a Branch Member into an elected member vacancy to meet the requirements of clause 10.3(a).
- 10.20 In the event of the formation of a new Branch or an amalgamation of existing Branches, the first Management Committee of that Branch will be appointed by the Board and the Board will determine a staggered retirement date structure for that first Management Committee.
- 10.21 Nominations for the election of Management Committee Members will be requested from Members attached to the Branch, at least twenty (20) business days prior to the Annual General Meeting. Nominations will be in writing and signed by the nominee and two (2) Voting Members attached to the Branch.
- 10.22 Outside of the retirement provisions contained in this Policy a vacancy shall arise when an elected Management Committee member:

- (a) ceases to be eligible for a Management Committee position under the Constitution or the Policies;
- (b) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under a law relating to mental health;
- (c) is convicted of any offence punishable by imprisonment;
- (d) dies;
- (e) resigns from office by notice in writing to PINZ;
- (f) becomes an employee of PINZ;
- (g) was appointed to the Management Committee for a specified period and that period expires;
- (h) ceases to reside or have a primary base of work within the geographic boundary of the Branch that they are attached to;
- (i) has liability for any PINZ Fees that are overdue for more than three (3) months;
- (j) is not present at three (3) consecutive Management Committee meetings without leave of absence from the Chair;
- (k) is found by a court of competent jurisdiction or resolution of the Voting Members to have breached the Constitution or the Policies;

10.23 Appointed Management Committee members will cease to hold office when they are removed by the Management Committee.

10.24 The Management Committee may appoint any eligible Member attached to the Branch, as the case may be, to fill any casual vacancy arising from time to time.

10.25 The Board may, where a Branch requires additional support, appoint a PINZ representative to the Management Committee for a specified period of time.

11. CHAIR AND DEPUTY CHAIR

11.1 Each Management Committee will elect a Chair and a Deputy Chair at the first Management Committee meeting following each Annual General Meeting for a term of one (1) year.

11.2 The Chair and Deputy Chair may be re-elected in successive years for a maximum of six (6) consecutive years.

11.3 In the event of a vacancy arising for any reason, the Management Committee will elect a successor.

11.4 The Chair or, in the absence of the Chair, the Deputy Chair will chair meetings of the Management Committee and General Meetings. If the Chair or Deputy Chair is unable to attend a meeting, the Chair may nominate another member of the Management Committee to chair the meeting.

- 11.5 If the meeting Chair is not present within fifteen (15) minutes of the time appointed for the meeting, the Management Committee members present may choose one of their number to be the Chair of the meeting.
- 11.6 The Chair of a meeting may, and if so directed by the majority of Voting Members present at a meeting will, adjourn the meeting to a date no more than ten (10) business days from the date of the original meeting and the original Notice and agenda shall remain valid, otherwise a new meeting Notice will be required.

12. BRANCH RESOURCE HUB

- 12.1 PINZ will operate and maintain a Branch Resource Hub on the PINZ website which Management Committees shall have access to and which sets out the operational requirements and obligations of a Branch and any other information and guidance relevant to Branches.

13. EVENTS AND EDUCATION

- 13.1 Branches must run a number of educational, networking and social events each year within their geographic area to provide Continuing Professional Development opportunities for Members and to promote collegiality.
- 13.2 The nature and content of such events is at the discretion of the Branch but they must support the Objects of PINZ, be tailored to the needs of local Members and provide a balance of educational and social events.
- 13.3 Branches should focus on providing localised CPD and networking opportunities which leverages off, supports, and complements the national events calendar in order to deliver an integrated local and national education offering.
- 13.4 Branches and the National Support Centre have defined roles in organising education and events for members and these roles and responsibilities are outlined in the Branch Resource Hub.
- 13.5 Should the PINZ Board receive feedback that a Branch is holding insufficient events and education opportunities for Members, the PINZ Board will bring this to the attention of the Management Committee of the Branch and, if not adequately rectified, may intervene as deemed necessary.

14. MEMBERSHIP ADVANCEMENTS

- 14.1 Branches are responsible for reviewing and recommending applications from property professionals to become Senior Members of PINZ (SPINZ) and Associate Members of NZIV (ANZIV).
- 14.2 Branches are responsible for nominating potential candidates for Fellowships of PINZ (FPINZ) and NZIV (FNZIV).

15. GENERAL MEETINGS

- 15.1 A General Meeting of a Branch shall mean a meeting where notification of such has been sent to all members of that Branch.

RIGHTS

15.2 The right to attend a General Meeting of a Branch, vote at a General Meeting of a Branch and nominate for a Management Committee Member vacancy depend on the Membership Category held and are summarised below.

Membership Category	Right to attend Branch General Meetings	Right to vote at Branch General Meetings	Right to nominate for the Management Committee
Associate Member	YES	NO	NO
Student Member	YES	NO	NO
Graduate Member	YES	YES	YES
General Member	YES	YES	YES
Senior Member	YES	YES	YES
Fellow	YES	YES	YES
Life Member	YES	YES	YES
Honorary Life Member	YES	YES	YES

ANNUAL GENERAL MEETINGS

15.3 Branches are required to hold an Annual General Meeting as soon as possible after the end of each PINZ financial year and no later than 15 May, at a place and time decided by the Management Committee.

15.4 In exceptional and unforeseen circumstances, the deadline for holding the Annual General Meeting can be extended to the soonest possible date with agreement from PINZ.

15.5 The business of an Annual General Meeting shall be to:

- (a) Inform the meeting of apologies received and ask for apologies from the floor;
- (b) Inform the meeting on how and when the previous AGM minutes were made available and call for any amendments to the minutes from the floor;
- (c) Review any matters arising from the previous AGM minutes;
- (d) Receive and adopt the Branch Chair's report;
- (e) Receive and adopt the Branch Treasurer's financial report;
- (f) Carry out the appointment of Management Committee members, including:

- (i) Retirement and re-election of current Management Committee members;
 - (ii) Announcement of nominees and election of new Management Committee members;
- (g) Consideration of remits;
- (h) Discussion of any General Business.
- 15.6 The Branch Resource Hub shall hold detailed information on the preparation for, and holding of, Annual General Meetings.

NOTICE

- 15.7 General Meetings of a Branch are held at a place and time decided by the Management Committee.
- 15.8 Notice of a General Meeting must be sent not less than ten (10) Business Days and not more than three (3) calendar months before the scheduled date of the General Meeting.
- 15.9 The Notice shall mention the date, place, and time of the meeting, and the business to be transacted.
- 15.10 Any omission to give Notice to, or the non-receipt of Notice by any Member entitled to receive such Notice, will not invalidate the proceedings of the meeting.

QUORUM

- 15.11 Quorum for a General Meeting is the lesser of:
- (a) Ten (10) Voting Members; or
 - (b) A simple majority of the total number of Voting Members at the relevant time.

REMITTS

- 15.12 In addition to any notice of motion or other business raised by the Management Committee and included in the notified agenda for a General Meeting, the agenda for a General Meeting will include any remit duly notified by any Voting Member. No remit or business other than the business brought forward by the Management Committee shall come before the meeting unless notice has been so given.
- 15.13 The remit must:
- (i) be in writing;
 - (ii) relate to a matter in respect of which the Branch Membership is entitled to vote on at a General Meeting;
 - (iii) be signed or otherwise supported in writing by at least five (5) Voting Members; and
 - (iv) be submitted to the Management Committee Chair no less than twenty-one (21) business days prior to the date of the General Meeting.

VOTING

- 15.14 At any General Meeting a resolution is to be put to a vote unless the relevant remit or motion is withdrawn.
- 15.15 Resolutions at a General Meeting are deemed passed by a vote in favour of at least seventy percent (70%) of Voting Members present and voting (in person or by proxy) or passed by a majority of at least seventy percent (70%) of Voting Members that vote in the case of a postal or electronic vote in lieu of, or in conjunction with, a General Meeting.
- 15.16 Each Voting Member present at a Branch meeting is entitled to one (1) vote and such votes shall be cast by voice, show of hands, ballot or other method as determined by the Chair of the General Meeting.
- 15.17 Where an equal number of votes are cast in favour of and against, the Chair of the meeting may exercise a second or casting vote in addition to any vote the Chair may have as a Member.
- 15.18 A Voting Member entitled to attend a General Meeting is entitled to appoint another Voting Member as their proxy to attend and vote at the meeting in their place.
- 15.19 Notification of a proxy must be received by the Management Committee Chair at least forty-eight (48) hours before the scheduled commencement time specified in the notice of meeting for the meeting or adjourned or postponed meeting (as the case may be) at which the person named in the Instruction proposes to vote.
- 15.20 A proxy may be revoked by the appointing Voting Member at any time by notice in writing to PINZ, which must be received by PINZ at least forty-eight (48) hours before the time at which the General Meeting is to be held.

16. FINANCIAL MANAGEMENT

- 16.1 Branches are not legal entities in their own right and cannot open or operate any bank accounts for PINZ business.
- 16.2 The PINZ National Support Centre administers all PINZ financials.
- 16.3 Branches will prepare a budget for each event that they organise and will submit this to PINZ for approval of the event.
- 16.4 The PINZ Group Financial Controller will supply each Branch a summary of Branch transactions to support their Annual General Meeting and other reporting requirements.
- 16.5 Any financial information must be supplied to the National Support Centre upon request.
- 16.6 Branch expenses will be reimbursed in line with the PINZ Expense and Travel Policy. All expense claims must be supported by two Management Committee members not including the person that incurred the expense and all expense claims are approved by the Chief Executive Officer.
- 16.7 Branches must not borrow money for any purpose relating to PINZ business.