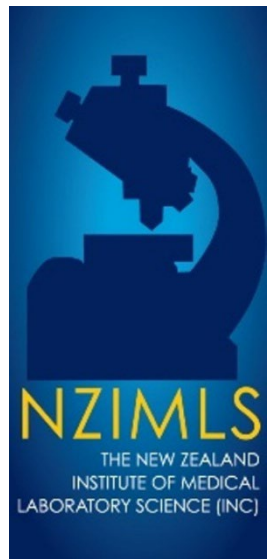


NOTICE OF THE NEW ZEALAND INSTITUTE OF MEDICAL LABORATORY SCIENCE (INC.) ANNUAL GENERAL MEETING

Notice is hereby given of the 80th Annual General Meeting of the New Zealand Institute of Medical Laboratory Science (Inc.) to be held in the Mātiu room, Level 1, Tākina Events Centre, Wellington and via Teams, Thursday 20 August 2026, commencing with breakfast at 7:30am and a 7:45am meeting start.

If you wish to join the meeting via Teams, please email the Chief Executive Officer, sharon@nzimls.org.nz to be sent the Teams link.



REMITTS

From the Council:

Policy Decision No 1 (1971):

That all committees and meetings convened under the auspices of the New Zealand Institute of Medical Laboratory Science (Inc) be subject to a standard reference of parliamentary procedure and that this is a 'A Guide for Meetings and Organisations' by Renton.

Policy Decision No 2 (1989)

That all persons wishing to undertake any examination offered by the Institute shall at the time of application and the taking of the examination be financial members of the Institute.

NZIMLS Annual General Meeting
Thursday 20 August 2026, 7:30am (breakfast) for a 7:45am start

AGENDA

1. Apologies
2. Proxies (if any)
3. Minutes of Annual General Meeting dated 28 August 2025 (as circulated)
4. Business arising from the Minutes
5. Remits as circulated
6. President's Report
7. Annual Report
8. Financial Report
9. Updates to Constitution and Code of Ethics:
 - Use of nominals (Appendix 1)
 - Balance date (Appendix 2)
10. SIG Policy document update re administrative fee
11. Council Honoraria
12. Auditor
13. General Business
14. NZIMLS AGM 2027
15. 2027 South Pacific Congress

Appendix 1

Following confusion around the use of nominals by members, it was agreed at the May 2026 Council meeting that Section 5 Membership Categories be updated stating that the following nominals may be used by members:

- *Life Fellow Member*: LifeFNZIMLS
- *Life Member*: LifeMNZIMLS
- *Honorary*: HonMNZIMLS
- *Honorary Fellow*: HonFNZIMLS
- *Member*: MNZIMLS

Appendix 2

In accordance with a request from the 2026 Financial Auditor, the balance date of 31 March is to be added to the Constitution and Code of Ethics, and that section 21 be updated to better reflect the Incorporated Societies Act 2022. Section 21 to read:

Financial Year and Banking

- a) The financial year of the Institute shall end on **31 March**, or on such other date as the Council may determine in accordance with applicable law.
- b) The Council shall ensure that appropriate financial systems and internal controls are maintained for the receipt, banking, management, and expenditure of the Institute's funds.
- c) All money received on behalf of the Institute shall be banked in the name of the Institute as soon as reasonably practicable.
- d) The Council shall determine, and may amend from time to time, the Institute's banking arrangements, including:
 - i. the financial institutions at which accounts are held;
 - ii. the persons authorised to operate those accounts;
 - iii. the signing and approval authorities for payments and other transactions; and
 - iv. any limits or conditions applying to those authorities.
- e) The Council may delegate responsibility for the day-to-day administration of the Institute's banking and financial procedures to the Chief Executive Officer or another authorised officer. Any such delegation shall not limit or remove the Council's overall responsibility for the proper governance and financial management of the Institute.
- f) All banking and financial transactions shall be undertaken in accordance with any financial policies approved by the Council.