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# **The Bylaws of the Institute of IT Professionals New Zealand Incorporated**

Trading as:



As last approved by the IITP National Board on 27 July 2017

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## Definitions

### Active Committee member

The basis for this definition of an 'active' member of a Branch Committee or the National Board (hereinafter referred to as 'the Board') is the requirement in the Constitution for attendance at Committee or Board meetings. There is a presumption of participation in other activities for the Branch Committee or Board.

An Active Branch Committee member is one who attends 70% of Branch Committee meetings each year and who participates in facilitating specified Branch activities for members.

An Active Board member is one who attends 70% of Board meetings each year and who undertakes specific Board work as agreed with other Board members.

### Discipline

A discipline is regarded as a branch of knowledge, teaching or learning. The requisite knowledge may be acquired in a variety of ways, such as in formal education at a university or it may be acquired experientially. Disciplines may be recognised by the academic journals in which research is published, and the learned societies to which their practitioners belong.

### Information Technology

Information Technology (IT) or Information and Communication(s) Technology (ICT) is the technology required for information processing. In particular it deals with the use of electronic computers and computer software to convert, store, protect, process, transmit, and retrieve information.

### Professional Member

A professional member is a member of the Institute holding current membership at a grade with professional requirements such as experience and education prerequisites, and ongoing professional development requirements. Professional membership grades are specified by the Board.

### Recognised senior position, supervisory or team leader position/s

The Institute is reliant upon its current Members and Fellows in determining appropriate experiences for consideration at the time, when supporting a member's advancement within the Institute. The following guidelines are identified:

- In education, the member should be a full time lecturer teaching information technology subjects at NZQA level 4 or above; responsible for the development of courses; and should be supervising significant student projects with demonstrated successful outcomes from the teaching process.
- In Industry or self-employed, the member should be working as a senior information technology practitioner with significant responsibilities and accountabilities and be able to demonstrate successful outcomes from their work.

### Secretary

Within these Bylaws the term *Secretary* means the Secretary of the Institute as defined in the IITP Constitution unless stated otherwise.

## **Interpretation**

1. Words meaning the singular or plural include the plural and singular respectively.
2. Words referring to one gender shall include any other.
3. If there is a conflict between these Bylaws and the Constitution, the provisions of the Constitution shall prevail.

## **Name translation in Te Reo Māori**

The recognised Te Reo representation for the Institute shall be **Te Pou Hangarau Ngaio**.

“Te Pou” is the symbolic central post which supports those who specialise (“ngaio”) in Information Technology (“hangarau”).

## **1 Grades of Membership**

The following are the grades of membership of the Institute of IT Professionals NZ Inc.

### **1.1 Professional Membership Grades**

These grades are for practicing senior IT Professionals and carry professional requirements such as experience and education prerequisites, and ongoing professional development requirements.

1.1.1 Member

1.1.2 Fellow

### **1.2 Other Membership Grades**

These grades have no professional requirements such as experience and education prerequisites or ongoing professional development requirements.

1.2.1 Associate

1.2.2 Honorary Fellow

1.2.3 Prospective Member

## **2 Criteria for membership**

The criteria for admission to each grade of membership are as follows:

### **2.1 Associate**

- 2.1.1 Any person involved in the discipline of information technology, who has an interest in belonging to the IITP, and who commits to the IITP Code of Ethics

### **2.2 Member**

2.2.1 Any member:

- 2.2.1.1 With a qualification equivalent to Level 7 of the NZQA Framework, that includes information technology papers to at least the second year of the qualification and a minimum of four years full time equivalent post graduation experience in the discipline of information technology, including a minimum of two years of that experience in recognised senior positions, or
- 2.2.1.2 With a minimum of ten years full time equivalent experience in the discipline of information technology, including a minimum of three years of that experience in recognised senior positions, or
- 2.2.1.3 Who can demonstrate they operate at, and have been employed or contracted for at least two years at a level similar to or in excess of, Responsibility Level 4 of the Skills Framework for the Information Age (SFIA).

2.2.2 Two additional senior IT professionals must support an application for membership.

### **2.3 Fellow**

2.3.1 A member who:

- 2.3.1.1 Is regarded as holding a position of significant eminence or authority in the discipline of information technology
- 2.3.1.2 Contributes to the development of the Information Technology discipline
- 2.3.1.3 Has been a full Member of IITP for at least three years
- 2.3.1.4 Can provide evidence of significant presenting and/or publishing within the discipline of information technology, and
- 2.3.1.5 Will usually have in excess of ten years full time equivalent experience in the discipline of information technology with at least five years of that experience in recognised senior positions.

2.3.2 An application to become a Fellow must be supported by two existing Fellows, a list of whom is available on the IITP website.

## **2.4 Honorary Fellow**

A person either:

- 2.8.1 Holding a position of eminence or authority in their discipline and whom the members of the Institute of IT Professionals NZ wish to recognise or,
- 2.8.2 Who has given outstanding service to the Institute as judged by their peers.

## **2.5 Prospective Member**

Any person who is considering becoming a financial member of the Institute and registers with the Institute.

### **3 Rights and Responsibilities of Members**

#### **3.1 Associate Members**

- 3.1.1 Must continually uphold and abide by the IITP Code of Ethics, IITP Bylaws and Constitution
- 3.1.2 Must pay the Entrance and/or Annual Dues as prescribed in Schedule 3 of these bylaws
- 3.1.3 Have access to the members area of the IITP website
- 3.1.4 Are eligible for election to Branch Committees, but may not hold the position of Branch Chairperson

#### **3.2 Members**

- 3.2.1 Must continually uphold and abide by the IITP Code of Ethics, IITP Bylaws and Constitution
- 3.2.2 Must complete at least 20 points of Continuing Professional Development (CPD) per year as outlined in Schedule 2 of these Bylaws
- 3.2.3 Must pay the Entrance and/or Annual Dues as prescribed in Schedule 3 of these bylaws
- 3.2.4 May use the post nominal letters MIITP after their name
- 3.2.5 Have access to the members area of the IITP website
- 3.2.6 May use the IITP Logo as detailed in Schedule 11 of these Bylaws
- 3.2.7 Are eligible for election to Branch Committees and the Board, and may hold the position of Branch Chairperson

#### **3.3 Fellows**

- 3.3.1 Must continually uphold and abide by the IITP Code of Ethics, IITP Bylaws and Constitution
- 3.3.2 Must complete at least 20 points of Continuing Professional Development (CPD) per year as outlined in Schedule 2 of these Bylaws
- 3.3.3 Must pay the Entrance and/or Annual Dues as prescribed in Schedule 3 of these bylaws
- 3.3.4 May use the post nominal letters FIITP after their name
- 3.3.5 Have access to the members area of the IITP website
- 3.3.6 May use the IITP Logo as detailed in Schedule 11 of these Bylaws
- 3.3.7 Are eligible for election to Branch Committees and the Board, and may hold the position of Branch Chairperson.

#### **3.4 Honorary Fellows**

- 3.4.1 May use the letters HFIITP after their name, and
- 3.4.2 Have access to the members area of the IITP website, and
- 3.4.3 May use the IITP Logo as detailed in Schedule 11 of these Bylaws, and
- 3.4.4 Are eligible for election to Branch Committees and the Board, and may hold the position of Branch Chairperson.

### **3.5 Prospective Members**

- 3.5.1 Have access to some parts of the members area of the IITP website.

## **4 Application for Membership or Change of Grade**

- 4.1 An individual may make application for admission or advancement to any class except that of Honorary Fellow, admission to which is by invitation.
- 4.2 Application must follow the process outlined on the IITP website.
- 4.3 Each application must be accompanied by such documentary evidence as the process specifies.

## **5 Recognition of membership of Equivalent Organisations**

- 5.1 The Board may admit to membership, in the Member or Fellow class, a person who has similar status in an equivalent body.
- 5.2 The Board shall decide which bodies, if any, it recognizes for this purpose.
- 5.3 A list of recognised bodies shall be included in Schedule One of these Bylaws.
- 5.4 A vote of existing Fellows, as provided in Bylaw 6.1.2 to 6.1.4, is still required for any person applying for the Fellow grade regardless of membership level in equivalent organisations.



## **6 Processing of Applications for membership**

### **6.1 Fellow**

- 6.1.1 The Board delegates to the Secretary the authority to review any application for admission or advancement to the grade of Fellow and to decide if it should be given further consideration.
- 6.1.2 If it is to be considered further, the Secretary will conduct a poll of Fellows.
- 6.1.3 A poll of Fellows, for this purpose:
  - 6.1.3.1 includes all current financial members in the Fellow class, and
  - 6.1.3.2 excludes Honorary Fellows.
- 6.1.4 For an application to gain final approval, by the poll of Fellows:
  - 6.1.4.1 at least one half of the total number of Fellows eligible to vote must record votes, and
  - 6.1.4.2 two thirds of the Fellows who cast votes must support the application.

### **6.2 Honorary Fellow**

- 6.2.1 Any nomination for admission to the class of Honorary Fellow must be:
  - 6.2.1.1 made by two members of the Board, and
  - 6.2.1.2 approved by at least two thirds of the votes cast at a poll of the members of the Board.

### **6.3 All other Membership Grades**

- 6.3.1 The Board delegates to the Secretary the authority and the responsibility to review, and approve or decline all applications for admission or advancement to all other grades of membership.
- 6.3.2 The Secretary may consult the Board regarding any application for admission or advancement to these classes of membership and will note all such consultation.

## **7 Appeals against denial of Admission or Advancement**

- 7.1 The decision to deny membership or advancement may be appealed to the President by the applicant only, or in the case of an application for Honorary Fellow, by the nominators.
- 7.2 Notice of the appeal, and any supporting material provided by the appellant/nominators, must be received by the Secretary within 30 days of the date of notice of decision. The Secretary will forward all material received to the President.
- 7.3 The President may:
- 7.3.1 request further information as required, and/or
  - 7.3.2 consider any other relevant documents, and/or
  - 7.3.3 consult any supporter of the appellant/nominators.
- 7.4 The appellant/nominators have the right to present their case in person at an interview. The President may conduct the interview personally or may appoint a member of the Board to conduct the interview. In the latter case, the interviewer shall prepare a written report for the President, a copy of which shall be made available to the appellant/nominators.
- 7.5 In the case of an appeal against a Secretary decision to decline further consideration of an application for admission or advancement to the Fellow class of membership, the President has the authority to:
- 7.5.1 comment on the decision and refer the application and comments back to the Secretary for reconsideration.
  - 7.5.2 reject the appeal and confirm the decision.
  - 7.5.3 allow the appeal and approve the application being submitted to a poll of Fellows. Clauses 6.1.2, 6.1.3 and 6.1.4 of these Bylaws then apply.
- 7.6 In the case of an appeal against the decision by a poll of Fellows to deny an application for admission or advancement to Fellowship, the President has the authority to:
- 7.6.1 comment on the decision and refer the application and comments to a new poll of Fellows. Clauses 6.1.2, 6.1.3 and 6.1.4 of these Bylaws then apply.
  - 7.6.2 reject the appeal and confirm the decision.
- 7.7 In the case of an appeal against a decision by the Board not to support a nomination for Honorary Fellow, the President has the authority to:
- 7.7.1 comment on the decision and refer the nomination and comments back to the Board for reconsideration.
  - 7.7.2 reject the appeal and confirm the decision.
- 7.8 In the case of an appeal against a decision by a poll of Fellows not to support a nomination for Honorary Fellow, the President has the authority to:
- 7.8.1 comment on the decision and refer the nomination and comments to a new poll of Fellows. Clauses 6.2.2, 6.2.3 and 6.2.4 of these Bylaws then apply.
  - 7.8.2 reject the appeal and confirm the decision.
- 7.9 In the case of an appeal against any Secretary decision to deny admission or advancement to any

other membership grade, the President has the authority to:

- 7.9.1 comment on any decision and refer the application and comments back to the Secretary for reconsideration.
  - 7.9.2 reject the appeal and confirm the decision.
  - 7.9.3 allow the appeal and approve admission or advancement.
- 7.10 In all cases, the decision of the President will be final and no further appeal relating to the application or the decision will be considered.

## **8 Membership Certificates**

- 8.1 Every member other than Prospective Members will be issued with a Membership Certificate, which states the grade and date of admission of their membership.
- 8.2 Each Membership Certificate shall be signed by the President and Deputy President and include the Seal of the Institute.
- 8.3 All Membership Certificates remain the property of the Institute.
- 8.4 Upon demand of the Board or their delegate, Membership Certificates are to be returned to the Institute.

## 9 Governance Boards

- 9.1 As well as the IITP National Board, the Institute shall have an *Accreditations Board* and a *Discipline and Professional Conduct Board*.
- 9.2 These Boards are established to assist the National Board and provide independent disciplinary and accreditation processes, but in no circumstances do they usurp or replace the constitutional governance responsibilities of the National Board.

### 9.3 Accreditations Board

- 9.3.1 The Institute shall have an “Accreditations Board” with these objectives:
- 9.3.1.1 To oversee the New Zealand professional Degree Accreditation programme, including assigning appropriate Accreditation Panels and awarding Accredited status to tertiary programmes and institutions that meet the standards;
  - 9.3.1.2 To ensure that the IITP Degree Accreditation Programme is structured in a manner that maintains ongoing relevance, continues to be recognised, and maintains a high standard of quality and robustness;
  - 9.3.1.3 Periodically review the requirements of the Degree Accreditation Programme and make any relevant recommendations for change to the National Board;
  - 9.3.1.4 Ensure that the Degree Accreditation processes utilised in New Zealand are at all times compatible with the requirements of the *Seoul Accord* agreement;
  - 9.3.1.5 Work directly with the Institute’s operations team to ensure a well resourced, publicised, and connected programme;
  - 9.3.1.6 Report periodically to the National Board on the programme and the number of programmes and institutions accredited.
- 9.3.2 The *Accreditations Board*’s members shall be appointed by the Board on recommendation of the Executive and shall each be professional members of the Institute at Member or Fellow grade.
- 9.3.3 The Board will have no capacity to unilaterally change the Accreditation requirements, other than recommending changes to the National Board.

### 9.4 Discipline and Professional Conduct Board

- 9.4.1 The Institute shall have a “Discipline and Professional Conduct Board” with the following objectives:
- 9.4.1.1 Responsibility for recommending and oversight of professional conduct standards for Members and Certified Professionals.
  - 9.4.1.2 Investigating and holding hearings on alleged breaches of professional conduct.
- 9.4.2 The members of the *Discipline and Professional Conduct Board* shall be independent from the National Board in that no person may simultaneously sit on both the Professional Conduct Board and the National Board.

- 9.4.3 The *Discipline and Professional Conduct Board's* members shall be appointed by the National Board on recommendation of the Executive.
- 9.4.4 The scope of the *Discipline and Professional Conduct Board* shall be to:
  - 9.4.4.1 Review the IITP Code of Ethics on an ongoing basis, and make recommendations of changes of such to the IITP National Board.
  - 9.4.4.2 Consider whether IITP Codes are at all time aligned with international standards.
  - 9.4.4.3 Make recommendations to the National Board as to the disciplinary actions available for breaches of the Code(s).
  - 9.4.4.4 Consider whether there is a transparent and accessible method for the lodging and recording of complaints and alleged breaches of IITP Codes;
  - 9.4.4.5 Periodically provide analysis based on actual complaints, remedies and appeals to enable a review of the Codes and supporting processes, and to recommend any changes to the National Board.
  - 9.4.4.6 Investigate complaints and alleged breaches of the Code(s) as provided for in the Bylaws. Provide the opportunity and environment to obtain evidence from the complainant and alleged member or certified professional, together with any representative of either party or group.
  - 9.4.4.7 Take disciplinary action for breaches found proved as provided in the rules.
- 9.4.5 The principles of transparency and Natural Justice shall be paramount in all considerations and actions of the *Discipline and Professional Conduct Board*.

## 10 Certifications awarded by the Institute

- 10.1 The Institute may award certification recognition defined in this section to IT Professionals meeting all the requirements of professional certification.
- 10.3 The requirements of those obtaining Certification shall be laid out in detail on the Institute's website which shall contain the minimum standard for Certification, the process by which applications are assessed, the appeals process, and other related requirements.
- 10.4 The requirements for certification may only be modified following a vote of the National Board, passed with the same majority as required for changes to the Bylaws of the Institute.
- 10.5 All individuals holding certification must adhere to the ongoing requirements outlined on the Institute's website.
- 10.6 **Chartered IT Professional**
- 10.6.1 This certification shall be known as "Chartered IT Professional New Zealand" or "CITPNZ".
- 10.6.2 Individuals obtaining *Chartered IT Professional NZ* may use the post nominal *CITP* or *CITPNZ*, but not both simultaneously, wherever their name is formally listed.
- 10.6.3 Chartered IT Professional NZ will be based broadly on the requirements of Responsibility Level 5 of the *Skills Framework for the Information Age*, with other professional requirements as the National Board sees fit to require.
- 10.6.4 Individuals obtaining Chartered IT Professional NZ who hold Certified Technologist will automatically relinquish their Certified Technologist certification. To be clear, no individual may hold both certifications simultaneously.
- 10.6.5 The term Chartered IT Professional is used under license from BCS, the Chartered Institute for IT.
- 10.7 **Certified Technologist**
- 10.7.1 This certification shall be known as "Certified Technologist New Zealand" or "CTech".
- 10.7.2 Individuals obtaining *Certified Technologist* may use the post nominal *CTech* wherever their name is formally listed.
- 10.7.3 Certified Technologist will be based broadly on the requirements of Responsibility Level 3 of the *Skills Framework for the Information Age*, with other professional requirements as the National Board sees fit to require.

## **11 Corporate and Educational Partnership**

- 11.1 Organisations wishing to support the work of the Institute on behalf of the IT profession may do so by way of the IITP Corporate and Educational Partnership Programme.
- 11.2 Qualifying businesses, partnerships, incorporated societies and other entities are eligible to apply to become IITP Corporate Partners. Qualifying Schools and Educational Institutions are eligible to become Educational Partners.
- 11.3 To be eligible for Partnership the organisation must meet the following criteria:
  - 11.3.1 Be held in high regard from an ethical and professional perspective.
  - 11.3.2 Commit to the IITP Code of Ethics.
  - 11.3.3 Promote professionalism to their staff, including advocating professional staff being members of the IITP or their relevant professional body.
  - 11.3.4 Pay the annual Corporate or Educational Partner fee.
- 11.4 A single liaison person, being a senior employee or officer of the organisation, shall be nominated by the Corporate or Educational Partner and shall receive complimentary membership to the Institute.
- 11.5 This complimentary liaison person must meet all requirements of the grade of membership to which they apply in exactly the same manner as any other member of the Institute, and the complimentary membership is to be processed in exactly the same way as any other member.
- 11.6 The Corporate or Educational Partner shall pay an annual fee as set out in Schedule 3 of these bylaws.
- 11.7 Employees and officers of the Corporate or Educational Partner shall receive discounted membership of the Institute as outlined in Schedule 3 of these bylaws.
- 11.8 Employees and officers of the Corporate or Educational Partner who are not members in their own right shall receive a 20% discount to selected IITP events and seminars, but not less than the IITP membership rate for the event or seminar.
- 11.9 Corporate and Educational Partners recognise that IITP is an independent body and while the Institute will consult with Partners on position papers and other matters, Partnership does not give any organisation the ability to set or influence IITP policy in any area.
- 11.10 Corporate and Educational Partnership does not provide individual membership for staff of the partner. No employee of a Corporate or Educational Partner shall be regarded as a member in their own right solely due to their company's partnership.
- 11.11 Corporate and Educational Partners are considered corporate body members of the Institute for the purposes of the Incorporated Societies Act 1908.
- 11.11 IITP shall have sole discretion as to the admission of any organisation as a Corporate or Educational Partner or maintenance of such, and may revoke Partnership at any time for any reason whatsoever.

## **Schedule One: Recognition of Membership of Equivalent Organizations**

### **1 Organization membership equivalents recognised by IITP**

1.1 Members of the following organizations may apply for equivalent membership of the IITP:

- 1.1.1 Australian Computer Society (ACS)
- 1.1.2 BCS, the Chartered Institute for IT
- 1.1.3 Canadian Information Processing Society (CIPS)
- 1.1.4 Singapore Computer Society (SCS)
- 1.1.5 Institute of IT Professionals South Africa (IITPSA)
- 1.1.6 Information Processing Society of Japan (IPSJ)



## Schedule Two: Continuing Professional Development (CPD)

### 1 Annual CPD Requirements

Continuous Professional Development credits are awarded on a Points-based system where professional members must achieve a certain number of CPD points per year based on a rolling three year average.

- 1.1 Certified Technologists: 10 points
- 1.2 Full Members and Fellows: 20 points
- 1.3 Chartered IT Professionals: 30 points

Those holding two or more of the above is only required to achieve the greater number. For example, a full member with Chartered IT Professional certification shall be required to achieve a total of 30 points.

### 2 Activities recognised for CPD

- 2.1 CPD points shall be awarded for the following *professional development activities* on the basis of:
  - 2.1.1 1 point for any activity lasting up to three hours including any informal element of the activity (such as meals, refreshments and networking)
  - 2.1.2 For activities lasting longer than three hours, 6 points per full day or 3 points per half day or part thereof subject to the activity limits below
- 2.2 *Professional development activities* may include:
  - 2.2.1 Formal training, workshops, conferences, courses, presentations, events, trade presentations or other related activities up to a limit of 15 points for any one activity. Such activities need not be IT-related but must be relevant to the professional development of the individual.
  - 2.2.2 “On the job” training, where such training can be distinguished from standard work, to a maximum of 50% of annual CPD points requirements.
  - 2.2.3 Professional reading including relevant academic journals, trade magazines or general IT or other publications related to the work of the individual up to a maximum of 50% of annual CPD points requirements.
  - 2.2.4 Service on the Institute’s National Board, Branch Committees, Boards, Advisory or Steering Groups or other similar formally constituted group, up to a maximum of 25% of annual CPD points requirements.
  - 2.2.5 Service within the Institute’s Mentoring, ICT-Connect in Schools or other outreach programmes up to a maximum of 50% of annual CPD points requirements.
  - 2.2.6 Other activities which may be approved by the Institute from time to time.

### 3 Preapproval of certain activities and events

- 3.1 The Institute may pre-approve specific activities and events for CPD and award a point

value for these events.

- 3.2 An organisation running or marketing an approved event may use an *Approved IITP CPD* logo in marketing activities related to that event.

## Schedule Three: Entrance Fees and Annual Subscriptions

1. The annual subscription fee is payable in full on joining the Institute. Thereafter, if the joining date is between the 1st and 20th of the month, it is due on the last day of the month preceding the anniversary of the joining date, and otherwise the last day of the month containing the anniversary of the joining date.
2. The Institute will invoice Annual Dues sufficiently in advance to allow for payment to be completed prior to the due date.
3. Renewal subscriptions may be paid in full on the due date or by instalment by arrangement.
4. All subscriptions shall be paid to the National Office of the Institute.
5. A member who has been a member of the Institute continuously for 40 years or more shall have complimentary membership.
6. Members who are also a member of an overseas equivalent body with a reciprocal arrangement may receive a discount to IITP membership.
7. **Discount for Staff of IITP Corporate/Educational Partners**

- 7.1 Staff of IITP Corporate/Educational Partners shall receive the following discount on IITP membership rates, dependent on the number of staff who are IITP members:

| # of IITP members on staff | Partner Level              | Discount on Dues |
|----------------------------|----------------------------|------------------|
| <b>1-4</b>                 | <b>Corporate Partner A</b> | 20%              |
| <b>5-9</b>                 | <b>Corporate Partner B</b> | 33.33%           |
| <b>10-19</b>               | <b>Silver Partner</b>      | 40%              |
| <b>20-29</b>               | <b>Gold Partner</b>        | 60%              |
| <b>30+</b>                 | <b>Platinum Partner</b>    | 75%              |

- 7.2 The Institute may temporarily advance a Corporate or Educational partner to a specific Partner Level on an interim basis, even if there are insufficient staff members who are IITP members at that time to be eligible otherwise, where there is an expectation that the partner will achieve that level within a reasonable period of time.
- 7.3 The Institute may, from time to time, offer additional incentives to Corporate/Educational Partners of different levels.
- 7.4 The staff member count and discounts outlined in 7.1 of this Schedule shall not include or apply to those eligible for concessionary membership dues as outlined in clause 13 of this Schedule.
8. Those members holding the position of IITP President, IITP Deputy President, National Board member or Branch Chair shall have complimentary membership during their tenure in recognition of their contribution to the Institute. These members shall still be regarded as *financial members* for the purpose of voting rights.
9. The Secretary may extend a discount of up to 10% to some or all membership grades upon payment of annual dues within a previously specified period.
10. The Secretary may extend other entrance fee or annual due discounts if and when appropriate for promotional purposes.

11. The Institute may also offer an option where Membership Dues are paid via monthly or quarterly instalments and may charge an additional Administration Fee in this circumstance.

## 12. Standard Subscriptions Rates

The Annual Subscriptions for standard IITP membership shall be as follows:

| Membership Grade          | NZ Annual Subs (incl GST) | Overseas (no GST) |
|---------------------------|---------------------------|-------------------|
| <b>Associate</b>          | \$259                     | \$225             |
| <b>Member or Fellow</b>   | \$295                     | \$250             |
| <b>Prospective Member</b> | -                         | -                 |

## 13. Concessionary Rates

The following concessionary rates shall apply for members that meet the criteria below:

| Concession           | NZ Annual Subs (incl GST) | Overseas (no GST) |
|----------------------|---------------------------|-------------------|
| Student              | \$10                      | \$10              |
| School Teacher       | \$50                      | \$50              |
| New industry entrant | \$95                      | \$95              |
| Retired              | \$95                      | \$95              |
| Temporarily unwaged  | \$95                      | \$95              |

### Student

Any member engaged in full time or part time study towards an NZQA-approved information technology qualification at Level 4 or higher on the NZ Qualifications Framework (or overseas equivalent).

### School Teacher

Any member engaged in teaching at a New Zealand primary, intermediate or secondary school as their primary source of income and who is a member of the *NZ Association of Computing, Digital and Information Technology Teachers (NZACDITT)*.

### New industry entrant

Any member who is not a student, is under 25 years of age, or has entered the IT profession within the last three years including, but not limited to, following graduation from study.

### Retired

A member who has ceased to be engaged in business or employment to the extent that his or her annual income (excluding pensions, superannuation and income from investments) does not exceed \$25,000 per annum, and who does not intend to return to the workforce in that financial year.

### Temporarily unwaged

A Member whose income is temporarily reduced by reason of unemployment or illness or parental or other unpaid leave and does not exceed \$25,000 per annum may apply to the Secretary for a temporary reduction in subscription to this rate.

#### 14. Corporate and Educational Partner Rates

The Annual cost of participation in the IITP Corporate and Educational Partner Programmes shall be as follows:

| Membership Grade                    | Annual Cost (ex GST) |
|-------------------------------------|----------------------|
| Corporate Partner (1-3 ICT Staff)   | \$420 +GST           |
| Corporate Partner (4-12 ICT Staff)  | \$790 +GST           |
| Corporate Partner (13-49 ICT Staff) | \$1350 +GST          |
| Corporate Partner (50+ ICT Staff)   | \$1990 +GST          |
| Educational Partner                 | \$1000 +GST          |
| Non-Profit Organisation             | \$420 +GST           |

## **Schedule Four: Breach of the Code of Ethics**

### **1 Preamble**

“The processes undertaken in the consideration of complaints or the resolution of disputes will be in strict accord with Rules determined by the Institute of IT Professionals NZ’s National Board. The rules of natural justice will be paramount in all processes. The rules of natural justice include the right for a respondent to know the details of a complaint and the supporting evidence; the right to provide evidence in defence; and the right for an unbiased determination made by those who hear all the evidence.”

- Institute of IT Professionals NZ, Code of Ethics

### **2 Procedure**

The procedure for dealing with an alleged breach of the Code of Ethics by a member shall be as follows:

#### **Lodging the Complaint**

- 2.1 A complaint, being an allegation of a breach of the Code of Ethics, may be made by any individual or entity concerning any person who is a Institute member or was a member at the time relevant to the complaint.
- 2.2 Placing such a complaint shall signify acceptance that the matter shall be determined in the manner prescribed in this Schedule of the Bylaws, including the clauses dealing with publication of the findings of this consideration of the complaint. The complainant also specifically waives any right to take civil action against the Institute should he or she disagree with the process or findings of the Institute.
- 2.3 Nothing in this Schedule shall preclude the complainant or others taking civil or criminal proceedings against the member in question, and this process should not be seen as an alternative to doing so if appropriate.
- 2.4 The complaint must be made on the prescribed form setting out particulars of the alleged breach and attaching any documentation or other relevant details. The complaint shall be addressed to the President, or if it is in relation to the conduct of the President, to the Deputy President. This person shall be the “Receiver” of the complaint.

#### **Receiving the Complaint**

- 2.5 The President (or Deputy President in the case of a complaint against the President) may delegate to the Chief Executive or any member of the National Board to act on his or her behalf as Receiver to discharge the remainder of his or her responsibilities in relation to the matter if he or she sees fit. For example, if there is a Conflict of Interest, or if he or she is unable to fulfill the Receiver’s requirements within the time required.
- 2.6 The Receiver must acknowledge receipt of the complaint in writing, and notify the member of the complaint in writing (attaching a copy of the complaint and all

documentation provided with the complaint), including that the complaint has been referred to the Professional Conduct Board who will hold a hearing into the complaint.

### **Referral to Discipline and Professional Conduct Board**

- 2.7 The Receiver must refer the complaint to the Chair of the Discipline and Professional Conduct Board within 7 days of receipt.
- 2.8 If the Chair of the Discipline and Professional Conduct Board is not available to complete the requirements in this Schedule in a timely manner the IITP President may authorise another member of the Board or any member of the IITP National Board to Chair proceedings and discharge the duties of the Chair as outlined in this Schedule.

### **Frivolous or Vexatious Complaints**

- 2.9 At any stage of proceedings if the Chair of the Discipline and Professional Conduct Board believes that the complaint is frivolous or vexatious they may immediately call for a vote of the Discipline and Professional Conduct Board as to whether it is indeed frivolous or vexatious. This vote may be conducted in any way prescribed by the Chair, including electronic via email.
- 2.10 If the Discipline and Professional Conduct Board votes by a three quarters majority that the complaint is frivolous or vexatious it shall be immediately dismissed.

### **Hearing of the Discipline and Professional Conduct Board**

- 2.11 The Chair of the Discipline and Professional Conduct Board shall forward a copy of the complaint and all supporting information to the members of the Discipline and Professional Conduct Board and arrange a hearing of the Board, which shall be between 3 and 6 weeks from the date the complaint is referred. The Chair of this Board may choose a hearing time outside this timeframe if it is necessary to ensure a fair hearing, however the hearing must be conducted in a timely fashion.
- 2.12 The quorum for the hearing shall be two thirds of the membership of the Discipline and Professional Conduct Board. The hearing may be held by Teleconference or in person.
- 2.13 Hearings are confidential and the evidence provided during a hearing is not published, other than that to support a published verdict (see below).
- 2.14 The complainant will have the option of addressing the hearing of the Discipline and Professional Conduct Board in person (where the hearing is held in person) or by Teleconference for the purpose of providing further verbal evidence. The complainant may equally opt not to do so. If they are to address the hearing they may only be present for the portion of the hearing set aside for that purpose.
- 2.15 The Discipline and Professional Conduct Board may call on any witnesses or other persons to provide verbal evidence to the hearing, but has no authority to compel. Any witness may opt to provide evidence by way of a signed statement. Any witness providing verbal evidence may only be present for the portion of the hearing set aside for that purpose.

- 2.16 In keeping with the principles of natural justice, the member alleged to have committed the breach will have the option of being present during all verbal evidence but may not address the complainant, witnesses, or the Board at that time.
- 2.17 The member alleged to have committed the breach will have the option of addressing the hearing of the Discipline and Professional Conduct Board in person (where the hearing is held in person) or by Teleconference for the purpose of providing verbal evidence. The member may also choose to provide evidence in writing in advance by signed statement. The complainant may equally opt not to do either and this shall not be construed as evidence of acceptance of the allegation of breach.
- 2.18 The member alleged to have committed the breach may choose to be represented.

### **Outcome of Hearing**

- 2.19 The Discipline and Professional Conduct Board shall deliberate in private until such time that:
  - 2.19.1 The Board rules by a three quarters majority that a significant breach has occurred. In this case a breach shall be found proved and the finding, along with a detailed justification for the finding, shall be referred to the National Board;
  - 2.19.2 The Board rules by a three quarters majority that a technical breach occurred, but finds that the breach is trivial or trifling and the matter is dismissed;
  - 2.19.3 The Board rules by a three quarters majority that no breach has occurred and the matter is dismissed;
  - 2.19.4 The Board cannot agree by a three quarters majority that a breach has occurred, and the Chair determines that further deliberation would be fruitless. The matter is therefore found to be unproved and is dismissed.
- 2.20 The complainant and the member shall be informed of the outcome without delay.

### **Penalty Imposed**

- 2.21 In the case of a breach, the Discipline and Professional Conduct Board shall agree a penalty consistent with both the gravity of the breach and previous penalties for similar breaches from the options provided in the Institute's Constitution. A report outlining the findings and penalty shall be forwarded to the National Board without delay.
- 2.22 In the case of a breach, the Discipline and Professional Conduct Board shall solely decide the penalty, if any, from the remedies provided in the Constitution. The penalty is not subject to appeal.
- 2.23 The Discipline and Professional Conduct Board shall determine whether the existence, details, finding, complainant identity, and/or penalty shall be released publicly, and no other member or participant shall release in part or full any determination or detail related to the hearing or complaint other than that which this Board chooses to release.
- 2.24 If the hearing uncovers significant criminal or civil wrongdoing the National Board may opt to refer the matter to the NZ Police or other law enforcement agency by way of a



formal complaint, or commence other legal proceedings as it sees fit.

**Appealing the Determination of the Hearing**

- 2.25 An Appeal against any finding may be made by either the Complainant or Member concerned for any of the following reasons:
  - 2.25.1 If further evidence that was not previously available becomes available that is materially different to any considered during the hearing and which, on balance, could change the outcome;
  - 2.25.2 If the procedure outlined in this schedule was not adhered to, and the breach is more than trivial and may have materially changed the outcome of the hearing;
  - 2.25.3 A member of the Discipline and Professional Conduct Board had a significant undeclared Conflict of Interest which may have impacted upon his or her impartiality.
- 2.26 Simply not agreeing with the determination or penalty shall not be grounds for appeal.
- 2.27 Any appeal should be made to the original Receiver within 21 days of the determination of the Discipline and Professional Conduct Board. The Receiver will initially determine whether, on the balance of probability, the appeal meets the criteria outlined in 2.25 and if so, shall formally forward the appeal to the National Board.
- 2.28 The National Board shall consider the matters raised in the appeal and determine whether the appeal shall stand. If the appeal stands the Board may modify the determination or penalty as it sees fit.

## Schedule Five: Use of IITP Logo

### 1 Preamble

- 1.1 This purpose of this schedule is to identify appropriate use of the IITP Logos by Institute members and Corporate/Educational Partners.
- 1.2 The specific logos referred to in this Schedule may change from time to time, but the latest version is available from the Institute's office.
- 1.3 Any usage of the IITP Logos not included in this Schedule, including usage by internal groups or parties, must be approved in writing by the IITP Chief Executive or President. This approval may be revoked at any time.

### 2 Permitted uses of Core Member Logos

- 2.1 This section outlines usage of the CITPNZ, CT, MIITP, FIITP, and HFIITP Logos, together known as the *Core Member Logos*.
- 2.2 Recipients of CITPNZ or CT Certifications, plus members of the Member, Fellow and Honorary Fellow grade, may use the appropriate variation of the IITP logo on personal business cards, email, websites and other stationery.
- 2.3 The CITPNZ Logo cannot be used in reference to any individual not currently listed on the CITP New Zealand Registry. If an individual is removed from the Registry for any reason usage of the logo must cease immediately.
- 2.4 The MIITP, FIITP and HFIITP Logos may not be used in reference to any organization, or any individual who is not a current paid-up member of the Institute.
- 2.5 The Core Member Logos may only be used in such a way as to be seen to be in reference to a specific named individual. For instance, within close proximity to an individual's profile on a website (rather than just placed anywhere on a website), or on their personal business card or stationary.
- 2.6 The Core Member Logos may only be used as "additional" or "supporting" logos, and only in deference to an organisation's primary logo. For instance, a Chartered IT Professional may not create a business card with CITPNZ as the primary logo or branding.
- 2.7 The Core Member Logos cannot be used in such a way as to indicate that any individual or organisation is representing IITP or any organisation or group associated with IITP.
- 2.8 CITPNZ and CT are certifications for individuals, not organisations, and membership is for individuals. The Core Member Logos cannot be used in any way to indicate that an organisation (whether it be a company, non-profit, partnership, or any other entity) is in any way accredited or certified by IITP or with CITPNZ or CT.
- 2.9 The Core Member Logos may not be joined, modified, distorted, or changed in any way.
- 2.10 The Core Member Logos must have whitespace each of above and below equivalent to 1/3 of their height, and each of the left and right equivalent to 1/3 of their width.
- 2.11 Where appropriate, the name associated with the CITPNZ or CT logos should include the "CITPNZ", "CITP" or "CT" post-nominal and the name associated with the membership logo should include any applicable membership post nominal (although not mandatory).

- 2.12 Except where licensed from third parties, IITP is the sole and undisputed owner of the Core Member Logos, and ownership of their likeness does not transfer, explicitly or implied, when usage of the Logo is granted.
- 2.13 The Core Member Logos should not be used in any other way that defeats the purpose, integrity or intention of the usage of the logos.
- 2.14 IITP has sole right to determine whether usage is appropriate, and the member must remove or change their usage immediately upon the request of IITP.

### **3 Permitted uses of Partner Logos**

- 3.1 This section outlines usage of the IITP Corporate Partner, Educational Partner and IITP Accredited Gold Partnership Logos, collectively called the *Partner Logos*.
- 3.2 IITP Partners may use the appropriate variation of the IITP logo on business cards, email, websites and other stationery.
- 3.3 The Partner Logos may be used in reference to any organisation who is a current fully paid-up IITP Partner of the type designated by the relevant Partner Logo.
- 3.4 The Partner Logos may only be used as "additional" or "supporting" logos, and only in deference to an organisation's primary logo. For instance, a Partner may not create a business card with the partner logo as the primary logo or branding.
- 3.5 The Partner Logos cannot be used in such a way as to indicate that any individual or organisation is representing IITP, or any organisation or group associated with IITP.
- 3.6 The Partner Logos may not be joined, modified, distorted, or changed in any way.
- 3.7 The Partner Logos must have whitespace each of above and below equivalent to 1/3 of their height, and each of the left and right equivalent to 1/3 of their width.
- 3.8 IITP is the sole and undisputed owner of the Partner Logos, and ownership of their likeness does not transfer, explicitly or implied, when usage of the Logo is granted.
- 3.9 The Partner Logos should not be used in any other way that defeats the purpose, integrity or intention of the usage of the logos.
- 3.10 IITP has sole right to determine whether usage is appropriate, and the Partner must remove or change their usage immediately upon the request of IITP.

### **4 IITP Specialist and Affiliated Group Logos**

- 4.1 Specialist and Affiliated Groups may use the Specialist Group and Affiliated Group logo respectively.
- 4.2 Usage of these logos shall be in a similar manner and on the same conditions as that outlined for Partner Logos above.

## **Schedule Six: Specialist Groups**

### **1 Preamble**

- 1.1 The Board may establish Specialist Groups (SGs), previously known as Special Interest Groups, for any purpose it considers compatible with the objects of the Institute.
- 1.2 Specialist Groups are formally recognised groups of members with a specialist interest, formed to provide networking and collaboration opportunities.

### **2 Establishment**

- 2.1 Each Specialist Group will be established by resolution of the Board.
- 2.2 Upon establishment, the Board will appoint a Chairperson of the Specialist Group.
- 2.3 Each Specialist Group shall form a Management Committee which shall run the operations of the group.
- 2.4 All members of the Specialist Group's Management Committee must be individual members of the Institute.
- 2.5 Specialist Group members other than the Management Committee need not be members of the Institute, however Institute membership shall be promoted.
- 2.6 A Specialist Group shall create a Founding Document (Constitution) utilising a standard template. This Founding Document is to be formally approved by the Board.

### **3 After Establishment**

- 3.1 Each Specialist Group will publish their Founding Document as approved by the Board.
- 3.2 Where appropriate and approved by the Board or its delegate, use of Institute resources must be negotiated and documented.
- 3.3 The Institute shall provide management for the Specialist Group's funds and retain an agreed portion to cover administrative costs.
- 3.4 Specialist Groups may charge an annual fee for membership. This fee shall be twice for IITP non-members as for IITP members, with the difference being retained by the Institute to cover administrative costs.
- 3.3 Specialist Groups may use the "IITP Specialist Group" logo.

### **4 Disestablishment**

- 4.1 A Specialist Group may be disestablished by resolution of the Board.

## **Schedule Seven: Affiliated Groups**

### **1 Preamble**

- 1.1 The Institute provides the opportunity for external non-profit ICT-related organisations to formally affiliate with IITP.
- 1.2 Affiliated Groups are external non-profit organisations sharing IITP's values, who wish to remain independent while also entering into a formal relationship via a Memorandum of Understanding (MoU).

### **2 Relationship**

- 2.1 The relationship between IITP and the Affiliated Group shall be defined via a formal Memorandum of Understanding.
- 2.2 IITP will provide services such as event administration to Affiliated Groups on a discounted basis.
- 2.3 Affiliated Groups may not speak for IITP or imply IITP representation in any circumstances.
- 2.4 Affiliated Groups may use the "Affiliated with IITP" logo.
- 2.5 Affiliated Groups are entirely responsible for their own management and governance, and IITP accepts no responsibility for this.
- 2.6 IITP may revoke affiliation in writing at any time without notice.

## **Schedule Eight: Working Groups**

### **1 Preamble**

- 1.1 The Board may establish Working Groups (WG) for any purpose that it considers compatible with the objects of the Institute.
- 1.2 The Board has the sole discretion to determine the purpose of any Working Group.
- 1.3 The main reason for setting up any Working Group will be to focus the Institute's initiatives and/or collective expertise to the purpose of the Working Group, being the pursuance of any of the Objects of the Institute.
- 1.4 All members of any Working Group of the Institute must specifically comply with the Institute's Conflict of Interest Bylaw.

### **2 Establishment**

- 2.1 Each Working Group will be established by resolution of the Board.
- 2.2 Upon establishment, the Board will appoint a Chairperson of the Working Group.
- 2.3 A Working Group will produce Terms of Reference for approval by the Board within one month of establishment.
- 2.4 The Terms of Reference of any Working Group will comply with the provided Terms of Reference Template, however may be modified at any time.

### **3 After Establishment**

- 3.1 Each Working Group will:
  - 3.1.1 Publish Terms of Reference as approved by the Board.
  - 3.1.2 Change its name or Terms of Reference only upon written approval from the Board.
  - 3.1.3 Comply with all requirements of its Terms of Reference. It should be noted that any Working Group may report to the Board not only on matters on which it is required to report, but also on additional matters that it considers necessary.
  - 3.1.4 Seek prior approval from the the Board or the Board's delegate for all external commitments.
- 3.2 Where appropriate and approved by the Board, use of Institute resources must be negotiated and documented.

### **4 Disestablishment**

- 4.1 A Working Group may be disestablished by resolution of the Board.

## Schedule Nine: Conflict of Interest Policy

### 1 Preamble

- 1.1 Conflict of Interest is generally addressed in the Institute's *Code of Ethics*.
- 1.2 A conflict of interest arises when a single individual has at least two personal or professional roles, whether or not involving a contractual relationship with a third party, and where an appropriate action or non action in one role may not be appropriate in the other.
- 1.3 Recognition of role conflict requires constant vigilance and identifying actual, perceived or potential conflicts of interest should be regarded as a duty by all Institute members in order to maintain only the highest ethical and professional standards.
- 1.4 While it is not always possible to avoid conflicts of interest, particularly in relation to the Board, Board Subcommittees and Working Groups, it is important that these actual, perceived or potential risks are managed.

### 2 Assumptions

- 2.1 The role that the individual holds within the Institute predominates, when dealing with Institute business in any capacity.
- 2.2 All potential members of any Institute group will examine their activities for actual, perceived or potential conflicts of interest especially when undertaking new roles.
- 2.3 The individual considers carefully all knowledge gained in their Institute role and its relevance to personal and business interests.
- 2.4 For the avoidance of doubt, any decision about the commercial sensitivity of actual, perceived or potential conflicts is made only by the Board.
- 2.5 Any member becoming aware of any actual, perceived or potential conflicts of interest will immediately declare it as provided below.
- 2.6 Individual members will bring to the attention of the relevant member any real or perceived conflict of interest that does not appear to be identified by that member.
- 2.8 Decisions about management of conflicts of interest will be fair and seen to be fair.

### 3 Procedures

- 3.1 All members or non-members serving the Institute in any capacity or on any Board or Committee will complete a Conflict of Interest Declaration annually and otherwise as required.
- 3.2 All potential members of any Institute group must, prior to being admitted to a Institute group, as and when any new perceived Conflict of Interest arises, and thereafter annually, complete the Conflict of Interest Declaration Form available from the Secretary, who shall hold it on a Register of Conflicts of Interest available to all other members of the group and the National Board.
- 3.3 Unless the matter is urgent, the Board or Group in question shall determine the importance of the conflict to the matter in question and the actions to be taken about the declaration. This is to be formally recorded in minutes. In the case of the Chair of the

group, or if the group cannot agree, the matter shall be referred to the National Board.

- 3.4 In the case of referred matters, if the matter is urgent, the National Board delegates the matter to the Executive for an interim determination, which will be reviewed and confirmed or revised at the next available National Board meeting.
- 3.5 In the case of the National Board, the Board is the sole arbiter as to whether any action or vote has been influenced by conflict of interest and sole determiner of any remedial action required.
- 3.6 In the case of the National Board or referred matters, the Board will determine the relevance of any actual, perceived or potential conflict of interest and determine appropriate actions for each situation, which may include determinations relating to a quorum or exclusion from participation, discussion, meeting attendance and/or voting. These determinations will be documented in the relevant Board minutes.
- 3.7 The keeping of the confidentiality of all conflict of interest declarations is delegated to the Secretary and such declarations are to be kept on the Conflict of Interest Register, available to the National Board at any time.



## **Schedule Ten: Recognised Branches and Regions**

### **Preamble**

This Schedule outlines the current recognised Branches and Regions of the Institute, the requirements of which are defined in the Constitution.

### **1. Branches of the Institute**

The Institute shall recognise the following Branches:

- Auckland Branch
- Hamilton Branch
- Tauranga Branch
- Palmerston North Branch
- Wellington Branch
- Nelson Branch
- Christchurch Branch
- Dunedin Branch

### **2. Recognised Regions**

The Institute shall recognise the following Regions:

- Northern Region
  - Incorporating the northern half of the North Island of New Zealand including all areas to the north of approximately the southern end of Lake Taupo. This includes Taupo and Gisborne but does not include New Plymouth or Napier.
  - The Auckland, Hamilton and Tauranga branches are included in the Northern Region.
- Central Region
  - Incorporating the southern half of the North Island of New Zealand including all areas to the south of approximately the southern end of Lake Taupo. This includes New Plymouth and Napier but does not include Taupo or Gisborne.
  - The Wellington and Palmerston North branches are included in the Central Region.
- Southern Region
  - Incorporating the entire South Island of New Zealand.
  - The Christchurch, Nelson and Dunedin branches are included in the Southern Region.

## **Schedule Eleven: Branch Rules**

### **Preamble**

The following Schedule shall determine how Branches of the Institute should operate. As per the IITP Constitution, Branches may adopt additional rules as they see fit, provided they are not in conflict with the IITP Constitution or Bylaws including this Schedule.

A Branch of the Institute of IT Professionals NZ Inc., hereinafter referred to as the 'Institute', having been set up by the Board in accordance with the Constitution, shall be bound by these rules. These rules shall be read in conjunction with the Constitution and Bylaws of the Institute.

### **1. Purpose of the Branch Committee**

1.1 The purpose of a Branch Committee is to:

- 1.1.1 Represent IITP to local industry and others, in conjunction with the National Operations Team, and be the local liaison to the Institute
- 1.1.2 Coordinate and assist with local IITP events
- 1.1.3 Promote and advance Institute activities and initiatives
- 1.1.4 Raise awareness of IITP as an organisation
- 1.1.5 Feeding the needs of local industry and profession back to IITP leadership

### **2. Membership**

In these rules the words "Branch Member" or "Branch Members" refer to those Members of the Institute who are recorded as being assigned to the Branch in the Institute's Register of Members and are current financial Members, as determined by the Secretary of the Institute.

### **3. Election of Branch Committees**

- 3.1 Prior to the Annual General Meeting of the Institute, the Institute shall hold a ballot and members of the Branch shall elect members, in accordance with the Constitution, to fill any and all vacant Branch Committee positions. All Branch Committee positions shall be considered vacant except where the term of a current Committee Member has not concluded as per clause 3.4 below.
- 3.2 All financial members of the Institute may stand for election to a Branch Committee.
- 3.3 The Branch Committee shall consist of not less than four (4) and not more than eight (8) Members.
- 3.4 Committee Members shall be deemed elected when the result of the prior ballot is formally declared at the Institute's AGM by the Chair of the meeting, and shall hold office for two years.
- 3.5 From time to time when the number of positions to be vacant in any Branch Committee will be significantly more or less than 50% at the following election, the Society Secretary shall determine, via a witnessed random means such as a coin toss, one or more incoming Branch Committee positions that will carry a reduced term of one year to re-establish an approximate ratio of 50% of Branch Committee positions falling vacant at each annual election.

- 3.6 A member of a Branch Committee shall not be eligible to stand for election immediately following six consecutive years' service.
- 3.7 Notwithstanding clause 3.6 above, any Branch Committee member who has reached their term limit shall still be eligible to fill a casual vacancy, be co-opted onto a Branch Committee in a non-voting role, or stand for election in a by-election, and their consecutive service count shall reset following any election in which they did not participate (other than while serving on the Branch Committee).

#### **4. Conduct of Elections**

Nominations for positions to be elected may be in writing and the acceptance of the nominee will be indicated either by their signature or by another method specified prior to nominations opening.

#### **5. Re-Election of Committee Members**

All Members of the Committee shall hold office from the conclusion of the AGM at which they were elected until the conclusion of the AGM two years from then and shall be eligible for re-election subject to, and except where prohibited by, clauses 3.5 and 3.6 above.

#### **6. Casual Vacancies**

The Branch Committee may appoint any eligible Branch Member to fill any Casual Vacancy of Branch Committee Members.

#### **7. Co-option**

The Branch Committee may co-opt any Branch Member to the Branch Committee in a non-voting capacity for a specified period of time if it considers this necessary or desirable to further the interests of the Branch.

#### **8. Duties of the Committee**

- 8.1 At their first meeting following the AGM the Branch Committee shall appoint one of their own into each of the Branch Officer roles:
- 8.1.1 Chairperson of the Branch Committee, who must be a Full Member or Fellow
  - 8.1.2 Any other positions the Committee feels should be filled, such as an individual to complete minutes of meetings.
- 8.2 The Branch Committee may also appoint a Branch Membership Officer, who:
- 8.2.1 will receive a monthly report with details of members assigned to the Branch who have joined or left the Institute;
  - 8.2.2 may contact each new member, or arrange other members of the Branch Committee to contact each new member, to welcome them to the Institute and invite them to the next local event;

- 8.2.3 will have access to the section of the membership database related to that Branch, including contact details of members; and
- 8.2.4 in all cases such as the above, will be aware of, uphold, and attest to upholding, section 9 of this schedule below (*Management of Member Information*)
- 8.3 The Branch Committee shall arrange for events, discussion groups, seminars and other activities for the benefit of the Members in fulfilment of the objects of the Institute as set out in Clause 3 of the Constitution of the Institute and as detailed in the current approved Branch Business Plan.
- 8.4 Committee Meetings shall be held as necessary to conduct the affairs of the Branch but generally at least once every two months. At ordinary Committee Meetings for which seven days' notice must be given, one half of the Branch Committee shall form a quorum. Special Committee Meetings may be held with less than seven days' notice, but with a quorum of two thirds (2/3) of Committee Members.
- 8.5 Brief minutes of all Committee Meetings must be kept, recording at least the decisions and actions agreed and assigned to individuals. These must be maintained by the Branch.
- 8.6 Branches must consider Health and Safety requirements for events and other activities as per guidance from IITP National Operations. As a minimum:
  - 8.6.1 Branches must explicitly consider and document any health and safety risks associated with local events, along with any steps to mitigate these risks, using the template provided by IITP National Operations; and
  - 8.6.2 Details of any injuries or accidents that occur at IITP events, however minor, must be sent through to IITP National Operations to enter into the IITP Incidents Register.

## **9. Management of Member Information**

- 9.1 From time to time Committee members may be privy to the contact, personal, and other details of members and other individuals (called "Information" within this section), and have a legal and ethical responsibility to ensure this Information, both electronic and otherwise, is handled appropriately while also being adequately protected.
- 9.2 IITP must act as an exemplar when dealing with private member Information. For example:
  - 9.2.1 Information must not be shared with any other party without the prior written permission of the IITP Chief Executive (who has delegated authority from the IITP National Board to ensure the protection of member data);
  - 9.2.2 Information must not be used to bulk-email individuals (that is, send an email to multiple contacts at a time), outside the IITP Mailing System. The IITP system is designed to comply with relevant NZ legislation and IITP policy, for example providing an opt-out mechanism that applies to communications across the organisation.
  - 9.2.3 Any contact to individuals directly (for example, welcoming new members and inviting them to attend an event) must be personally addressed, initial only, and may not in any circumstances include an invitation to add their details to any other list or system;
  - 9.2.4 Member Information must not be stored for any length of time in any other information retrieval system, database, spreadsheets, or mail management systems outside the IITP core system;

9.2.5 All IITP event registrations must be taken through the main official IITP registration system, rather than any third-party registration system, to ensure IITP meets its obligations around management of Member Information; and

9.2.6 Member Information must not be used for any other purpose whatsoever, other than the authorised business of the Institute.

9.3 Any breach of 9.2 is considered a breach of the IITP Code of Ethics and should be dealt with according to the relevant sections of the IITP Constitution and these Bylaws.

## **10. Communicating with local members**

10.1 Event notices may be sent via the IITP mailing list. The frequency and timing of notices will be as per the standard IITP event notice schedule in place at the time.

10.2 For consistency, all IITP event notices should be constructed and sent in a standard and consistent format, a template of which is maintained by the IITP operations team.

10.3 With the authorisation of the Branch Chair, the Branch Committee may also utilise the IITP mailing list to communicate with local members about other IITP-related matters of interest.

10.4 All written communications of this nature should be sent using provided IITP templates to ensure consistency, and written to a professional tone and standard.

10.5 To ensure members aren't inundated with email communications, given event notices, Institution-wide newsletters and other updates, a Branch Committee would not normally send more than one email communication per month to local members.

10.6 To ensure compliance with the Privacy Act 1993, the email addresses on the IITP mailing list may not be used for any purpose other than to which they were obtained; which is to communicate about IITP activities, updates and events. Thus, for example, IITP mailing lists may not be used to promote third-party (i.e. non-IITP) events or activities. Note that the Institute does have a "third party events" system that can be used to advertise third party events – details at <http://techevents.nz>

10.7 The IITP Operations Team will provide a means to send or upload content intended to be sent to local members via email, and will proofread all material to help ensure it is of a professional standard and complies with this section and other IITP policies.

10.8 The IITP National Board has delegated to the chief executive responsibility for all communications sent on behalf of IITP, and thus the chief executive has a right of veto or change on any communication sent to members.

## **11. Media comment**

11.1 Being a member of a Branch Committee does not provide an implicit or explicit right to speak on behalf of the Institute or any group within it.

11.2 Notwithstanding 11.1, in some circumstances the Chair of the Branch Committee (or delegate) may provide public comment on behalf of the Committee or Institute, within a scope agreed in writing between the Committee Chair and IITP chief executive.

11.3 This section shall not prevent the Chair of the Branch Committee (or delegate) from inviting

media to attend local IITP events or providing general comment about such, provided such comment does not stray into matters of policy, or be interpreted as the Institute or Committee taking a position on any matter (other than where provided for in 11.2 above).

- 11.4 Other than where provided as above, all media enquiries must be directed to the IITP Chief Executive (or delegate) as per established IITP practice.
- 11.5 Nothing in this section shall prevent any Branch Committee member speaking to media in their own personal or work capacity, provided that if it stands outside the circumstances provided above, no reference is given to their role within the Institute.

## **12. Funds**

- 12.1 The funds of the Branch shall be managed by the National Operations team under the Institute's Constitution and Bylaws.
- 12.2 All expenses attributed to the Branch, including external invoices and Committee member reimbursements, must be approved by Branch Authorisers.
- 12.3 Each Branch shall nominate three Branch Authorisers, one of which being the Branch Chair. All three authorisers will receive notification of all expenses from the IITP authorisation system. Each expense shall only be considered to be authorised for payment when two Branch Authorisers have confirmed that the Branch has authorised it.
- 12.4 In approving expenses, Branch Authorisers are attesting that the expense has been duly and correctly incurred progressing the Institute's Objects, is within the scope of expenses the Branch Committee is authorised to approve, and that the expense has been authorised by the Branch Committee in whichever manner the Committee has agreed to authorise expenses.

## **13. Appointment of Regional Committees**

- 13.1 The Constitution provides for Branch Committees in each region to form a Regional Committee to collaborate and consider regional development within that region.
- 13.2 The Regional Committee shall be made up of the Branch Chairs (or nominees) of all Branch Committees in that region, plus one other member of each Branch Committee.
- 13.3 As per the Constitution, the Branch Chair (or nominee) from the Branch within the Region with the greatest number of professional members shall chair that Regional Committee and hold an additional casting vote in the event of equality of votes in any matter.
- 13.4 The Regional Committee may complete an annual budget to be approved via the Institute's annual budgeting process, incorporating a budget for each Branch in that region as well as considering how the existing Branches can assist members in remote areas to form new Branches or access regional resources such as speakers.
- 13.5 Any casual vacancies in Regional Committees may be filled by the relevant Branch Committee as per 13.2 above.

## **Schedule Twelve: Electronic Voting for Elected Positions**

### **Preamble**

Where provided in the IITP Constitution or elsewhere in these Bylaws, the Institute may conduct Electronic Voting (“E-Voting”) for elected positions within the organisation. This Schedule outlines how and when this shall be conducted.

### **1. Application**

- 1.1 Except where excluded in 1.2 below, this Bylaws Schedule shall apply to all Electronic Voting conducted for positions within the Institute where the Constitution or these Bylaws provide for Electronic Voting.
- 1.2 This Schedule specifically does not apply to:
  - 1.2.1 Votes of the National Board of IITP, votes of which are determined elsewhere in the Constitution and Bylaws and by the President of the Institute.
  - 1.2.2 Internal votes by any Branch Committee, Group, Committee, Board or other structure within the Institute where the membership outside that Branch Committee, Group, Committee, Board or other structure is not entitled to vote.

### **2. Returning Officer and Scrutiny**

- 2.1 The Institute Secretary shall conduct and oversee the E-Voting process and act as Returning Officer unless the Board appoints another individual to act as Returning Officer.
- 2.2 The Executive of the Board shall scrutinise the results of all E-Voting. The nature and method of scrutiny shall be at the discretion of the Executive.

### **3. Timelines, Notice Periods, and Process**

- 3.1 The timeline for the E-Vote must be laid out in writing and the members informed of such by the Returning Officer at the start of the process.
- 3.2 The Returning Officer shall contact all eligible members via the last known email address on the Institute’s Member Register and notify them of the Timeline and E-Vote, and send out what further notices are necessary to conduct the E-Vote.
- 3.3 The Returning Officer shall call for nominations for any positions for which nominations are to be accepted, and close nominations not less than fourteen (14) days following this date.
- 3.4 The Returning Officer shall determine eligibility of all Nominated Persons and notify them of their nomination and eligibility. Any Nominated Person who cannot be eligible for the position for the entire period of Appointment shall not be eligible to be nominated.
- 3.5 Any Nominated Person may appeal the decision as to their eligibility to the President in writing prior to the commencement of the Voting Period, who shall finally determine eligibility.
- 3.6 Any other Member may challenge the eligibility of a Nominated Person to the President in writing at any time prior to the conclusion of the Voting Period, who shall finally determine eligibility.

Any member found ineligible shall be withdrawn and removed from the Ballot.

- 3.7 The Returning Officer shall seek from each eligible Nominated Person:
  - 3.7.1 A written statement confirming acceptance of nomination;
  - 3.7.2 An optional one-two paragraph statement to be made available to all persons eligible to vote;
  - 3.7.3 Details of previous committee, board and other positions held within IITP, details of which shall be made available to all voters;
  - 3.7.4 An optional small photo of the individual to be made available to all persons eligible to vote;
- 3.8 Following the closing of the Nomination Period, the Returning Officer shall open voting, make a facility available to conduct voting electronically, and announce the start of the Voting Period.
- 3.9 Where there is one vacancy in a specified position, all eligible members shall be entitled to a single vote with the individual receiving the most votes being elected.
- 3.10 Where there are multiple vacancies for any one position, such as members of a Branch Committee, each Member shall have as many votes as there are vacancies and may exercise as many of these votes as they see fit, such that no Candidate may receive more than one vote from any Member. Those receiving the most votes shall be elected up to the number of vacancies available.
- 3.11 In the event of a draw or equality of votes for one or more positions:
  - 3.11.1 If the e-Vote is for a local representative position such as a Branch Committee or Board Representative, the current Chair, or a nominee of the Chair, of the relevant Branch Committee shall cast an additional casting vote;
  - 3.11.2 If the e-Vote is for any other position, the Institute's President, or a nominee of the President, shall cast an additional casting vote.
- 3.12 The voting facility shall have reasonable safeguards in place to ensure the identity and eligibility of those voting.
- 3.13 Voting shall conclude no less than fourteen (14) days from the commencement of the Voting Period.
- 3.14 The Returning Officer shall forward the Interim Results to the Executive without delay, including:
  - 3.14.1 Number of votes received for each candidate;
  - 3.14.2 Candidates so elected.
- 3.15 Following scrutinisation, the Executive shall confirm the results to the Returning Officer to be announced as the Final Results.
- 3.16 E-Voting shall be conducted confidentially, with only the Returning Officer and the Executive having access to individual votes and only for the purpose of confirming the accuracy of the results.
- 3.17 Any Member may appeal any E-Voting result in writing to the President for up to seven (7) days following the announcement of the Final Results. The President shall consider the appeal and decide whether to accept or reject it.



- 3.18 Where an appeal is accepted, the National Board shall determine actions necessary, if any, to remedy the situation including:
- 3.18.1 Taking no action
  - 3.18.2 Modifying the Final Results in any manner
  - 3.18.3 Withdrawing a candidate

## **Schedule Thirteen: Education and Research Group**

### **Preamble**

IITP, in partnership with other bodies supporting computing education such as CITRE NZ and PHIS NZ, has established the Education and Research Group (“the Group”) as a point of collaboration both within the tertiary education sector, and between the education sector and IT profession and industry. This schedule outlines the purpose for the Group and how it will operate.

### **1. Purpose of the Group**

1.1 The Education and Research Group, consisting of the ITP Tertiary Education and Research Board and Group Forums, exists to:

- 1.1.1 Promote computing-related education and research in New Zealand;
- 1.1.2 Provide significant opportunities for collaboration within and between different computing-related education and research domains at tertiary level;
- 1.1.3 Promote excellence in IT education;
- 1.1.4 Represent computing-related education, including taking evidence-based positions related to education and research, and advocating for these positions in partnership with IITP;
- 1.1.5 Promote and support other education and research activities in New Zealand.

1.2 The Group shall include:

- 1.2.1 Forums representing specific educational domain areas;
- 1.2.2 A Tertiary Education and Research Board made up of representatives from each Forum as well as industry.

### **2. Group Forums**

2.1 Most of the Group’s activities will be conducted via Forums, established for educators, researchers and tertiary institution departments, schools or faculties from similar domains of education and research.

2.2 Formal membership of a Forum will be held by the departments, schools or faculties from recognised tertiary providers operating in New Zealand.

2.3 For the avoidance of doubt, Forum members will automatically be members of the Education and Research Group (as a whole).

2.4 The following forums are envisioned:

- 2.4.1 **ITP Forum**, made up of computing-related schools and departments from New Zealand Institutes of Technology, Polytechnics, and Wānanga.
- 2.4.2 **IS Forum**, made up of Information Systems, Information Science, Information Management, Information Technology and related departments from New Zealand Universities.
- 2.4.3 **CS Forum**, made up of Computer Science, Software Engineering and related departments from New Zealand Universities;
- 2.4.4 **PTE Forum**, made up of Private Training Establishments with a presence in New Zealand that either focus primarily on computing-related education, or have a substantial domain area, school or department that focuses on computing-related education.

2.5 Subject to Forum Charters being agreed and in place:

- 2.5.1 The ITP Forum is intended to incorporate the activities of Computing and Information Technology Research and Education New Zealand (CITRENZ).
- 2.5.2 The IS Forum is intended to incorporate the activities of the Professors and Heads of Information Systems New Zealand (PHIS NZ).
- 2.5.3 The CS Forum is intended to incorporate the activities of the Computer Science Association of New Zealand (CSANZ).

### **3. Establishment and Disestablishment of Forums**

3.1 Forums will be established when:

- 3.1.1 A reasonably representative group of tertiary education provider representatives come together and request that a forum be created; and
- 3.1.2 A Forum Charter is created and agreed between the group of representatives and IITP pursuant to Section 6 of this Schedule; and
- 3.1.3 The domain area of the group of tertiary education providers isn't reasonably covered by existing Education and Research Group Forums.

3.2 Forums will be disestablished if:

- 3.2.1 Two thirds of members of the Forum vote to disband the Forum in a vote called for that purpose where all members have the opportunity to participate in the vote; or
- 3.2.2 Membership of the Forum falls to a level where IITP reasonably believes the Forum is no longer reasonably representative of the domain area; or
- 3.2.3 A motion is passed by the IITP National Board to disband the forum for any other reason.

### **4. Forum membership**

4.1 Any department, school or faculty of a tertiary provider with a New Zealand presence may apply to be a member of a Forum if:

- 4.1.1 They operate within a similar domain of practice as provided within the Forum Charter;

- 4.1.2 Their tertiary institution is an educational partner of IITP;
- 4.1.3 They pay any Forum dues as provided by the Forum Charter; and
- 4.1.4 They meet all other rules or requirements as specified within the Forum Charter.

4.2 To retain membership of a Forum, a Forum members' tertiary institution must remain an Educational Partner of IITP. Individual staff of the Forum member are encouraged to join IITP, however this is not a requirement for participation in Forum activities.

## **5. Forum activities**

5.1 Forums are expected (but not required) to provide the opportunity for the computing domain leaders of member departments/schools, such as Heads of Departments/Schools or nominees, to come together in person at least annually, as well as providing means of ongoing communication and collaboration.

5.2 Forums may run events, conferences, workshops, meetings or other activities, or provide whatever collaborative or representative activities they determine appropriate, as provided within their Forum Charter.

5.3 IITP will provide administrative and other support to Forums on a cost-recovery basis.

5.4 Advocacy activities on behalf of the education sector will normally be conducted via the Tertiary Education and Research Board, however nothing shall prevent a Forum speaking out on any education-related matter in the capacity of a Forum of the Education and Research Group of IITP.

5.5 Forums will be self-determining and autonomous in their activities, within the bounds of the IITP Constitution, Bylaws including this Schedule, and their Forum Charter.

## **6. Forum Charter**

6.1 Prior to establishment, every Forum must agree a Forum Charter containing at least:

- 6.1.1 A description of the domain of practice represented by the Forum;
- 6.1.2 Any requirements for Forum membership, over and above those provided in this Schedule;
- 6.1.3 High-level outline of expected activities of the Forum;
- 6.1.4 A means of selecting a Forum Chairperson, including the term of the Chairperson and any term limits that might apply;
- 6.1.5 An outline of any Governance structure for the Forum, including who will act as a Forum Governance Committee if one is established, how this Committee will be formed and who is eligible to stand or be appointed;

- 6.1.6 Whether the Forum will leverage a Forum Dues for membership and the process used to determine this Dues level;
- 6.1.7 An outline of delegations to the Chairperson, for example the circumstances they may speak on behalf of the Forum;
- 6.1.8 An outline of delegations to the Forum Governance Committee (if applicable), for example setting of membership dues and approval of a budget and annual plan;
- 6.1.9 Who will act as Forum Financial Authorisers pursuant to section 7.6 of this Schedule, and on what grounds they may approve expenses incurred;
- 6.1.10 How individuals will be selected and appointed to the Education and Research Board;
- 6.1.11 How proposed changes to the Forum Charter shall be approved by members and including a requirement that a two-thirds majority approve any change;
- 6.1.12 How the Forum Governance Committee or membership will approve annual plans and budgets (if applicable); and
- 6.1.13 A statement requiring adherence by the Forum to this Schedule of the IITP Bylaws;

## **7. Forum Finances**

- 7.1 If provided in their Forum Charter, Forums may choose to leverage a membership fee (which shall be known as Forum Membership Dues) for membership of Forums, and may also choose to charge a fee for participation in forum activities such as conferences or events.
- 7.2 Any Forum leveraging membership dues must prepare an annual budget and provide for how this budget is approved within their Forum Charter.
- 7.3 Forums may not commit to spending more than the funds currently held on behalf of that forum, and must gain formal budget approval from the IITP National Executive for any activities, for example conferences, that hold a risk of incurring expenses greater than the funds currently held.
- 7.4 The funds of the Forum shall be managed by the National Operations team under the Institute's Constitution and Bylaws.
- 7.5 All expenses attributed to the Forum, including external invoices and reimbursements, must be approved by Forum Authorisers.
- 7.6 Where any form of dues or charges are leveraged, each Forum shall nominate three Forum Authorisers, one of which shall be the Forum Chairperson. All three authorisers will receive notification of all expenses from the IITP authorisation system. Each expense shall only be considered to be authorised for payment when two Forum Authorisers have confirmed that it is an authorised expense of the Forum in keeping with the Forum Charter.

7.7 In approving expenses, Forum Authorisers are attesting that the expense has been duly and correctly incurred progressing the Institute's Objects, is within the scope of expenses the Forum is authorised to approve, and that the expense has been authorised by the Forum in whichever manner the Forum has agreed to authorise expenses.

## **8. Tertiary Education and Research Board**

8.1 The ITP Tertiary Education and Research Board shall exist to:

- 8.1.1 Provide opportunities for collaboration across computing-related educational and research domains covered by the Forums;
- 8.1.2 Establish positions and publicly advocate for tertiary education and research related activities in partnership with IITP;
- 8.1.3 Assist with operating any activities that the Forums agree should be operated across all or some Forums.

8.2 Advocacy activities on behalf of the education sector will normally be conducted in partnership with IITP, however nothing shall prevent the Tertiary Education and Research Board speaking out on any education-related matter in its own capacity.

8.3 The Education and Research Board shall meet quarterly or on another schedule as determined by the Board with at least one meeting a year expected to be in person.

8.4 At the first meeting in each calendar year, the Board shall appoint one of its own to be the chairperson until the start of the first meeting of the subsequent year, at which time a vote for new chairperson will be held. No individual shall remain chairperson for more than three consecutive years.

8.5 The quorum of a meeting of the Board shall be half its members, and the Chairperson of the Board shall exercise a casting vote in the event of equality of votes on any matter.

8.6 IITP will provide a basic secretariat function to the Board at no cost, including assistance with travel and meeting arrangements and minute-taking.

8.7 Except where IITP or the Forums agree to provide base-level funding, the Board will operate on a cost-neutral basis with most tangible activities, other than advocacy, occurring within the Forums.

8.8 In the case of representatives nominated by Forums pursuant to section 9 of this Schedule, individual Forums may agree to cover travel and other expenses from their budget, otherwise participants will cover their own travel expenses.

8.9 In the case of representatives nominated by IITP pursuant to section 9 of this Schedule, IITP may agree to cover travel and other expenses from their budget, otherwise participants will cover their own travel expenses.

## **9. Membership of the Tertiary Education and Research Board**

9.1 The members of the Tertiary Education and Research Board shall be appointed by Forums and IITP on the following basis:

- 9.1.1 Where one Forum exists, no separate Tertiary Education and Research Board shall exist;
- 9.1.2 Where two, three or four Forums exist, each Forum shall appoint up to two education representatives to the Board;
- 9.1.3 Where five or more Forums exist, each Forum shall appoint one education representative to the Board;
- 9.1.4 IITP shall appoint up to three industry representatives to the Board. IITP may agree within a Forum Charter that some of these industry representatives be appointed by that Forum;
- 9.1.5 In addition to the above, the IITP Chief Executive (or nominee) shall sit on the Board in an ex-officio capacity.