



Environment Institute
of Australia and
New Zealand Inc.

NOTICE OF EIANZ ANNUAL GENERAL MEETING

Date Tuesday 31 October 2017
Time 8:00am – 9:00am
Place Te Papa
55 Cable St, Te Aro, Wellington
New Zealand 6011

Draft Agenda		
1	Welcome and confirmation of agenda	Chair
2	Attendance and apologies	Chair
3	Confirmation of minutes of previous AGM held 4 November 2016	Chair
4	Declaration of the results of the election of the Board	Returning Officer
5	Annual Report on the activities of the Institute for the 2016/17 financial year	Chair
6	Presentation of the Institute's financial statements for the 2016/17 financial year	Treasurer
7	Appointment of a new auditor following retirement of current auditor	Treasurer
8	Secretary's report	Secretary
9	Special resolution – proposed amendment to the Rules of Association (see Attachment A)	Chair
10	Q&A	Board

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
- 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.

ATTACHMENT A

Special resolution: Proposed amendments to the EIANZ Rules of Association

Notice is given that the following Special Resolution is to be put to the 2017 Annual General Meeting of the Environment Institute of Australia and New Zealand.

Background

Since the adoption of the revised EIANZ Rules of Association in 2012, several proposals have been suggested to improve the operation of the Rules. A suite of proposed changes, some material and others minor, have been identified for the consideration of members at this year's AGM. These proposals, together with reasons behind the changes, are summarised below.

Proposed material amendments

Proposed amendment	Reasons	Reference
Revising the allowable terms of office for Board members, to confirm that the 'three-term limit' only applies to the same role and inserting a 'five-term limit' on Board members regardless of role.	This amendment was proposed as being desirable at the time of adoption of the revised Rules. The current Rules do not facilitate effective succession planning on the Board. The amendment provides both a mechanism for continuity and a mechanism for renewal within the Board.	Rule 49 Page 37
Clarifying grounds for taking disciplinary action against an EIANZ Member or Certified Environmental Practitioner.	To give effect to the recommendations of the Disciplinary Committee.	Rules 16 to 21 Pages 16 to 20
Introducing an obligation for Full Members and Fellow Members to undertake Continuing Professional Development.	CPD is often required for membership of professional associations. The proposed obligation would be less onerous than the requirements for Certified Environmental Practitioners. This requirement for CPD was also a recommendation of the EIANZ Steps Review.	Rule 10A Page 13

Proposed Minor amendments

- Moving some of the membership processing aspects of the Rules to Policy, to reflect current and appropriate practice (see Rule 8(12)).
- Providing that Associate Members can include individuals who have completed a TAFE qualification or similar in a relevant field (see Rule 8(9)).
- Broadening the eligibility criteria for student members to facilitate a wider engagement with students and early career professionals (see Rule 8(11)).
- Changing references from "ordinary member" to "full member" throughout the Rules. This removes potential confusion with the composition of the Board, which has two ordinary members.
- Amendments to adopt gender neutral language wherever possible throughout the Rules.
- A series of typographical and syntax amendments throughout the Rules. These are simply editorial adjustments to improve the quality of the Rules.

Proposed special resolution

In accordance with:

- The Institute's Rules of Association; and
- The *Associations Incorporation Reform Act 2012* (Vic)

The EIANZ hereby resolves to alter its Rules of Association by making the following changes:

1. That the Rules of Association be amended with the addition of a new Rule 10A, which reads as follows:

10A. Professional development obligation

- (1) Full Members and Fellow Members of the Association are obligated to undertake continuing professional development in one or more of the functional areas of environmental practice.*
 - (2) The Board may adopt and vary a continuing professional development policy dealing with the nature, extent and reporting arrangements for compliance with this obligation.*
 - (3) Upon adoption of the policy, or any amendment or variation of such policy, it shall be communicated in writing to members required to comply with this obligation.*
2. That Rules 16 to 21 (inclusive) of the Rules of Association be amended in accordance with the wording provided at Attachment A to clarify the grounds for taking disciplinary action against an EIANZ Member or Certified Environmental Practitioner, and other matters related to disciplinary action.
 3. That Rule 49 of the Rules of Association be amended, with the addition of a new Rule 49(2a) and a related amendment to Rule 49(2), which reads as follows:

49. Term of office

...

- (2) Each member of the Board who has held office in the same role for three (3) consecutive terms is ineligible for re-election to the same role.*
 - (2a) Each member of the Board who has held office for a total of five (5) consecutive terms is ineligible for re-election to the Board.*
4. That Rule 8 (sub-rules 8(9) and 8(11)) of the Rules of Association be amended in accordance with the wording provided at Attachment A to provide that Associate Members can include individuals who have completed a TAFE qualification or similar in a relevant field; and broadening the eligibility criteria for student members to facilitate a wider engagement with students and early career professionals.
 5. That Rule 8 (sub-rules 8(12) and 8(13)) of the Rules of Association be amended in accordance with the wording provided at Attachment B, thereby moving some of the membership processing aspects of the Rules to Policy, to reflect current and appropriate practice.
 6. That the Rules of Association be amended throughout with wording provided in Attachment B to change references from "ordinary member" to "full member"; to adopt gender neutral language wherever possible; and correct a series of typographical and syntax amendments.

For more information

The proposed amended Rules of Association are provided in full as Attachment B. All the proposed changes outlined above are shown with additions noted in **red bold** and deletions noted in ~~grey strikethrough~~.