



NZIGE
GAS PROFESSIONALS

**THE NEW ZEALAND
INSTITUTION OF GAS ENGINEERS
(INCORPORATED)**

RULES

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(Incorporated)**

R U L E S

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FOREWORD

These rules supersede any earlier dated rules and are intended to allow the NZIGE to transition to a more flexible, responsive and contemporary organisation.

In lieu of prescriptive and restricting rules, these are intended to provide a performance based guideline to all members and Council for decision making and future direction of the Institution.

The rules are broken into three major sections, being:

- a) Administration
- b) Membership
- c) Operation

OBJECTIVES

The objectives of the Institution which may be updated from time to time are:

- a) To promote and develop gas engineering / management, and the technical administration of the gas industry in all its forms and activities.
- b) To enable persons who are, or have been, engaged in technical administration in the gas industry or who have been educated as gas engineers or gas technicians or managers, and others associated with gas technology to meet and correspond.
- c) To facilitate the interchange of ideas and experience regarding existing or new gas technology as the Industry develops.
- d) To improve the technical training and general knowledge of members by organising meetings, seminars, lectures and classes on subjects of interest or importance and to award prizes and certificates where the performance of members is of merit.

ADMINISTRATION

1. The name of the Association is: “**The New Zealand Institution of Gas Engineers (Incorporated)**” (hereinafter referred to as “the Institution”).
2. The Institution is a technical group of ENGINEERING Engineering New Zealand
3. The Institution is affiliated with the Institution of Gas Engineers & Managers (IGEM), with the name of the affiliation known as “New Zealand Institution of Gas Engineers & Managers” (also known as NZIGEM).
4. These rules cover both NZIGE and NZIGEM.
5. The Institution is governed by a council of members (Council) elected by members at an AGM.
6. Council is comprised of a minimum of four (4) titled office holders:
 - President, Vice President, Immediate Past President, Secretary, and
 - at least two (2) additional Council Members elected by the membership.
7. Office holders are elected by Council Members, and all Council Members must remain fully paid up throughout their time on Council.
8. The term of Council Membership is indefinite, as is that of each of the titled office holders, but must be confirmed at each AGM for the period to the next AGM.

9. Council has the right to co-opt any member of the Institution for temporary service if there are insufficient Council Members or representation on any committee, to conduct the business of the Institution.
10. For the purposes of holding a meeting, a Quorum of Council is four (4) Council Members made up of at least three (3) titled office holders plus one (1) other Council Member.

MEMBERSHIP

11. Membership of the Institution consists of the following classes:

	<u>Class</u>	<u>abbreviations</u>
i.	Life Fellow	Life FNZIGE
ii.	Fellow	FNZIGE
iii.	Member	MNZIGE
iv.	Associate	AssocNZIGE
v.	Student	StudNZIGE
vi.	Retired	NZIGE(ret)
vii.	Honorary	HonNZIGE

12. NZ Institution of Gas Engineers & Managers (NZIGEM)

Members of any class of the Institution are eligible for supplementary membership of NZIGEM, the Institution's affiliation with the Institution of Gas Engineers & Managers (IGEM) based in the United Kingdom.

All Members of NZIGEM will be entered onto the IGEM central database and recognised as a member of NZIGEM. They will be issued with an IGEM membership number and will receive all identified benefits as a non-corporate member of IGEM.

13. Membership of the Institution and NZIGEM may be granted by Council after consideration of the prospective member's application.
14. The appropriate class of membership will be awarded by Council based on the information provided in the relevant application, and the membership class may be altered at Council's discretion at any time.
15. Any member may apply for an alternate grade of membership after one (1) year's continuous membership provided they meet the appropriate level of qualification described in clause 16.
16. Qualifications for Membership
 - (i) Life Fellow
A Life Fellow is a member who has retired from active participation in the affairs of the Institution and/or has given outstanding service to the Institution and who the Institution desires to honour.
 - (ii) Fellow
A Fellow has been a continuous member of the Institution for at least five years, or for such shorter period as Council may in any particular case decide, and
 - a) is recognised as having high standing in the gas industry, and
 - b) has given service to the profession or to the Institution, or has contributed to the objectives of the Institution.
 - (iii) Member



A Member holds a suitable degree in engineering, science or technology or an equivalent academic qualification as may be approved by Council, has relevant experience of at least three years, and is currently engaged in a position of responsibility in the gas industry, or

- a) has attained the standard of education and undergone training and received experience in an appropriate field which satisfies the requirements of a Registered Engineering Associate, or the requirements of IGEM (Engineering Technician, Incorporated Engineer, or Chartered Engineer), and is currently engaged in a position in the gas industry, or
- b) has at least five years relevant experience, and is operating at a level equivalent to a professional engineer/technologist, and is currently engaged in a position of responsibility in the gas industry.

(iv) Associate Member

An Associate is any person interested in the Institution, ideally but not necessarily engaged within the gas industry.

(v) Student Member

A Student Member is studying towards a qualification accepted by Council as recognised by the Institution.

(v) Retired Member

A Retired Member has ceased paid employment in the gas industry and wishes to retain membership in the Institution.

(vi) Honorary Member

An Honorary Member is a person, who is distinguished by work in engineering, science or otherwise, whom the Institution desires to honour.

17. Exemptions

Council may waive any or all of the above requirements for admission to any class of membership where formal recognition agreements exist or in any other case where the Council is satisfied that properly verified membership, qualifications and experience are sufficient for such admission.

18. Resignation of Members

Any member may resign by supplying notice in writing to the Secretary. Payment of any and all sums due in respect of subscriptions or otherwise is to be completed before resignation can become effective.

19. Termination of Membership

Any person ceasing to be a member of the Institution forfeits all rights and claims in and against the Institution and its property and funds.

20. Registration of Membership

The Secretary maintains a register of members containing the names, addresses, contact information, and occupations of those members, and the dates at which they became members.

21. Certificate of Membership

A Certificate of Membership including the membership number is issued to each member at the time of acceptance to the Institution or change of membership status.

22. Retired Members

Members of any class of the Institution, who have ceased active employment in the gas industry; and have been a member of the Institution for at least 10 years, or at the discretion of Council; may apply for and be awarded retired status by the Council; and as such retains their Membership class, but is exempt from paying the annual subscription for the Institution.

OPERATION

COUNCIL

23. Council meets as often as the business of the Institution may require.
24. Council is responsible to the members of the Institution for the policy and administration of the Institution and its powers include:
 - a) Arranging and/or subsidising the cost of seminars and workshops, or contributing to the cost of a member's participation when it is considered this will advance the objects of the Institution.
 - b) Conducting or promoting investigation into any plant, process, invention or device or principle which may prove of technical or commercial value to the gas industry; and to co-operating with any other body in such investigations and to prepare reports on any findings or conclusions.
 - c) Sourcing funding to achieve the objects of the Institution.
 - d) Managing Institution funds.
 - e) Taking action to safeguard the interests and welfare of the members and negotiating on their behalf with any other party.
 - f) Producing and circulating any publication incidental to the objects in the Institution.
 - g) Appointing members to serve on committees of the Institution and other bodies, and making changes as required.
 - h) Paying reasonable remuneration for services rendered.
25. The Institution acknowledges the provisions of Section 17 of the ENGINEERING NZ rules governing technical groups of ENGINEERING NZ.
26. Council maintains a series of written guidelines, as amended periodically, to enable consistent operation of the Institution over time as Council Members transition.

ACCOUNTS

27. The financial year is the period commencing 1 June and ending 31 May of the following year.
28. The annual budget for the following financial year is determined by Council and approved by the members at the Annual General Meeting of the Institution.
29. The Institution may not incur any liability or expend any money without the specific or general approval of Council, and unless otherwise approved or directed by Council all financial transactions in respect of conferences, seminars, workshops, meetings, etc., will be through the accounts of the Institution.
30. No individual member of the institution will derive any direct income, direct financial benefit or personal advantage from any activity which the Institution may undertake. Notwithstanding the Institution exists for the general benefit of all members.

31. The Secretary is responsible for all financial dealings of the Institution, including the collection of subscriptions and maintains a separate record of the income received and expenditure incurred by the Institution, and of the assets and liabilities of the Institution.
32. At the end of each financial year the Secretary presents to Council an Annual Statement of Accounts which are then presented to the Annual General Meeting of the Institution.

ANNUAL SUBSCRIPTIONS

33. Life Fellows, Honorary Members and those members who meet the retirement criteria, are exempt from paying subscription for the Institution, but must pay the annual subscription for NZIGEM and the ENGINEERING NZ administration fee. Annual subscriptions for other grades of membership (including NZIGEM) are determined by Council and announced to the members at the Annual General Meeting.
34. The subscription year means the period commencing on 1 June and ending on 31 May of the following year.
35. All annual subscriptions for members as at 1 June in each year will be billed in June and become due for payment by the 20th of the following month.
36. If any member fails to pay the annual subscription by due date, written notice will be sent to the member, and if the annual subscription remains unpaid by 1 August then all the privileges of membership will cease until the subscription is remitted. Continued non-payment beyond 30 September will be considered poor conduct and the member risks expulsion from the institution per clause 48.
37. Every member is liable for the payment of the annual subscription until written notice of resignation is accepted by Council, or until such member has forfeited the right to remain in, or be attached to, the Institution.

MEETINGS

38. Notice of Meetings
 - a) At least seven working days' notice is to be given of any meetings of Council, and at least fourteen working days' notice of any Special or General Meeting of the members.
 - b) Notices will be delivered by electronic means to the member's address as advised to the Secretary from time to time.
39. **Quorum**

Six (6) members present at the Annual General Meeting or at any General Meeting or Special General Meeting of the Institution, and four (4) members present at any meeting of Council respectively constitutes a quorum.
40. Voting
 - a) At all meetings of the Institution, Council, and Committees, questions are decided by a simple majority of votes.
 - b) At any meeting, any member may vote as proxy by lodging with the Secretary, forty-eight (48) hours before the time of the meeting, a signed written authority specifying the date of the meeting at which the proxy is to be used.
 - c) Each member has the right to exercise one vote only on each motion at any meeting of the Institution, except that in the case of equality of

voting the President or in his absence the Chairperson may exercise an additional casting vote.

41. Council Meetings

Council may meet for the dispatch of business, adjourn, and otherwise regulate its meetings and proceedings as it thinks fit. The President or Secretary may at any time convene a meeting of Council, or any two other members of Council may call a meeting.

The President or in his absence the Vice President, or failing him the Immediate Past President will be the Chairperson of all meetings of the Council.

42. Annual General Meeting

- a) The Annual General Meeting of the Institution is to be held within four months of the end of each financial year. An Annual Report and Statement of Accounts will be submitted; all Office Holders and members of Council as necessary elected; and any other business transacted, of which due notice will have been given.
- b) The President or in his absence the Vice President or failing him the Immediate Past President will be the Chairperson of a General Meeting
- c) Any member, with the prior permission of the Secretary, has the privilege of admitting a visitor to the Annual General Meeting, but such visitor may take no part in any discussion unless invited to do so by the Chairperson of the meeting.

43. Special General Meeting

- a) Council may at any time for any purpose call a Special General Meeting of the Institution with notice as per rule 38. Any four (4) members of the Institution may make written request of Council to do so stating the purpose for which the meeting is required.

CONDUCT AND DISCIPLINE

44. Each member will abide by the Rules of the Institution.
45. Each member will at all times act in a manner that upholds the dignity, standing and reputation of the Institution, and of the profession; and with due regard to the public interest, especially in matters of health and safety. Each member will exercise his judgement to the best of their ability and will discharge all professional or technical responsibilities with integrity.
46. Should any member make a complaint that another member is acting in breach of these Rules, such complaint together with supporting evidence must be sent in writing to the Secretary who will initiate action to deal with the complaint at the next Council meeting.
47. Before considering the complaint Council may invite the complainant and the member(s) whose conduct is the subject of the complaint to offer an explanation of such member's conduct verbally or in writing.
48. If Council decides any member's conduct is improper or unprofessional, or the member has behaved poorly in a manner Council believes contrary to the objectives or intentions of the Institution, Council may resolve to make one or more of the following orders:

- a) that such member be reprimanded or admonished
- b) that such member be expelled from membership

ALTERATION TO RULES

- 49. No Rule of the Institution may be altered or repealed or any new rule adopted, except as ratified at the Annual or Special General Meeting, after due notice has been given.
- 50. No addition to or alteration or rescission of the rules may be approved if it in any way affects the winding-up rule.
- 51. No addition to or alteration of the winding-up rule may be approved without the approval of the Inland Revenue Department.
- 52. No alteration, addition, rescission or substitution of rules in contravention of the requirements of the Incorporated Societies Act will be permitted.

WINDING UP

- 53. If a resolution is passed at any General Meeting to wind up the Institution, a Special General Meeting will be held within three (3) months to confirm it.
- 54. Confirmation requires a simple majority of that Special General Meeting which must be attended by at least 51% of the membership as of the date of the Special General Meeting.
- 55. Council will then, or at such future date as is specified in such Resolution, proceed to realise the property of the Institution. After discharge of all liabilities any funds will be transferred equally to the existing members.

The Council of the Institution will recommend to the ENGINEERING NZ Board the distribution of the Institution assets.

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