



NZ BUSINESS &
PARLIAMENT TRUST

An aerial photograph of a city harbor, likely Auckland, New Zealand. The image shows a dense urban skyline with numerous high-rise buildings and skyscrapers. In the foreground, there are several large, light-colored industrial or commercial buildings situated along the waterfront. The water is a deep blue-green color. The background shows a steep, green hillside with residential houses.

MEMBERSHIP POLICY

CORPORATE MEMBERSHIP



CONTENTS

The Membership Policy was adopted by the Board on 11 December 2019 and remains in force until amended or changed by the Board

Definition of Membership	3
Who May be a Member	3
Classes of Members	3
Representational Membership Definition	3
Obligations of Members	3
Membership Year	3
Subscription	4
Admission (Election) of Members	4
Subscription payable on being elected a new member	4
Membership Ceiling [Cap]	4
Sector Ceiling [Cap]	4
Honorary Corporate Membership	5
Cessation of Membership	5
Obligations and Requirements of Members	5
Membership Entitlements	5
Membership Restrictions (Appendix A)	6

MEMBERSHIP POLICY

1. DEFINITION OF MEMBERSHIP: TRUST DEED

- 1.1 As determined by the Trust Deed, a "Subscribing Corporate" is an organisation that:
- (a) pays a subscription to the Trust and
 - (b) which the Trust Board deems to be eligible to choose a representative for the purposes of voting at an AGM.

2. WHO MAY BE A MEMBER

- 2.1 Corporate membership is open to any Corporate who may wish to join, irrespective of size, who are supportive of the aims and objects of the Trust and have the necessary corporate structure to provide Members of Parliament with a meaningful Business Study Programme.
- 2.2 Affiliated Corporate membership is designed for small and medium sized enterprises in the regions.
- 2.3 The following entities may apply for membership of the Trust:
- (a) New Zealand owned companies.
 - (b) Australasian and International corporations with a formal New Zealand entity employing New Zealanders and with an operational base in New Zealand;
 - (c) State-Owned Enterprises;
 - (d) State (part) Owned Enterprises;
 - (e) Crown Entities;
 - (f) Others e.g.: not for profit organizations.

3. CLASSES OF MEMBERS

- 3.1 There are two classes of membership:
- (a) Corporate.
 - (b) Affiliated Corporate.

4. REPRESENTATIONAL MEMBERSHIP DEFINITION

- 4.1 Corporate Membership can only be held in the name of the company or organisation.
- 4.2 Membership cannot be held by an individual.
- 4.3 Representational membership is held by the person either in the role of Chief Executive/Managing Director and/or the Board Chair plus whoever else the corporate member wishes to nominate.
- 4.4 Corporate members with a turnover of \$100 million can nominate up to 5 persons which is to include the Chief Executive/Managing Director and/or the Board Chair.
- 4.5 Corporate members with a turnover below \$100 million can nominate up to 3 persons which is to include the Chief Executive/Managing Director and/or the Board Chair.
- 4.6 Corporate members are required to name one of their nominees, as the 'liaison person'. Requirements of the liaison person are set-out in the Liaison Person's Guide.
- 4.7 Affiliated Corporate members are entitled to nominate two persons of which one must be the Chief Executive/Managing Director/Board Chair or Executive Director and one as the Liaison Person.

5. MEMBERSHIP YEAR

- 5.1 The membership year runs from 1 January to 31 December calendar year.



6. SUBSCRIPTION

- 6.1 The Trust is financed by subscriptions paid by member Companies and organisations which enables the Trust to provide study courses for business- people and Members of Parliament and to meet its charitable obligations:
- 6.2 The subscription rates are as follows:
- 6.3 **FULL CORPORATE MEMBERSHIP**
- \$5,000 +GST for organisations with a turnover of over \$100 million.
 - \$3,000 +GST for organisations with a turnover of below \$100 million.
- 6.4 **AFFILIATED CORPORATE MEMBERSHIP**
- \$2,500 + GST for organisations with over 50 employees.
 - \$1,500 + GST for organisations with less than 50 employees.
- 6.5 Subscription renewal notices are issued in the month of December and subscriptions are payable in the month of January annually.

7. ADMISSION OF MEMBERS

- 7.1 To become a Member, a corporate ("the Applicant") must:
- (a) Complete an application form and submit this together with supporting material relating to their organisation or company, to the Trust's Chief Executive.
 - (b) On being elected a member, pay any subscription the Board requires.
- 7.2 A prospective applicant must give an undertaking to the Board that:
- (c) the enterprise is willing to support the Trust's educational purposes in providing study programmes for parliamentarians as well as give their own personal time to benefit from reciprocal study programmes;
 - (d) the enterprise will not use its membership for lobbying purposes.
- 7.3 All applications for membership must be approved (elected) by the Board.
- 7.4 In electing organisations, the Board is required to consider sector balance and be mindful of geographical location and the business environment in which the Applicant comes from or operates in.
- 7.5 The Board shall have complete discretion when it decides whether or not to allow the Applicant to become a Member. The Trust's Chief Executive shall advise the Applicant of the Board's decision, and that decision shall be final.



8. MEMBERSHIP SUBSCRIPTION PAYABLE FOLLOWING ELECTION AS A NEW MEMBER

- 8.1 The subscription to pay at the time of being elected will be determined by the date on which the membership is to commence:
- (a) for new members elected at a Board meeting in the first half of a calendar year, will pay a half yearly subscription commencing 1 July.
 - (b) for new members elected at a Board meeting in the third quarter of a calendar year, will pay a membership subscription equivalent to a quarterly fee.
 - (c) for new members being elected at a Board meeting in the fourth quarter of a calendar year, membership will be effective from 1 January of the following year and will take the form of a full annual fee.

9. MEMBERSHIP CEILING [CAP]

- 9.1 The Board will determine from time to time a membership ceiling [cap] for the Trust.
- 9.2 The current membership ceiling is capped at 90 Members.

10. SECTOR CEILING [CAP]

- 10.1 The Board may determine from time to time a sector ceiling [cap] to apply in order to ensure that no one sector is able to dominate the membership.
- 10.2 The current sector ceiling is set at ten percent (10%) of the overall Membership.
- 10.3 The Board aims to have representation from all the main business sectors and to ensure there is a balance between large and small enterprises.



11. HONORARY CORPORATE MEMBERSHIP

- 11.1** A company or organisation may, at the discretion of the Board, be made an honorary corporate member of the Trust.

12. CESSATION OF MEMBERSHIP

- 12.1** Any Member may resign by giving written notice to the Trust's Chief Executive.
- 12.2** The member is required to give the Trust written notice before 31 December in any calendar year of their intention to resign. Resigning at the beginning of the new calendar year when subscriptions are payable will result in the member being required to pay three months subscription for that year.
- 12.3** The Board has the right to exercise the cancellation or removal of a corporate member in respect of:
- (a) failure to pay the annual subscription.
 - (b) a situation where a member continually makes themselves unavailable to host Members of Parliament on Business Attachment programmes, being a core pillar of the Trust's purpose.
 - (c) the actions of a member impacts negatively or significantly on the Trust.

13. OBLIGATIONS AND REQUIREMENTS OF MEMBERS

- 13.1** All Corporate and Affiliated Corporate (including Board members) shall promote the purposes of the Trust and shall do nothing to bring the Trust into disrepute.
- 13.2** A member must have the ability to host Business Attachment programmes for Members of Parliament and MPs Business Away Day programmes, if requested.

14. MEMBERSHIP ENTITLEMENTS

FULL CORPORATE MEMBERS

- 14.1** Members are entitled to send one representative to Annual Meetings who will have voting rights.
- 14.2** Members are entitled to nominate employees or staff representatives from their company/ organisation to attend the four parliamentary seminars in a calendar year [except in a General Election year when a reduced number of seminars are held].
- 14.3** Members are eligible to attend all events arranged by the Trust in any given calendar year and will receive invitations to these.
- 14.4** The Chief Executive, Managing Director, Board Chair or members of the Leadership group / team are eligible for invitations to special events such as the President's Dinners. This may also include the Liaison Officer in some situations.
- 14.5** Members will receive regular communications through social media and news alerts including NZBPT News twice annually.
- 14.6** Members will receive a copy of the Annual Review.
- 14.7** The cost of participating in the parliamentary seminars and events programme will incur no additional fees or subscriptions over and above the principal membership subscription.

AFFILIATE CORPORATE MEMBERS

- 14.8** Members are entitled to send one representative to Annual Meetings who will have voting rights.
- 14.9** Members are entitled to nominate employees or staff representatives from their company/ organisation to attend two parliamentary seminars in a calendar year [except in a General Election year when a reduced number of seminars are held].
- 14.9** Affiliate Corporate Members are eligible to attend certain events arranged by the Trust in any given calendar year and will receive invitations to these.
- 14.10** The member will receive regular communications through social media and news alerts including NZBPT News twice annually.
- 14.11** The member will receive a copy of the Annual Review.
- 14.12** The cost of participating in the parliamentary seminars and events programme will incur no additional fees or subscriptions over and above the principal membership subscription.

APPENDIX A

MEMBERSHIP RESTRICTIONS AND ENTITLEMENTS OVERVIEW

The following applies:

AFFILIATE MEMBERSHIP

Representational membership of 2 pax.

Pay \$2,000 plus GST.

Limited to sending one representative to 2 Parliamentary seminars per year (1 seminar only in Election Year).

Able to attend the Annual General Meeting.

Able to attend Business Overview events.

Entitled to receive all Trust publications.

Eligible to attend certain events on application.

Restricted eligibility.

Restricted eligibility.

May be considered for full membership.

FULL MEMBERSHIP

Representational membership of up to 5pax for corporates with a turnover of \$100 million and up to 3 pax for corporates with a turnover less than \$100 million.

Pay full corporate subscription of either \$5,000 plus GST with a turnover of \$100 million or \$3,000 plus GST with a turnover less than \$100 million.

Can send max of three representatives [subject to available spaces] to 4 Parliamentary seminars per year (reduced number of seminars usually applies in Election Year).

Able to attend the Annual General Meeting.

Able to attend Business Overview events.

Entitled to receive all Trust publications.

Eligible to attend a "President's Dinner" or equivalent event.

Eligible to host a Member of Parliament on a Business Study Programme.

Eligible to host a MPs Business 'Away Day' event.

Not eligible to change their status to become an Affiliate.



P 04 472 5365
E ce@nzbpt.nz
W nzbpt.nz

Parliamentary
Library Building,
Private Bag 18041,
Parliament Buildings,
Wellington 6160