

16. The District Committee shall present a report on the state of the property and affairs of the District Branch to the annual meeting thereof, giving an abstract of the proceedings during the official year and an audited balance-sheet, a copy of which shall be forwarded to the Secretary of the Institute and to every member of the District Branch seven days before the annual meeting of such branch.

17. Each member shall have the privilege of introducing at any lecture meeting one visitor, who shall enter his name in a book provided for that purpose, but the District Committee shall have power to suspend this privilege on giving notice in the circular convening the meeting.

18. Such visitor shall take no part in any business unless requested to do so by the chairman.

19. After the conclusion of the general business, members, having given notice to the District Secretary, and with the approval of the District Committee, may read papers on architectural subjects.

#### ADJOURNED MEETINGS.

20. Any meeting of a District Branch may be adjourned, and in case of adjournment the business to be transacted at such adjourned meeting shall be specified by the chairman previous to the adjournment and entered on the minutes, and no business shall be transacted at the adjourned meeting which shall not have been so specified and entered.

#### SPECIAL MEETINGS.

21. The chairman shall, on the requisition of three members, call a special meeting of the District Branch, for which at least three days' notice must be given. The business of such meeting to be stated in the notice calling the meeting.

#### POWER TO TAKE PREMISES AND FOUND SCHOLARSHIPS, ETC.

22. A District Branch shall, subject to the approval of the Council of the Institute, have power, out of its funds, to purchase or rent and furnish suitable premises or to institute lectures, or found prizes, scholarships, or exhibitions conducted by the said branch, or to establish, extend, or improve a library, museum, or collection, or for grants to students' associations as well as for any other general purposes of the said branch, and the Council of the Institute shall at its discretion assist financially or otherwise to any or all of the foregoing; provided always that such premises, library, museum, or collection shall be the property of the Institute and shall be held available for the use of any members of the Institute.

#### PAPERS.

23. Before a member shall read a paper or essay at any meeting he shall submit the title and general character of the same to the District Committee for its approval.

24. Papers, &c., submitted to the District Committee to be read at any meeting are the temporary property of the District Branch. If not accepted by the District Committee they are to be returned within a reasonable time, but such matter as may be accepted shall become the property of the District Branch.

25. The District Committee may submit a paper to the Council of the Institute for approval, and such paper, if accepted, shall be dealt with according to the regulations of the Institute.

#### ALTERATION TO RULES.

26. Notice to alter or add to any District Branch by-law, &c., must be given in writing at a meeting, and the subject shall be discussed at the following meeting, and the decision submitted to the Council of the Institute for its approval not less than two months before the annual meeting of the Institute. No alteration shall come into force until such alteration has been duly passed as an amendment to the regulations of the Institute.

The headings shall not be deemed to be part of the rules.

(N.Z.I.A. Standard Document No. 1.)

#### APPENDIX "A."

*New Zealand Institute of Architects (Incorporated).*

FORM OF APPLICATION FOR REGISTRATION UNDER THE NEW ZEALAND INSTITUTE OF ARCHITECTS ACT, 1913.

Name of applicant (in full) :  
Address :  
Date :

#### Memorandum for the Guidance of Applicants using this Form.

Registration under the New Zealand Institute of Architects Act, 1913, can now only be effected under THREE headings, viz. :—

(a) Section (8), subsection (1), clause (a).

(b) Section (8), subsection (1), clause (j).

(c) Conjointly, in a limited degree, under section (8), subsection (1), clause (i), and section 26 of the Act.

The other sections of the Act and its amendments are now time expired.

(a) Section (8), subsection (1), clause (a), states : " Holds some recognized certificate as hereinafter defined."

" Recognized certificate " means " a certificate, diploma, membership, degree, license, letters, testimonial, or other title, status, or document granted by some university, college, or other public institution in Great Britain or Ireland, or in a British possession or foreign country, which is recognized by the Board or the Council as entitling the holder thereof to practise architecture in the country in which it was granted and as furnishing sufficient guarantee of the possession of the requisite knowledge and skill for the efficient practice of architecture."

(b) Section (8), subsection (1), clause (j), states : " Passes or has passed an examination or examinations required by the Institute under the provisions of this Act and its regulations."

(NOTE.—The details of these examinations are fully set out in Appendix "J" of the regulations.)

(c) Section (8), subsection (1), clause (i), states : " Has, in the opinion of the Board or the Council, attained great eminence in the profession of architecture and as to whom the Board or Council considers it just and fitting that he be registered as a member of the Institute."

#### CANDIDATE'S SEPARATE STATEMENT.

To the President and Council of the New Zealand Institute of Architects, Wellington.

I, \_\_\_\_\_, of \_\_\_\_\_, hereby apply for registration under the New Zealand Institute of Architects Act, 1913, as a \_\_\_\_\_, and I declare that the following is a full and true account of my professional education and work, and that I am eligible under the section of the Act under which I seek admission. I further declare that if admitted to membership I will comply with the requirements of the said Act and be bound by the regulations made thereunder and any amendments which may from time to time be made.

I enclose herewith the sum of £ \_\_\_\_\_ entrance fee, together with £ \_\_\_\_\_ being my first years' subscription. (See below).

[Signature] : \_\_\_\_\_

Full postal address : \_\_\_\_\_

Date : \_\_\_\_\_

NOTE.—The information called for below is to be given fully, clearly, and precisely, and members supporting this application are required to place their initials against those particulars of the candidate's career of which they have personal knowledge.

1. Date and place of birth : \_\_\_\_\_
2. Date of commencement and details of general education : \_\_\_\_\_
3. Date and details of technical education : \_\_\_\_\_
4. Subsequent method of training as an architect together with a summary of experience as an architect's assistant before commencing practice [Definite dates and positions held to be given] : \_\_\_\_\_
5. Details as to time spent in travelling, and particulars of any literary or artistic works of which you are the author : \_\_\_\_\_
6. Date on which the qualifying examination of the R.I.B.A., Society of Architects, or other recognized body was passed. (Certificate of Membership and receipt for current subscription *must* be forwarded with application) : \_\_\_\_\_
7. Date upon which the qualifying examination of the Institute was passed : \_\_\_\_\_
8. If in practice on own account (or in partnership) state firm name, date of commencing such practice, and location : \_\_\_\_\_