

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

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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) **Council** means the committee constituted under clause 10 of this Policy to manage the affairs of a Professional Community.
- (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, **Professional Community Policy** and **Professional Community Rules** shall have the corresponding meaning;
- (m) **Professional Community** is as described in the PINZ Constitution and **Professional Communities** has the corresponding meaning;
- (n) **Registered Member** means a PINZ Member that has passed the Registration requirements of one or more Professional Communities.
- (o) **Service Level Agreement** or **SLA** means the formal agreement between PINZ and a Professional Community that describes the minimum level of service that a Professional Community expects of PINZ.

2. POLICY PURPOSE

- 2.1 This policy supports the PINZ Constitution in relation to Professional Communities and sets out:

- (a) How Professional Communities are created, amended and disestablished;
- (b) The purpose of Professional Communities;
- (c) A list of current Professional Communities;
- (d) Professional Community Registration;
- (e) Professional Community 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 Professional Communities where relevant.

4. SERVICE LEVEL AGREEMENTS

- 4.1 PINZ enters into a Service Level Agreement with each Professional Community and the provisions contained within the Service Level Agreement will prevail over this Policy where relevant.

5. NEW ZEALAND INSTITUTE OF VALUERS (NZIV)

- 5.1 As long as the Valuers Act 1948 (or any statute amending or replacing the same), remains in full force and effect, the NZIV will be subject to, and governed by, the provisions of that Act, and any regulations made under that Act.
- 5.2 For the purpose of this Policy, the NZIV is not subject to this Policy whilst the conditions outlined in clause 5.1 apply.

6. POWERS OF THE BOARD

- 6.1 The Board may, in its absolute discretion, establish, acquire or otherwise integrate Professional Communities within PINZ to foster and promote identifiable communities of professional interest in order to advance the Objects of PINZ.
- 6.2 The Board may, in its absolute discretion, alter or remove a Professional Community from PINZ.
- 6.3 The Board will determine the scope of agreement with each Professional Community and which Members shall be attached to each Professional Community.
- 6.4 The Board has the power to amend the Professional Community Policy at any time, however no aspect of the Professional Community Policy shall be inconsistent with the PINZ Constitution.
- 6.5 Professional Communities must comply with all PINZ Policies and any directives from the PINZ Board.

7. PROFESSIONAL COMMUNITY PURPOSE

- 7.1 Alongside Branches, Professional Communities are critical to enabling PINZ to ensure a focused delivery of service, enabling Members to get the information and training they need and the networking opportunities they require for their area of professional interest.
- 7.2 Professional Communities are responsible for implementing the Objects of PINZ in their particular area of professional interest and for adhering to the Policies.
- 7.3 Each Professional Community will adhere to the Professional Community Policy unless otherwise agreed with the PINZ Board.
- 7.4 The New Zealand Institute of Valuers notwithstanding, Professional Communities do not operate independently from PINZ and are not legal entities in their own right.

8. PROFESSIONAL COMMUNITIES

- 8.1 The Professional Communities within PINZ are:
 - (a) Commercial Property Managers Institute (COMPRO);
 - (b) Institute of Property Advisors and Consultants (IPAC);
 - (c) New Zealand Institute of Valuers (NZIV); and
 - (d) Plant and Machinery Valuers Institute (PMVI).

9. PROFESSIONAL COMMUNITY REGISTRATION

- 9.1 Members that join PINZ are PINZ Members in accordance with the Constitution and the *Membership and Fees Policy*.
- 9.2 Unless otherwise agreed by the PINZ Board, Professional Communities cannot offer membership in their own right but PINZ members that wish to be recognised as meeting the necessary standards for the specialism of a Professional Community can apply to Register with that Professional Community. Membership of PINZ does not automatically confer Registration with a Professional Community.
- 9.3 Registration with a Professional Community demonstrates that the Member has proven a level of knowledge and capability to provide professional services in the specialism of that Professional Community beyond that of a regular Member. Members may hold more than one Registration.
- 9.4 The designation Registered is not a Membership Category but can be used by Members that have passed the Registration requirements for one or more Professional Communities.
- 9.5 To apply for a Registration, the Member must have been a General Member (MPINZ) or higher for at least twelve (12) months before application and meet the requirements for Registration set by the Professional Community.
- 9.6 The requirements for each Registration are at the discretion of the relevant Professional Community Council and the PINZ Board must approve any Registration requirements determined by a Professional Community.

- 9.7 The PINZ Board may, at its full discretion, introduce new Registrations, amend existing Registrations or revoke any Registrations in order to support the educational needs of Members and safeguard the standing of Members aligned to a Professional Community.
- 9.8 Registration eligibility requirements, the application process and timeframes, and the decision-making process must be fully documented by the relevant Professional Community Council and made publicly available.
- 9.9 Registration approval decisions are made by the relevant Professional Community Council in line with the published processes and the PINZ Board will be notified of Registration decisions.
- 9.10 A Registration lasts for a calendar year and must be renewed annually which includes submitting a declaration and paying a Registration Fee as determined by the PINZ Board.
- 9.11 Members who have successfully attained one or more Registrations are entitled to use the Registration post-nominals as set out in the *PINZ Membership and Fees Policy*.
- 9.12 A Registration may be cancelled or revoked by the relevant Professional Community Council in line with the published processes and the PINZ Board will be notified of Registration cancellations.
- 9.13 The *PINZ Membership and Fees Policy* contains other relevant information related to Registrations and should be read in conjunction with this Policy.
- 9.14 Valuers seeking Registration under the Valuers Act 1948 follow the statutory process administered by the Valuers Registration Board (VRB) and the New Zealand Institute of Valuers (NZIV). The NZIV also operate a membership and post-nominal system for NZIV Members.

10. MEMBERSHIP REGISTER AND REGISTRATION DIRECTORY

- 10.1 To assist Professional Communities to engage with and involve all PINZ members in Professional Community activities, the PINZ Membership Register and Professional Community Registration Directory can be supplied to the Professional Community Council 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.
- 10.2 The Membership Register and Registration Directory can be supplied to Professional Communities 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.
- 10.3 Using the Membership Register and Registration Directory for purposes that are not directly related to PINZ business is not permitted. Professional Communities that are in any doubt about whether the Membership Register or Registration Directory can be used for a certain activity or communication must seek guidance from the National Support Centre.

11. PROFESSIONAL COMMUNITY COUNCIL

11.1 A Professional Community is managed by a Council whose purpose is to hold responsibility for overseeing and supervising the operation and activities of the Professional Community to ensure that the Professional Community is serving the needs of Registered Members and remains a going concern.

11.2 The role of the Professional Community Council is to:

- (a) Assist the PINZ Board and National Support Centre to advance their objectives and delivery of services to Members;
- (b) Act as a conduit and liaison between the Professional Community and the National Support Centre;
- (c) Identify the needs of their Professional Community and decide on matters within their own specialisation;
- (d) Communicate with Registered Members on matters topical to their area of professional specialisation;
- (e) Set and manage the Registration process and requirements for their Professional Community specialisation;
- (f) Consider and reach decisions on Registration applications;
- (g) Hold Professional Community Council meetings;
- (h) Elect the Professional Community Council Chair and the Deputy Chair;
- (i) Prepare and submit nominations for Fellowship;
- (j) In conjunction with the National Support Centre, plan and run events specific to the needs of Registered Members and PINZ Members with an interest in the specialism of the Professional Community; and
- (k) Keep proper accounts and records in consultation with the National Support Centre.

11.3 A Professional Community Council will comprise not less than five (5) nor more than seven (7) members appointed by the Council.

11.4 Professional Community Councils should endeavour to ensure geographical representation amongst its Council members to enable a channel for input from Members throughout New Zealand.

11.5 The appointment of a Professional Community Council member will be made through a minuted approval by a majority of Council members.

11.6 At the first Council meeting of each calendar year, two (2) appointed members of the Professional Community Council will be deemed to have retired but may offer themselves for re-appointment. The members to retire will be those that have been longest on the Council based on the date of their last appointment.

- 11.7 In the event that there are more than two (2) Council members who have been on the Professional Community Council for an equal length of time, the persons to retire shall, in default of agreement between them, be decided by a vote of the Council. The Council members subject to a retirement decision shall not have a vote.
- 11.8 A retiring member of a Professional Community Council shall be eligible for re-appointment and shall be deemed to be nominated for re-appointment unless they have given notice to the Professional Community Council that they do not desire to be re-appointed or are in arrears with their Membership Fee.
- 11.9 If the number of candidates seeking appointment are in excess of the number of Council seats available, the appointments shall be determined by ballot.
- 11.10 Nominations for persons seeking appointment to a Professional Community Council will be requested from the Registered Members of that Professional Community at least twenty (20) business days prior to the first meeting of the Professional Community in every calendar year. Nominations will be in writing and signed by the nominee and two (2) Registered Members of that Professional Community.
- 11.11 Professional Communities may appoint non-Registered Members to the Council where the knowledge and expertise of the individual fulfils a need identified by the Council.
- 11.12 In the event that a vacancy occurs on a Professional Community Council outside of the retirement rotation, initial expressions of interest for the vacancy will be sought from the Registered Members of that Professional Community and will be approved in line with clause 11.5.
- 11.13 A vacancy on a Professional Community Council shall arise when Professional Community Council Member:
- (a) ceases to be eligible for a Council position under the Constitution or the Policies;
 - (a) resigns from the Council by notice in writing to PINZ;
 - (b) is convicted of any offence punishable by imprisonment;
 - (c) dies;
 - (d) becomes an employee of PINZ;
 - (e) was appointed to the Council for a specified period and that period expires;
 - (f) does not maintain their Registration or has their Registration revoked or cancelled;
 - (g) has liability for any PINZ Fees that are overdue for more than three (3) months;
 - (h) is not present at three (3) consecutive Council meetings without leave of absence from the Chair;
 - (i) is found by a court of competent jurisdiction to have breached the Constitution or the Policies;

- 11.14 Where necessary, the PINZ Board can appoint and remove Professional Community Council members by a majority vote of the Board.
- 11.15 In the event of the formation of a new Professional Community or an amalgamation of existing Professional Community's, the first Council of that Professional Community will be appointed by the Board and the Board will determine a staggered retirement date structure for that first Council.
- 11.16 The Board may, where a Professional Community requires additional support, appoint a PINZ representative to the Council for a specified period of time.
- 11.17 Professional Community Councils may appoint subcommittees as the Council specifies from time to time. The Council may appoint anyone to such subcommittees whether PINZ Members or not. Subcommittees and subcommittee members remain in place until such time as they are removed by the Council.
- 11.18 Professional Community Councils must meet at least four (4) times per calendar year to discuss Professional Community business. Councils may regulate their meetings as they deem fit and minutes of each meeting will prepared by the PINZ National Support Centre following each meeting and in line with the Service Level Agreement. The minutes of any meeting approved by the Council at the succeeding meeting shall be conclusive evidence of the transactions recorded in such minutes.
- 11.19 A meeting of a Professional Community Council may be held either in-person or via remote technology where all attendees can simultaneously communicate with each other throughout the meeting.
- 11.20 A Professional Community Council Member may, at any time and by any means of communication, summon a meeting of the Council.
- 11.21 Quorum of a meeting of the Professional Community Council shall be either three members of the Council or a number not less than 50% of the Council (whichever is the greater) and no business shall be voted on until a quorum is achieved.
- 11.22 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 Council 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.

12. CHAIR AND DEPUTY CHAIR

- 12.1 Professional Community Councils will appoint, from its number, a Chair and Deputy Chair.
- 12.2 The Chair and Deputy Chair will be appointed at the first Council meeting of each calendar year for a term of one (1) year.
- 12.3 The Chair and Deputy Chair may be re-appointed in successive years for a maximum of three (3) years either consecutively or in aggregate.

- 12.4 In the event of a vacancy arising for any reason, the Professional Community Council will appoint a successor.
- 12.5 The Chair or, in the absence of the Chair, the Deputy Chair will chair meetings of the Professional Community Council. If the Chair or Deputy Chair is unable to attend a meeting, the Chair may nominate another member of the Council to chair the meeting.
- 12.6 If the meeting Chair is not present within fifteen (15) minutes of the time appointed for the meeting, the Professional Community Council members present may choose one of their number to be the Chair of the meeting.
- 12.7 The Chair of a meeting may, and if so directed by the majority of Council 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.

13. BRANCHES

- 13.1 Each Professional Community Council Member must be an active member of their local Branch.
- 13.2 Professional Community Councils have a role to ensure that Registered Members of their Professional Community are active participants in their local Branch.

14. GENERAL MEETINGS

- 14.1 The New Zealand Institute of Valuers notwithstanding, there is no requirement for Professional Communities to hold General Meetings.
- 14.2 Should a Professional Community wish to hold a General Meeting, the General Meeting provisions in the PINZ Constitution should be used where applicable and appropriate.

15. EVENTS AND EDUCATION

- 15.1 In conjunction with the National Support Centre, Professional Communities must provide input into the content and delivery method on an agreed number of educational, networking and social events each year tailored to their area of specialisation and professional interest to provide Continuing Professional Development opportunities for Members and to promote collegiality.
- 15.2 The nature and content of such events is at the discretion of the Professional Community, but they must support the Objects of PINZ, be tailored to the needs of Registered Members and provide a balance of educational and social events.
- 15.3 Professional Communities and the National Support Centre have defined roles in organising education and events for Professional Communities and these roles and responsibilities are outlined in the Service Level Agreement between PINZ and the Professional Community.

16. FINANCIAL MANAGEMENT

- 16.1 Professional Communities cannot open or operate any bank accounts for PINZ business unless otherwise approved by the PINZ Board.

- 16.2 The PINZ National Support Centre administers all Professional Community financials in line with the Service Level Agreement.
- 16.3 Professional Communities must not borrow money for any purpose relating to PINZ business.
- 16.4 The activities of each Professional Community and the expenditure incurred by each Professional Community will be determined by the budget approved by the PINZ Board.
- 16.5 Any proposed activity or expenditure that is not provided for by the agreed budget will be subject to PINZ Board approval.
- 16.6 Any financial information must be supplied to the National Support Centre upon request.
- 16.7 Professional Community expenses will be reimbursed in line with the PINZ Expense and Travel Policy. All expense claims must be supported by two Professional Community Council members not including the person that incurred the expense and all expense claims are approved by the Chief Executive Officer.

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