
NEW ZEALAND ASSOCIATION FOR MIGRATION AND INVESTMENT
REGULATION 8 - CELL GROUPS

1. Definitions

- 1.1 “Board” means the Board of NZAMI;
- 1.2 “Chairperson” means a Chairperson of a Cell Group appointed under cl. 6.2;
- 1.3 “Coordinator” means a Coordinator of a Cell Group appointed under cl. 5.1;
- 1.4 “CPD” means continuing professional development;
- 1.5 “dues” means a sum paid by each Cell Group member to cover costs such as refreshments at Cell Group meetings;
- 1.6 "IAA" is the Immigration Advisers' Authority;
- 1.7 "Licensed Advisers" hold a current Full, Limited or Provisional Licence issued by the IAA;
- 1.8 “Member” means a Member of NZAMI as defined in cl. 2.1 of the Rules.
- 1.9 "Rules" and "Regulations" are deemed to be references to the Rules etc. of NZAMI;
- 1.10 “Secretary” means the Secretary of NZAMI;
- 1.11 “Sign-In Sheet” means a signed attendance list of Cell Group members for each Cell Group meeting.

2. Nature and Purpose of Cell Groups

- 2.1 A Cell Group is a group of Members which is established and operated in accordance with this Regulation and with the Rules.
- 2.2 For the avoidance of doubt, only a Member who has paid their Membership Fee may be a member of a Cell Group.
- 2.3 The membership of a Cell Group at any given time shall be determined by the list of members published by the Secretary from time to time pursuant to cl. 4.1 but subject to cl. 2.2.
- 2.4 A Cell Group may at their own discretion invite a non-Member to attend a **maximum of two (2) Cell Group meetings only** and then after that period the non-Member must abstain from attending any further Cell Group meetings or become a member of NZAMI.
- 2.5 The primary purposes of Cell Groups are:
 - (a) CPD of Members by means of sharing their knowledge and experience at Cell Group meetings;
 - (b) Opportunities to meet and share experiences with colleagues;
 - (c) Identifying issues of importance for referral to the Board or NZAMI Committees;
 - (d) CPD credits for Members who are Licensed Advisers.

3. Establishment of Cell Groups

- 3.1 Any Member (“the applicant”) who wishes to set up a Cell Group must request authority to do so from the Board in writing and set out as far as possible:
 - (a) the identity of the first Coordinator;
 - (b) if possible, the initial membership of the Cell Group;
 - (c) the likely location or area from which membership of the Cell Group will be drawn;
 - (d) the likely location and frequency of Cell Group meetings.
- 3.2 The Board shall as soon as possible after receiving notice pursuant to cl. 3.1 determine whether to authorise the applicant’s request.
- 3.3 The Board may in its absolute discretion refuse an applicant’s request. In that event the Board shall:
 - (a) notify the applicant of that fact in writing; and
 - (b) record the reasons for refusal and provide those reasons to the applicant upon request by the applicant in writing.
- 3.4 The Board may withdraw a Cell Group’s authority to function in the following circumstances:
 - (a) failure by the Coordinator to keep and supply records of the Cell Group as required by this Regulation;
 - (b) conduct of the Cell Group’s meetings or other activities in a manner which is likely to bring NZAMI into disrepute;
 - (c) use of the Cell Group for purposes which undermine the purposes set out at cl. 2.55 or the Rules or Regulations.
- 3.5 If the Board makes a determination pursuant to cl. 3.4:
 - (a) it shall immediately notify its decision in writing to the Coordinator and all Cell Group members known to the Board at that time;
 - (b) it may in its absolute discretion publish its decision but in any case such publication shall be limited to Members alone; and
 - (c) the Cell Group so affected shall be deemed to lose its authority to function under this Regulation from the date of notification to the Coordinator and Cell Group members pursuant to Rule 22.
- 3.6 All Cell Groups already in operation at the time of coming into force of this Regulation shall be deemed to be authorised under this Regulation unless the Board determines otherwise pursuant to cl. 3.4.

4. Cell Group Records and Documents

- 4.1 The Secretary shall maintain a record of all authorised Cell Groups, their Coordinators and lists of members. The Secretary shall publish and keep updated this information on the Member-only section of the NZAMI website, subject to provision of up-to-date information by any Coordinator pursuant to this Regulation.
- 4.2 The Secretary shall publish meeting Agendas supplied by each Coordinator on the Member-only section of the NZAMI website.

- 4.3 The Secretary shall use Sign-In Sheets provided by the Coordinator after each meeting to record Cell Group members' attendance at meetings. This attendance information shall be entered into whatever system is approved by the Board from time to time in order to track CPD credits for the benefit of Licensed Advisers.
- 4.4 In respect of Cell Groups, the Secretary may provide the IAA with copies of meeting Agendas and Sign-In Sheets.
- 4.5 For the avoidance of doubt, Minutes of Cell Group meetings shall remain confidential to Members, the Secretary and the Board. No Member may publish the Minutes of any meeting to any other party unless required to do so by process of law.
- 4.6 The form of documents used by Cell Groups including Guidelines, templates of forms for Cell Group meeting Agenda, Minutes and Sign-In Sheets, and any other Cell Group forms or documents, must be approved by the Board before use by Cell Groups.
- 4.7 The Secretary shall publish any approved documents referred to at cl. 4.6 on the Member-only section of the NZAMI website.
- 4.8 Coordinators, Chairpersons and all Members may only Cell Group documents in the form approved pursuant to cl. 4.6.

5. Cell Group Coordinators

- 5.1 Any Cell Group must at all times have a Coordinator who may be appointed by the members of the Cell Group as they see fit. Members of a Cell Group may also invite the Board or appoint a Coordinator where no Coordinator has been appointed.
- 5.2 If a majority of Cell Group members determines to remove the Coordinator from that position then they must notify the Board in writing and identify which Cell Group members support this determination. A new Coordinator must then be appointed pursuant to cl. 5.1 before the next Cell Group meeting.
- 5.3 The term of office of a Coordinator shall be one year unless a majority of members of the Cell Group decide otherwise, and subject to cl. 5.2.
- 5.4 The duties of the Coordinator are to:
 - (a) be the Cell Group's point of contact for the Board, the Secretary and NZAMI Members;
 - (b) set times and arrange venues for Cell Group meetings;
 - (c) maintain the Cell Group membership list and notify the Secretary of the identity of members and changes in membership;
 - (d) Manage meeting Agendas, Sign In Sheets and Minutes as required by this Regulation; and
 - (e) collect dues from Cell Group members.
- 5.5 The Coordinator may delegate the duties set out at cl. 5.4 but such delegation does not absolve the Coordinator from responsibility to ensure that those duties are carried out.

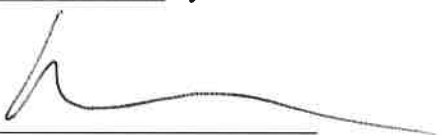
6. Cell Group Meetings

- 6.1 Any Cell Group may meet as often as it sees fit, although meetings should take place at intervals of not less than 4 weeks and not more than 6 weeks.
- 6.2 Not less than 2 weeks before the date of any meeting the Coordinator shall appoint a Chairperson who shall normally be a member of that Cell Group. The choice of Chairperson shall be at the Coordinator's discretion but in general:
- (a) the same Chairperson should not preside at two or more successive meetings; and
 - (b) all Cell Group members should at some time have the opportunity to act as Chairperson.
- 6.3 The duties of the Chairperson for the meeting to which they have been appointed are:
- (a) to notify Cell Group members of the time and venue of the meeting, and to invite submission of Agenda items;
 - (b) to collate Agenda items and distribute the final Agenda to Cell Group members prior to the start of the meeting;
 - (c) to arrange refreshments at the meeting venue;
 - (d) to bring a Sign-In Sheet to the meeting and ensure that it is completed by all attendees;
 - (e) to take Minutes of the meeting and circulate the Minutes to all Cell Group members after the meeting; and
 - (f) to forward the Agenda and a copy of the completed Sign-In Sheet to the Coordinator.
- 6.4 After each meeting the Coordinator must send the Agenda and completed Sign-In Sheet to the Secretary.

7. Dues

- 7.1 Each Cell Group member shall pay dues for each meeting. The amount of dues shall be agreed by a majority of the Cell Group members but in general should not exceed \$20.00 per person per meeting.
- 7.2 The Coordinator is exempt from paying dues during their tenure as Coordinator.
- 7.3 The Coordinator shall collect dues and reimburse the Chairperson for costs incurred by the Chairperson.
- 7.4 The Coordinator shall hold any unused dues in trust for the Cell Group members, and shall keep a running record of the balance of dues from meeting to meeting. If a new Coordinator is appointed then the retiring Coordinator shall hand over any such dues to the new Coordinator along with all running records of dues to that date.

APPROVED by the Board this 31st day of March 2017



Secretary