



NOTICE OF EIANZ 2015 ANNUAL GENERAL MEETING

In accordance with the Environment Institute of Australia and New Zealand Inc Rules of Association and By-law 6, and the *Associations Incorporation Reform Act 2012 (Vic)* ('the Act'), notice is given of the 2015 Annual General Meeting (AGM) of the Institute.

DATE: Friday 30 October 2015

TIME: 8:15am (AWST)

PLACE: Pan Pacific Hotel

207 Adelaide Terrace, Perth, Western Australia, 6004

Agenda

1	Welcome and confirmation of Agenda	Chair
2	Attendance and apologies	Chair
3	Confirmation of Minutes of previous AGM held 29 October, 2014	Chair
4	Declaration of the results of the election of the Board	Returning Officer
5	Nominations and voting for EIANZ Secretary Board position	Returning Officer
6	Annual Report on the activities of the Institute for the 2014/15 financial year	Chair
7	Presentation of the Institute's financial statements for the 2014/15 financial year	Treasurer
8	Special resolution – Proposed amendment to the Rules of Association (CEnvP). Refer to Attachment A.	Chair

Important information

Proxies

- Eligible members can appoint another voting member as their proxy to vote on any resolutions and speak on their behalf at the AGM
- Proxies cannot be used in any election for the EIANZ Secretary Board position at the AGM
- The appointment of a proxy must be in writing using the attached AGM proxy form

- The form appointing a proxy must be given to the Chair of the meeting before or at the commencement of the meeting.
- A form sent by post or electronically is of no effect unless it is received by the Association no later than twenty-four (24) hours before the commencement of the meeting.

**Nominations
for Secretary**

- Nominations for the EIANZ Secretary Board position must be in writing, using the attached nomination form
- Eligible members wishing to nominate must submit their nomination to the Returning Officer either by email or in person at or prior to the commencement of the AGM

**Voting for
Secretary**

- Only members present in person at the AGM and eligible to vote shall vote on such nominations – proxies cannot be exercised in the vote.
- The Returning Officer will ensure any voting takes place by secret ballot and declare the result at the AGM

Returning Officer

Nicole Brown, Central Officer Manager, EIANZ
nicole@eianz.org
+61 3 8803 6153

Appendix A

Special resolution – Proposed amendment to the Rules of Association (CEnvP)

Notice is given that the following Special Resolution is to be put to the 2015 Annual General Meeting of the Environment Institute of Australia and New Zealand Inc.

BACKGROUND

The effect of the resolution is to amend the EIANZ Rules of Association to insert a new Division 4 in Part 6 to provide for the recognition of the Certified Environmental Practitioner Scheme as part of the structure of the Association. The resolution has been developed in conjunction with and has the support of the Certification Board and the in principle support of the Advisory Council.

The proposed amendment will provide a clear head of power for the establishment of the Scheme, and its operational and financial arrangements to be detailed in a By-law.

The amendment preserves the essential arm's length relationship between the Certification Board and the EIANZ Board.

PROPOSED SPECIAL RESOLUTION

In accordance with:

1. the Association's Rules; and
2. the *Associations Incorporation Reform Act 2012* (Vic)

the Association hereby resolves:

To alter its Rules of Association pursuant to s.50 of the Act and Rule 86 of the Rules of Association, by inserting a new Part 6, Division 4 as follows:

PART 6

Division 4 – Certified Environmental Practitioner Scheme

75A. Certified Environmental Practitioner Scheme

- (1) The Association has established a scheme for the certification of the proficiency of environmental practitioners known as the Certified Environmental Practitioner Scheme.
- (2) The Certified Environmental Practitioner Scheme shall offer general certification of environmental practitioners, and specialist certification.
- (3) The Certified Environmental Practitioner Scheme shall be open to application by persons who may or may not be members of the Association.
- (4) Certified Environmental Practitioners shall be bound by the Association's Code of Ethics and Professional Conduct, and subject to the disciplinary and grievance procedures set out in Part 3, Division 3 and Division 4.

- (5) The Certified Environmental Practitioner Scheme shall be administered by a Certification Board, consisting of no less than five (5) and not more than seven (7) suitably qualified and experienced persons, appointed by the Board.
- (6) The Certification Board shall make decisions independently of the Board regarding certification of applicants; and subject to Rule 75A (9), the general administration of the scheme.
- (7) The financial operations of the Certified Environmental Practitioner Scheme shall be identified and operated separately from the general funds of the Association; reported not less frequently than quarterly to the Board, as part of the consolidated operations of the Association; and an annual financial statement for the Scheme prepared as part of the independently audited consolidated annual financial statement of the Association.
- (8) The Certification Board shall report regularly to the Board on the general performance of the Certified Environmental Practitioner Scheme; and the Certification Board and the Board shall consult regularly on matters which may affect the Scheme.
- (9) The Board shall prescribe in the By-laws, the minimum requirements for certification, the administrative, organisational and financial arrangements for the operation of the Certified Environmental Practitioner Scheme, and such other matters as are necessary for the good governance of the scheme.