

THE NEW ZEALAND INSTITUTE OF FORESTERS
(INCORPORATED IN 1927)

CONSTITUTION AND BY-LAWS.

(Amended 1944)

Section I. NAME.

1. The Society shall be named the New Zealand Institute of Foresters (Incorporated).

Section II. OBJECT.

2. The object of this Institute shall be to further the development of technical forestry and the interests of the profession of forestry in the Dominion of New Zealand.

Section III. MEMBERSHIP.

3. The membership of the Institute shall be divided into four classes, viz : Honorary members, Members, Associate members and Student members.

4. Honorary members, Members, Associate members and Student members shall be entitled to attend all meeting of the Institute, to take part in the proceedings thereof and to receive a copy of any reports and journals issued by the Institute, but only Members who are financial shall have the full rights of voting and holding office. Associate members may not hold office but shall have the right (if financial) of voting on all questions except Amendment of the Constitution.

5. Charter or Inaugural members shall *ipso facto* rank as Members.

HONORARY MEMBERS.

6. Honorary members shall be persons prominently connected with the forestry profession who shall be recommended by the Council and elected by a majority vote of the Members and Associate Members at an annual meeting of the Institute. Honorary members shall not exceed twenty in number, and after the first annual meeting, whereat ten Honorary members may be elected, not more than four Honorary members shall be elected in any one year.

MEMBERS.

7. Applicants for election or transfer into the class of Members shall be actually engaged for their whole time, at the time of their application for election or transfer, in some branch of the profession of forestry in New Zealand, and shall be :

- (a) Graduates of a school or college of forestry of standing recognised by the Council, who shall have been engaged in the practice or teaching of or research in some branch of forestry, for at least three years since graduation ; or
- (b) Men who, though not graduates of a school or college of forestry as aforesaid, shall possess a University degree and shall have been engaged in the teaching of or research in some branch of forestry for at least five years since graduation ; or
- (c) Men who, though not graduates of a school or college of forestry as aforesaid, shall have been engaged in the practice or teaching of or research in some branch of forestry for at least five years, during two of which the candidate shall have been an Associate member of the Institute and who shall have submitted to the Council in the form of a report on forestry work performed, or a thesis, or an article upon any aspect of forestry which has been published in any scientific journal, evidence of sufficient technical knowledge to warrant his recognition as a forest technician ; or

- (d) Men who, though not graduates of a school or college of forestry as aforesaid, shall have satisfied the Council that they have had a sufficient forestry training, have had practical forestry experience in New Zealand for at least ten years, and have acquired sufficient technical knowledge to warrant their recognition as forest technicians : provided that no application under this sub-section shall be entertained after the 31st day of March, 1946.

Associate members although not resident in New Zealand at the time of application for membership, who are graduates of a New Zealand school or college of forestry of standing recognised by the Council, or who, while not graduates of a school or college of forestry, possess a New Zealand University degree shall be eligible to apply for transfer into the class of Members under this clause provided they are actually engaged for their whole time, at the time of their application for transfer, in some branch of the profession of forestry in any country of the British Empire.

ASSOCIATE MEMBERS.

8. Applicants for election or transfer into the class of Associate members all be actually engaged for their whole time, at the time of their application for election or transfer, in some branch of the profession of forestry in New Zealand shall be :

- (a) Graduates of a school or college of forestry of standing recognised by the Council ; or
- (b) Men who, while not graduates of a school or college of forestry as aforesaid, shall have satisfied the Council
 - (i) That they have had a sufficient forestry training ;
 - (ii) That they have been engaged in the practice or teaching of or research in some branch of forestry for at least five years ;
 - (iii) That at the time of making application they occupy the status of an executive forester of some responsibility (and not that of a labourer, leading hand or other subordinate operative) ; and that in such capacity they have *bona fide* been actively engaged in the planning and organisation of forest works (or teaching or research) ; and
 - (iv) That they have had control for a considerable period of a substantial area of forest and/or of a forest nursery of a substantial annual output and/or of a considerable number of forest operatives, the Council in every case to adjudge the scope and standard of candidates' work.

STUDENT MEMBERS.

9. Applicants for election into the class of Student members shall be resident New Zealand, shall have passed the matriculation examination of the University New Zealand or an equivalent examination, shall have the *bona fide* object or intention of becoming trained forest technicians, and shall be :

- (a) Students in attendance at a school or college of forestry of standing recognised by the Council who shall have been in attendance at such school or college for at least one year ; or
- (b) Those who are engaged for their whole time at the time of their application in some branch of forest works, who have been engaged in such works for at least one year, and who satisfy the Council that they have received or are receiving a sufficient training in the fundamentals of forestry work. Candidates under this sub-section may be required by the Council to pass or to have passed a qualifying examination in elementary forestry. Student members may, providing that they are engaged for their whole time in some branch of forestry work, research or study, continue as Student members until they reach the age of twenty-eight years, but not longer.

ELECTION OF MEMBERS.

10. Candidates for membership must be proposed by a Member and seconded by a Member. The name shall be submitted by the Member proposing the candidate for membership to the Secretary, together with an account, in a form approved by the Council, of the training, character and work of such candidate. Where a report, thesis or article is required, it shall be submitted to the Secretary, along with the proposal for membership, and shall be circulated to members of a committee of three appointed annually by the Council for this specific purpose, and the members of the said Committee shall notify to the Secretary their recommendations regarding the report, thesis or article. The Secretary shall forward a copy of nominations to all members of the Council with, where necessary, the recommendations of the committee regarding the report, thesis or article, and if the name is approved by a majority of the Council at a letter ballot, the candidate shall be declared a member of the Institute in the grade designated.

An Admission Board comprised of the Council at the time in office and the Council next preceding in office shall be deemed to be the Council for the purposes of this Article and of Articles 7, 8 and 9; and the duties of the President and Vice-President and the Secretary at the time in office shall be the same in respect of the Board as in respect of the Council.

TERMINATIONS OF MEMBERSHIPS.

11. The Council shall have the right, by a majority of two-thirds, to expel from the Institute any Honorary member, Member, Associate member or Student member who may be convicted by a competent tribunal of felony, embezzlement, larceny, misdemeanour or other offence which, in the opinion of the Council, renders him unfit to be a member; and in case the Council shall be of opinion that the conduct of any Honorary member, Member, Associate member, or Student member should become the subject of an inquiry with a view to ascertaining whether there are grounds for his expulsion, or, in case six or more Members shall think fit to draw up and sign a proposal for the expulsion of an Honorary member, Member, Associate member, or Student member, on any ground whatever, and shall deliver the same to the Secretary to be laid before the Council for consideration, the Council shall make such enquiry as it deems adequate, and if it does not find sufficient reason for the expulsion, no entry shall be made in the Minutes; but, if the Council, by a majority of at least two-thirds does find good reason for the expulsion of the Honorary member, Member, Associate member or Student member, on the ground that he has been guilty of disgraceful conduct in any respect, it shall cause such person's name to be erased from the register, and thus expel him from the Institute. The Secretary shall give him notice, and the Council shall report such erasure at the next annual general meeting. Any expelled Member shall *ipso facto* cease to hold any office.

12. Any member of the Institute, unless subject to Article 11, shall be entitled to withdraw on giving one month's written notice to the Secretary prior to the expiry of the current financial year, provided that all moneys payable to the Institute have been fully paid.

Section IV. OFFICERS.

13. The Officers of the Institute shall consist of a President, a Vice-President, a Secretary and a Treasurer. It will be entirely proper, however, for the offices of Secretary and Treasurer to be held by one person.

14. The Officers of the Institute shall be elected biennially by letter ballot and shall hold office until the end of the Institute's financial year, or until such date thereafter as their successors shall have been declared elected. The President shall, not later than the first of February in the year in which his term expires, appoint a nominating committee of three Members. This Committee shall prepare a list comprising at least two nominees for each of the following offices:—President, Vice-President, Secretary and Treasurer. A ballot shall then be prepared and

be mailed to each member and Associate member not later than the first of March and must be returned to the Secretary by the first of April, at which date the polls will close. Any member or Associate member may place names of Members on the ballot along with the others selected by the committee. Any Member may be nominated for more than one office but may be elected to only one. If the Member is elected to more than one office, he shall at once specify which office he elects to retain, and the Member having the next highest vote shall then be declared elected to the remaining office. The ballot shall be counted by a committee composed of the President, the Secretary, and a scrutineer appointed by the Members and Associate members for that purpose, and the result shall be announced by the Secretary.

Section V. COUNCIL.

15. The affairs of the Institute shall be governed by a Council which shall consist of the President, Vice-President, Secretary, Treasurer and four ordinary Members, resident in New Zealand. The Council shall meet at the call of the President and five members of Council shall form a quorum.

16. Ordinary members of Council shall be elected annually by letter ballot and shall hold office until the end of the Institute's financial year or until such time thereafter as their successors shall have been declared elected. The President shall, not later than the first of February in each year, appoint a nominating committee of three Members. This committee shall prepare a list comprising at least eight nominees. A ballot shall then be prepared and be mailed to each Member and Associate member not later than the first of March, and must be returned to the Secretary by the first of April, at which date the polls will close. Any Member or Associate member may place names of Members on the ballot along with the others selected by the committee. The ballots shall be counted by a committee composed of the President, the Secretary, and a scrutineer for the time appointed and the result shall be announced by the Secretary.

17. In the event of an extraordinary vacancy occurring in the Council by death, absence from the Dominion for six months (except by leave of the Council), incapacity from mental or bodily disease (of which fact the Council shall be the sole judge), or by resignation of any of its members, such vacancy may be filled by the Council at its next or any subsequent ordinary meeting occurring after such vacancy, by the election of another Member of the Institute, but the Member so appointed shall hold office only for the unexpired term caused by the extraordinary vacancy. A similar extraordinary vacancy amongst officers of the Institute shall be filled by a special election within two months of the occurrence of the vacancy.

CONTROL OF THE COMMON SEAL.

18. The common seal of the Institute shall be kept in the control of the Secretary, and shall be affixed to any document or writing only by resolution of the Council, and by any member of the Council.

Section VI. MEETINGS.

19. The annual meeting of the Institute shall be held on the last Thursday in April in the city of Wellington, unless otherwise determined by the Council. Ordinary general meetings of the Institute may be held at any time that the Institute may by resolution appoint.

The Secretary shall give not less than fourteen day's written notice of the date and place of every annual or ordinary general meeting to all members of the Institute and shall set forth in such notice the business to be dealt with at such meeting.

It shall not be competent for a general meeting to deal with any matter not set out upon the official notice convening the meeting unless by leave of two-thirds of the Members and Associate members present.

20. Special meetings may be called at any time by the President. Moreover, the President shall, upon receipt of a request by a majority of the Members, call a special meeting at any time or place. In either case the President shall cause to be sent to each member, ten days in advance of the date set for the meeting, a written notice stating the subject or subjects to be considered at the meeting.

21. At all annual, ordinary or special general meetings of the Institute, seven Members shall form a quorum.

22. At all meetings of the Institute or Council each Member or Associate member shall be entitled to one vote only. All resolutions shall be decided by a majority of votes cast by those present who are eligible to vote. Voting shall be recorded on the voices or by a show of hands (except in the case of the election of Honorary members). Notwithstanding the foregoing, however, a ballot may be demanded, provided that such demand is supported by at least one-third of the Members and Associate members present.

At all meetings the chairman shall, if necessary, have a casting vote as well as a deliberate vote.

23. At all meetings of the Institute the Order of Business shall be as follows—

1. Calling of the meeting to order by the President.
2. Reading of the Minutes of the last ordinary or of subsequent special meetings.
3. Reading of communications.
4. Business arising out of the minutes.
5. New business.
6. Notices of motion.
7. Professional papers.

Section VII. LOCAL SECTIONS.

24. In any place where five or more members of any grade may meet at frequent intervals it shall be possible for them to organise a Local Section of the Institute in that town. Such Local Section may, by virtue of an official recognition to be granted by the Council, arrange and conduct, under the auspices of the Institute, a series of meetings for the advancement of technical forestry through the presentation of professional papers, for mutual discussion, and for the promotion of good fellowship.

To secure the aims set out above such Local Section may elect its own chairman, secretary, and other necessary officers, and may levy upon its members such local dues as it may deem expedient.

Every Local Section thus organised shall submit to the Institute each year prior to the annual general meeting a report covering the whole of its activities during the preceding year.

Any Local Section formed in the manner set out above shall style itself: The (e.g. Christchurch) Section of the N.Z. Institute of Foresters.

Local Sections shall not be incorporated bodies.

Section VIII. FINANCE.

25. The annual fee for Members shall be One Pound.
26. The annual fee for Associate members shall be Fifteen Shillings.
27. The annual fee for Student members shall be Five Shillings.
28. The financial year of the Institute shall begin on April 1st.
29. The annual membership fees shall be payable in advance.
30. Any member one year in arrears in respect of fees is thereby suspended.

31. Any member two years in arrears, after having been notified twice by the Treasurer to that effect, shall cease to be a member of the Institute. In order that he may be reinstated, his name must be again proposed for membership in the regular way and must be duly approved as if such member had not previously been a member of the Institute. Arrears of dues shall be repaid before consideration of the election of such member can be entertained by the Institute.

CONTROL AND INVESTMENT OF FUNDS.

32. All funds of the Institute shall be paid into and invested in the Post Office Savings Bank or, at the discretion of the Council, in any approved negotiable Trustee securities to the credit of the Institute, and all accounts amounting to one pound sterling or over shall be passed by the President or the Vice-President, and the requisite moneys withdrawn from the said bank by the Treasurer.

DISPOSITION OF PROPERTY OF THE INSTITUTE IN THE EVENT OF WINDING UP.

33. In the event of the Institute being wound up, any surplus after the payment of all liabilities and liquidating fees shall be given to the University of New Zealand to be applied to the endowment of a bursary or prize in forestry to be competed for under such conditions as the Institute may prescribe.

Section IX. TRANSACTIONS.

34. The Council shall arrange each year for the publication of all technical forestry papers deemed to have general professional interest which may be delivered at any general meeting of the Institute or at any meeting of any Local Section of the Institute.

Such publication shall be made in such scientific journals, preferably devoted entirely to the profession of forestry, as the Council shall decide from time to time.

Section X. INTERPRETATION.

35. For the purpose of this Constitution, the term "forestry" shall be understood to include all those activities involved in the management of a forest, the object of which is to maintain the production of wood or the beneficial influence of the forest.

36. If any question or difference shall arise touching the interpretation of the Articles of the Constitution or By-laws or the construction thereof or of any of them, the same shall be referred to the Council whose decision shall be final.

Section XI. AMENDMENTS.

37. This Constitution may be amended at any annual meeting of the Institute, providing that notice has been sent to the Secretary and by him transmitted to each member at least four weeks in advance of such meeting, and that the proposed change be approved by two-thirds of the Members present.

BY LAWS.

DUTIES OF OFFICERS.

PRESIDENT.

It shall be the duty of the President to preside at all meetings of the Institute and of the Council, and to maintain a general supervision of the business of the Institute.

VICE-PRESIDENT.

It shall be the duty of the Vice-President to preside over the meetings of the Institute in the absence of the President, or at his request, and generally to act in the place of the President when the latter is unable to act.

SECRETARY.

It shall be the duty of the Secretary to keep an accurate record of the proceedings of the Institute, to keep a register of all the names of the members, with their addresses and the dates of their election, to conduct the correspondence of the Institute, to give notice of all meetings and to perform such other secretarial and other duties as may be assigned to him by the Institute.

TREASURER.

It shall be the duty of the Treasurer to have charge of all moneys of the Institute, to pay all accounts, to keep a record of the financial standing of each member, and to deliver annually to the annual meeting a statement of income and expenditure, and of the assets and liabilities of the Institute.

AUDITORS.

The President shall, not later than March 15th of each year, designate two Members to audit the books of the Treasurer for the current financial year. A copy of the report of the Treasurer and of the Auditors shall be sent promptly to each member of the Institute.