

**Property Institute of New Zealand
New Zealand Institute of Valuers**

Fellowship Policy and Process

Review protocol

Policy reviewed and approved by:	Date Implemented	Next Review Date
CEO	October 2020	August 2021
CEO	December 2021	August 2023
CEO	October 2023	August 2025

Stakeholders

- PINZ President
- NZIV President
- PINZ Board
- NZIV Council
- Branch Chairs
- NST
- Membership
- Other.....

**PROPERTY INSTITUTE OF NEW ZEALAND AND NEW ZEALAND INSTITUTE OF VALUERS
FELLOWSHIP PROCESS**

1. BRANCH FELLOWSHIP COMMITTEES

All Branches will form a Fellowship committee consisting of two or more Branch members, one of which will be appointed as chair of the committee. The chair should ideally be a Fellow of PINZ or NZIV.

Branches may choose to operate a single Fellowship committee for both PINZ and NZIV Fellowship nominations or they may choose to operate separate PINZ and NZIV Fellowship committees. If the Branch operates a single Fellowship committee, two of the members must be NZIV members and representatives from the other PINZ Professional Communities (COMPRO, IPAC and PMVI) should be encouraged to join.

If the Branch operates separate PINZ and NZIV Fellowship committees the NZIV committee should be made up of NZIV members and the PINZ committee should be made up of members from the other PINZ communities (these members may hold both PINZ and NZIV membership status).

2. CALL FOR NOMINATIONS

Candidates for Fellowship are considered through nominations to the PINZ Board and the NZIV Council from the Branch network or from the PINZ Professional Communities. Branch Fellowship committees and the PINZ Professional Communities launch a submission process for PINZ and NZIV Fellowships in September each year with a closing date for submissions in late November.

Fellowship nominations that have been endorsed by a Branch management committee or a Professional Community Council are considered by the PINZ Board or NZIV Council and successful nominees are announced at the PINZ and NZIV Annual General Meetings that year.

3. NOMINATION ROUTE

The Property Institute of New Zealand by-laws and the rules of the New Zealand Institute of Valuers provide for the elevation of Member, Associate or Senior Members to Fellow status. Nominations for PINZ Fellowship must be made to the PINZ Board by the Branch network or the PINZ Professional Communities. Nominations for NZIV Fellowship must be made to the NZIV Council by the Branch network.

4. NOMINATION REQUIREMENTS

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The Branch Fellowship committee or Professional Community Council chair will consider making a Fellowship nomination to the PINZ Board where all of the following requirements are satisfied:

- a) The member must have been a Member, Associate or Senior Member for a period of at least **10 years** in aggregate immediately prior to the date of submission and have practiced in the property profession in full time employment for an aggregated total of **10 years** prior to the date of nomination; and
- b) The member must have satisfied the Fellowship committee that the nominee is a person of **good character and repute**; and
- c) The member must have an established **professional reputation** and high **ethical standards** and be held in **high esteem** by his peers and within the property profession(s); and
- d) The member must have adhered to the **professional development** requirements including ethics.

In addition, every member nominated for advancement in status to Fellow must satisfy at least three of the following criteria:

- a) Have served the property profession(s) with distinction;
- b) Have been engaged in a senior position for at least 5 years;
- c) Have been recognised as having a high level of competence in the property profession;
- d) Have demonstrated substantial professional ability in a property discipline or have made a substantial contribution to the advancement of the profession or the development and dissemination of property knowledge;
- e) Have made a significant personal contribution over a reasonable period to the property profession through serving on the Board or a Branch Committee or a National Committee; the preparation and delivery of significant papers to conventions or the Institute Journal and/or otherwise have

been involved in communicating ideas to the profession or in any other way to have gained the respect of their peers for their work in advancing the profession.

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The Branch Fellowship committee will consider making a Fellowship nomination to the NZIV Council where **all** of the following requirements are satisfied by the candidate:

- a) They are nominated for advancement by the Fellowship committee of the Branch to which they belong; and
- b) They have been an Associate for not less than six years; and
- c) The Council considers that, by reason of their advanced skills, their exceptional services to the profession and the esteem in which they are held by members and the community, it is just and fitting that the member be advanced to the status of Fellow; and
- d) They comply with such other conditions as the Council in any case prescribe.

In relation to c) above the NZIV Council have provided some guidance to Branch Fellowship committees as to its meaning and what is required by NZIV Council:

The meaning of service within the NZIV rules is one of undertaking acts and offering assistance to the broader NZIV membership and public that enhances the overall industry and membership as a whole. The service needs to be carried out over an extended period of time and serving on a NZIV committee or working group, assisting peers, mentoring, education and promoting the profession could all be ways of achieving this. This service would need to be exceptional, be largely voluntary and outside the nominees own business, and be for the significant benefit of others. Longevity of career does not nor should not be confused for service and should not be part of the decision process relating to service.

Nomination citations prepared by Branch Fellowship committees must clearly articulate the service undertaken by the nominee and the benefits to the industry as a result of such activities. NZIV Councillors are available to discuss the Fellowship process with Branch Fellowship committees and Fellowship committees should contact a NZIV councillor for support and guidance where required.

5. RECIPROCITY AND RESTRICTIONS

In accordance with the PINZ by-laws, any member conferred with Fellowship status by the New Zealand Institute of Valuers (NZIV) shall also be automatically offered Fellowship of the Property Institute of New Zealand (PINZ). Additionally, any member that is unsuccessful with a submission to attain Fellowship status with NZIV will not be eligible to receive a PINZ Fellowship in the same year.

For this reason, candidates for NZIV Fellowship are able to indicate on the submission form whether they also wish to be awarded a PINZ Fellowship should their NZIV Fellowship be approved. Where the intention is not clear, upon ratification for advancement of the member by the NZIV Council to FNZIV, the President of PINZ shall write a letter of offer to the member for advancement to FPINZ noting clause 6.12 (f) of the PINZ by-laws.

Furthermore, the NZIV Council meeting where NZIV Fellowship nominations are considered must take place before the PINZ Board meeting where PINZ Fellowship nominations are considered in order for unsuccessful NZIV Fellowship nominees to be removed from the PINZ Fellowship nomination list.

6. CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

The PINZ CPD policy requires that Graduate Members, Members, Associate Members, Senior Members, Fellow and Life Members, except those that are retired or have had a CPD exemption approved by the PINZ Board, must achieve 20 CPD points per annum (1 January to 31 December) in certain prescribed categories.

The NZIV CPD Policy requires that Members, Associates, Fellows, Life Members and Persons holding Affiliate Association, except those that are retired or have had a CPD exemption approved by NZIV Council, must complete a minimum of 20 CPD points per annum (1 January to 31 December) in certain prescribed categories.

If the Fellowship candidate's CPD record and/or membership subscription is not up-to-date the Fellowship submission may be delayed or not considered. The National Support Team will check, prior to releasing a list of eligible members to Branch chairs and Professional Community Council chairs, that the member was compliant with the applicable CPD policy for the previous year. The National Support Team will also check, upon receiving a nomination from a Branch or Professional Community, that the nominee remains compliant and will revert to the nominator if non-compliance is identified.

Branches or Professional Communities can also check with the National Support Team at any time prior to the preparation of a nomination to ensure that any proposed Fellowship nominees are compliant with the CPD requirements of PINZ/NZIV and that their membership subscriptions are up-to-date.

7. SELECTION AND NOMINATION PROCESS

Stage 1

In late September each year the National Support Team shall provide each Branch chair and each PINZ Professional Community Council chair with a list of members that meet the membership duration requirements (10 years for PINZ and 6 years for NZIV) and that were compliant with the applicable CPD policy for the previous year. Where a member is not compliant with the CPD requirements, the National Support Team will send a reminder to the member to review their CPD diary and update it where possible.

The member list will include, where data permits, the member's name, membership type, post-nominal, PINZ community and contact details.

Branch chairs will forward the member list to the Branch Fellowship committee chair and Professional Community Council chairs will forward the member list to the Professional Community Council.

Stage 2

The Branch Fellowship committee and Professional Community Councils will review the list of eligible members in October and agree on a shortlist of potential Fellowship candidates. Branches and Professional Communities may also identify suitable Fellowship candidates independently of the National Support Team, but any potential candidates should be checked with the National Support Team to ensure that they meet the basic criteria for Fellowship.

Fellowship nominations are not mandatory and Branches/Professional Communities may determine that no candidates are suitable in any given year. If this is the case, Branches/Professional Communities are to

confirm to the National Support Team that no candidates have been identified that are suitable for advancement.

Stage 3

Should potential candidates be identified and shortlisted, there are two nomination options available:

1. By the Branch or Professional Community

If a candidate is well known to the Branch or Professional Community, the Branch Fellowship committees or Professional Community Council may make Fellowship nominations to the PINZ Board and the NZIV Council directly without the knowledge of the candidate.

2. By the candidate

If the Branch or Professional Community consider that a member may be deserving of a Fellowship but they do not have sufficient information or detailed knowledge on the candidate to fully complete a submission, the Branch Fellowship committee chair or Professional Community Council chair can send the relevant Fellowship submission form and a covering letter to the shortlisted candidates for them to submit to the Branch Fellowship committee or Professional Community Council by post or email by 30 November.

Irrespective of the nomination option used, only submissions that have been completed on the PINZ/NZIV submission form in full and with sufficient detail will be considered by the PINZ Board and/or NZIV Council.

Stage 4

Branch Fellowship committees will meet by the end of January to consider the submissions and agree on the Fellowship nominations they wish to put forward for advancement.

There is no obligation for the Branch Fellowship committee or Professional Community Council to nominate any of the candidates and, in the cases where a candidate has made a submission which is not taken forward to the next stage of the process, the Branch Fellowship committee or Professional Community Council chair will write to the unsuccessful candidate thanking them for their submission and encouraging a future submission.

Where a candidate made a submission that is being taken forward to the next stage, the Branch Fellowship committee or Professional Community Council chair will provide an update to the candidate with the timeline for next steps.

Where a candidate has been considered by Branches or Professional Community Councils without the knowledge of the candidate. they will not receive any communication in order to retain the element of surprise for their nomination.

Stage 5 (optional)

Where appropriate or necessary, the Branch or Professional Community can ask another member (if that member is in a stronger position to do so) to review the submission to ensure it is complete and thoroughly captures the candidate's contributions.

Stage 6

When Branch Fellowship committees have determined their final candidates, the Branch Fellowship committee chairs and Professional Community Council chairs will check with the National Support Team to ensure that the candidates have paid their membership subscription. If the candidates have not paid their membership subscription, the National Support Team will query this with the candidates and revert to the Branch Fellowship committee chair or Professional Community Council chair.

Stage 7

The Branch Fellowship committee chair or Professional Community Council chair will present the nomination submissions for their Fellow candidates to a Branch management committee meeting or Professional Community Council meeting by the end of February. The Branch management committee or Professional Community Council will vote on each candidate to determine whether the candidate will be submitted to the PINZ Board and/or the NZIV Council for a final decision on advancement.

Stage 8

The Branch management committee chair or Professional Community Council chair will submit the approved nominations to the National Support Team who will review them for completeness and submit them to the PINZ Board and/or the NZIV Council in March/April.

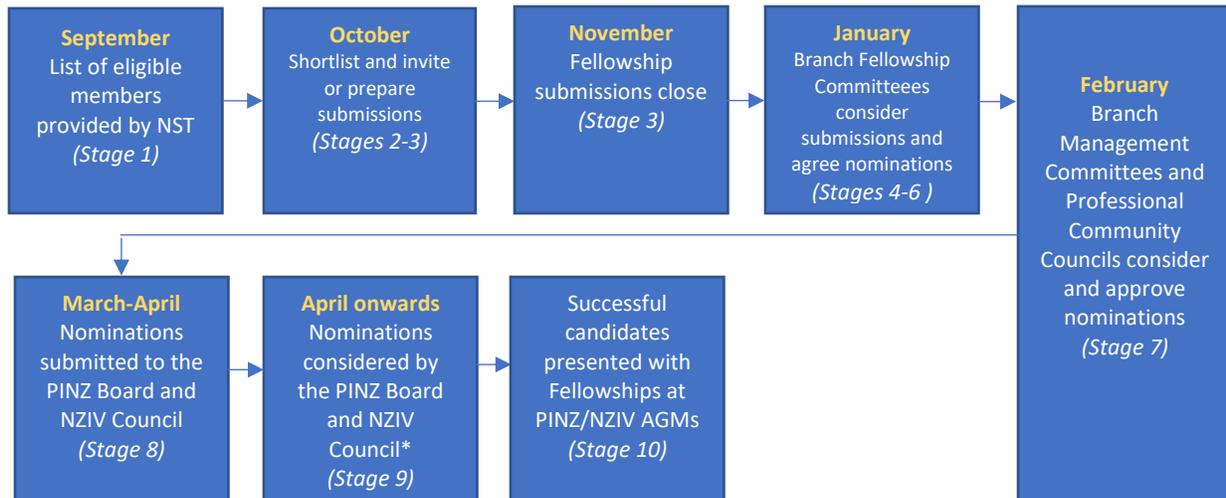
Stage 9

Should the PINZ Board or the NZIV Council require further information to reach a decision on a candidate, the Branch Fellowship committee chair and/or the Professional Community Council chair may be requested to either provide further detail or attend, in person or remotely, the PINZ Board or NZIV Council meetings where the Fellowships nominations are being considered.

Stage 10

Fellows approved by the PINZ Board and/or NZIV Council will be presented with their Fellowship advancement certificates at the PINZ/NZIV AGM following the approval decision.

8. TIMELINE



* NZIV Council must meet before the PINZ Board with successful/unsuccessful NZIV nominees advised to the National Support Team before the PINZ Board meets.