

BY-LAWS of the

FACILITES MANAGEMENT ASSOCIATION OF NEW ZEALAND INCORPORATED

Introduction

- a. Words and expressions employed in these Bylaws have the same meanings as those adopted in the Constitution of the Facilities Management Association of New Zealand Incorporated.
- b. In the event of any conflict between these Bylaws and the Constitution, the Constitution shall prevail.
- c. The Board of the Facilities Management Association of New Zealand Incorporated has adopted these Bylaws on 10th March 2010, and revisions as detailed, pursuant to Article 6.3.3 of the Constitution and these Bylaws are promulgated accordingly.
- d. A copy of the Constitution may be viewed and downloaded from the Association's website or www.societies.govt.nz.

1. *Membership*

- 1.1. All members, paying or non-paying, agree to abide by the Association Constitution, the code of ethics and these by-laws.
- 1.2. All membership fees shall apply for a 12-month period and shall be renewable on the anniversary of the month of joining.
- 1.3. The annual membership fee for Individual, irrespective of category, and Corporate Membership shall be determined, approved and communicated to the membership by the Board from time to time.

2. *Individual Membership*

- 2.1. Individual membership is owned by the individual person, no matter who pays the membership fee.
- 2.2. All individual Members shall be admitted to the membership category appropriate to their level of qualifications and experience as determined by the Membership Categories approved by the Board in November 2017 and as assessed by the Board's appointed membership assessors.
- 2.3. Individual Members assessed and approved by the Board should be entitled to use the appropriate post nominal Associate (AFMANZ), Member (MFMANZ), Certified (CFMANZ).
- 2.4. A Certified Member must be an individual member of FMANZ.
- 2.5. Fellows of the Association shall be an individual who has held Membership for no fewer than 36 (thirty-six) months and has acquired the required level of service as determined by the FMANZ Awards Service Grading Points system.

3. *Corporate Membership*

- 3.1. Corporate Membership is owned by the corporation/organisation and not by one individual.
- 3.2. Corporate Members may be listed but not endorsed on a public access area of the Association's website.
- 3.3. Corporate Members may nominate staff members to be listed under their Corporate Membership to be known as Corporate Staff Members.
 - 3.3.1. Corporate Staff Members are known as non-paying members;
 - 3.3.2. Corporate Staff membership ceases once the person leaves the Corporate Members employ.
- 3.4. A Corporate Member shall cease to be a Member if:
 - 3.4.1. It enters into liquidation, whether compulsory or voluntary (save for the purpose of amalgamation or reconstruction);

- 3.4.2. A receiver or receiver and manager is appointed to the Member or the whole or any part of its assets of undertaking; or
- 3.4.3. The provisions of Clause 4 apply.

4. Cancellation of Membership

- 4.1. If the annual subscription of a Member remains unpaid for a period of four (4) calendar months after it becomes due then, at the discretion of the Chief Executive Officer, the Member may be served written notice of default by the Administrator and, if the fees and/or arrears are not forthcoming within fourteen (14) days from the date of notification, the Member shall cease to be entitled to any of the rights or privileges of Membership.
- 4.2. The Chief Executive Officer may reinstate the Member on payment of all arrears, including any other fees and charges due, if the Chief Executive Officer thinks fit to do so.
- 4.3. In the event that a Member has not paid all arrears of annual subscriptions within the expiration of four (4) months following the date of notification, the Member will cease to be a Member of the Association and the Member's name shall be removed from the Register of Members.

5. Branches

5.1. Establishment of Branches

- 5.1.1. The Board may create Branch organisations in any area and the Board shall decide the boundaries and Branch name for each Branch so created. No Branches may be created without prior approval of the Board.
- 5.1.2. A minimum of fifteen (15) financial Members of the Association shall be required to form a Branch.
- 5.1.3. A minimum of four (4) and a maximum of twelve (12) eligible Association Members must agree to serve as a Branch Committee for a period of 12 months. Names, addresses and email addresses of each Branch Committee Member are required to be notified to the Chief Executive Officer along with a signed appointment form (agreement to volunteer, conflicts of interest, certificate to hold office).
- 5.1.4. Each Branch Committee agrees to operate the Branch in accordance with these Bylaws, the Association Constitution and Code of Ethics and to adhere to the directions of the Board.
- 5.1.5. Any Branch may be closed or Branch Committee member removed by order of the Board.

5.2. Branch Chairperson and Committee

- 5.2.1 Each Branch shall be managed by a Branch Committee chaired by a Chairperson who will report to the Board through the Chief Executive Officer.
- 5.2.2 A designated Board liaison member will be appointed to each Branch Committee.
- 5.2.3 Branch Committees are to review their membership at their first meeting in each calendar year, and seek additional members as required to maintain a viable committee.
- 5.2.4 Each Branch Committee will elect a Chairperson, Secretary, Membership and Assessment Coordinator and Events Coordinator.
- 5.2.5 The Branch Chair shall provide a verbal report to members at their annual end-of-year event.
- 5.2.6 No Member, Individual or Corporate, shall be able to serve on more than one (1) Branch Committee and no sub-branches shall be created by any Branch.
- 5.2.7 Any Board Member or Association officer is entitled to attend a meeting of any Branch.

5.3. Branch Objectives and Duties

- 5.3.1 Each Branch Committee is responsible for providing support to the Chief Executive Officer within its area in furthering the objectives of the Association. It is not an autonomous body either administratively or financially and will support the Chief Executive Officer by:
- I. Contributing towards the strategy and direction of the Association for the benefit of all Members by the provision of ideas, input, and comment to the Chief Executive Officer for their consideration.
 - II. Contributing towards the effective servicing of Members within the Branch through listening to and understanding the needs of Members and monitoring the implementation of the Board's strategy within the area, recommending activities or initiatives for the benefit of Members, and recruiting new Members through local initiatives. It shall encourage Members to participate in Association activities for the enhancement of personal skills and qualifications.
- 5.3.2 Each Branch Committee shall formulate and submit to the Chief Executive Officer for approval proposals for Branch networking activities and site visits including estimated costs, budget implications, frequency, timing and, where necessary, proposed sponsors for each event. No commitments shall be made until the Chief Executive Officer has approved the proposal. Each Branch Committee will assist Association Operational Team in the efficient implementation of both local and regional events.
- 5.3.3 Each Branch Committee will assist Association Operational Team in the preparation of Branch budgets and ensure that no contractual agreement is signed which will financially bind the Association without prior Chief Executive Officer approval.

5.4 Branch Committee Meetings and Administration

- 5.4.1 Each Branch Committee shall meet no fewer than eight (8) times per annum and at such other times as the Branch Committee may from time to time determine. A Branch Committee may meet either in person or by collaborative electronic technology.
- 5.4.2 Vacancies occurring on a Branch Committee may be filled by an appointment by the remaining Members of the Branch Committee until a suitability qualified member is found and inducted onto the Branch Committee.
- 5.4.3 Unless otherwise determined to the contrary by the Board, a quorum shall consist of four (4) Members of any Branch Committee. A resolution shall be taken to have been passed if approved by greater than one-half of the Members present and voting. No casting vote shall rest in the Chair and in the event of a tied vote the motion shall be deemed lost.
- 5.4.4 A representative on the Branch Committee shall take concise Minutes of the proceedings of all meetings of the Branch Committee and of the names of those present. The Minutes of the meetings of each Branch Committee must be prepared within one (1) week of the meeting, approved by the Chairperson of the meeting, and circulated to all Branch Committee Members and the Board via the Management Team. The minutes will be confirmed at the next subsequent meeting of the Branch Committee.
- 5.4.5 There is no provision under the Constitution for a Branch to establish sub-committees. Each Branch Committee may establish working groups to assist with their responsibilities, but these working groups can only refer back to the Branch Committee. There are no delegated powers, under the Constitution, granted to Branch Committees.

6. Branches Approved by the Board

- 6.1.1. Wellington
- 6.1.2. Canterbury
- 6.1.3. Auckland
- 6.1.4. Waikato
- 6.1.5. Otago
- 6.1.6. Manawatu
- 6.1.7. Bay of Plenty

7. Revisions

- 7.1 V2.1 By-law 3.1 amended from Three (3) to Two (2) calendar months by Board Meeting #27 11/11/2010 resolution 3.1.
- 7.2 V2.2 By-law 1.4 amended from pro-rata fees to a 12 monthly term renewable in the month of the anniversary of joining by Board Meeting 2011.10.05 resolution 2.1.
- 7.3 V2.3 By-law 1.2 amended to increase fees for Associate Members to \$150.00 incl GST per annum by Board Meeting 2012.03.08 resolution 3.
- 7.4 V2.4 By-law 4.2.5 amended period of Branch Chair from maximum 3 consecutive years to maximum 2 consecutive years effective immediately by Board meeting 2012.03.08 resolution 10.
- 7.5 V3.0 By-law 5 added "Immediate Past Chair" definition and rights by Board meeting 2012.07.04 part resolution 3.
- 7.6 V3.1 By-law 1 subs 1.5 to 1.8 added to provide for Professional Member by Board meeting 2012-08-14 resolution 6.2.
- 7.7 V4.1 By-law 1.1 amended to include the classes of membership by AGM Meeting October 2018
- 7.8 V4.2 By-law 1.2 amended to include the costs of membership by AGM Meeting October 2018
- 7.9 V4.3 By-law 1.8 added to include Fellow criteria by AGM Meeting October 2018
- 7.10 V4.4 By-law 4.5.4 & 4.5.5 added include new branch areas by AGM Meeting October 2018
- 7.11 V4.5 By-laws 5.0, 5.1, 5.2, 5.3, 5.4 removed relating to Immediate Past Chair by AGM Meeting October 2018
- 7.12 V4.6 By-law Revision, amended to point 5 with change of point 5.11 by AGM Meeting October 2018
- 7.13 V5.1 By-laws 1.2, 1.7 increased the cost of membership from \$200+GST to \$225+GST by Board Meeting Resolution 16.09.21
- 7.14 V5.2 By-law 2.3 increased the cost of membership from \$1000+GST to \$1100+GST by Board Meeting Resolution 16.09.21
- 7.14 V5.3 By-law 4.1.3 changed the initial serving term period from two (2) years to three (3) years by Board Meeting Resolution 16.09.21

- 7.15 V5.4 By-law 4.2.1 changed to will report to the Board via the Chief Executive and a designated Board liaison member will be appointed to each Branch Committee by Board Meeting Resolution 16.09.21
- 7.16 V5.5 By-law 4.2.2 changed to within six (6) weeks of the National AGM by Board Meeting Resolution 16.09.21
- 7.17 V5. 6 By-law 4.2.3 changed to will elect branch officers Chairperson, Secretary, Membership and Assessment Coordinator and Events Coordinator by Board Meeting Resolution 16.09.21
- 7.18 V5. 7 By-law 4.2.5 changed to Branch Committee Members and Branch Committee Chairperson shall be elected for a maximum of three (3) consecutive 12 month by Board Meeting Resolution 16.09.21
- 7.19 V5.8 By-law 4.3.2 changed from the Board to the Chief Executive by Board Meeting Resolution 16.09.21
- 7.20 V5.9 By-law 4.3.3 changed to will assist Association staff in the preparation of Branch budgets, and from Board to Chief Executive approval by Board Meeting Resolution 16.09.21
- 7.21 V5.10 By-law 4.5 changed Branch names to Canterbury/ Christchurch and Otago/ Dunedin and added Manawatu/ Palmerston North by Board Meeting Resolution 16.09.21
- 7.22 V6.1 By-law 1.2 changed from \$225 to \$300 by Board Resolution 17.03.22
- 7.23 V6.2 By-law 1.5 removed the requirement of a \$175 fee for certified accreditation by Board Resolution 16.06.22
- 7.23 V6.3 By-law 1.7 changed from \$225 to \$300 by Board Resolution 17.03.22
- 7.24 V6.4 By-law 2.3 change from \$1100 to \$1400 by Board Resolutions 17.03.22
- 7.25 V7. a large number of small changes. Original version 6 kept of file. Contact membership@fmanz.org if you require a copy.