

AHSCA



The Association of
Hydraulic Services Consultants Australia
NEW ZEALAND

**2025 AHSCA
NEW ZEALAND
Code of Operations**

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RULE 1 - ORGANISATION

1.1 NAME OF ASSOCIATION

- 1.1.1 The name of the Association is 'Association of Hydraulic Services Consultants Australia (New Zealand)'

(In these rules called the Association)

1.2 OBJECTIVES

- 1.2.1 To promote and advance the science and practice of the plumbing/hydraulic systems for the building industry and to facilitate the exchange of information and ideas in relation thereto.
- 1.2.2 The Association is a non-profit association which runs only to benefit the members of the Hydraulic Services Industry.
- 1.2.3 To that purpose –
- a. To maintain and where possible raise the character and status and advance the interests of the profession of this industry and those engaged therein.
 - b. To increase the confidence of the building construction sector and the community in the employment of recognized practitioners by admitting to the Association only such persons as shall have satisfied the 'Executive Committee' of the Association that they have the adequate knowledge and expertise of both the theory and practice of the profession.
 - c. To promote honourable practice, to repress mal-practice and to settle disputed points of practice and to decide all questions of professional usage and ethics affecting members.
 - d. To encourage the study of this industry and to improve and evaluate the general and technical knowledge of persons engaged.
 - e. To communicate to members, information on all matters affecting the profession of this industry and to circulate copies of such information as may seem conducive to these objectives.
 - f. To promote and safeguard the interests of the profession of this industry generally.
 - g. To undertake all such things as the Association may deem incidental or conducive to the attainment or maintenance of any of these objectives.

1.3 CODE OF OPERATIONS

- 1.3.1 The Association shall be governed by the Code, the supplementary by-laws and codes and any constituted amendments thereto as issued by the Association from time to time.
- 1.3.2 Members shall adhere to and abide by these rules, the supplementary by-laws and code and any constituted amendments as issued by the Association from time to time.

- 1.3.3 Procedures not specifically expressed in these rules, supplementary by-laws and codes including constituted amendments shall be determined by resolution of the Executive Committee provided such resolution does not conflict with the basic intent of the rules.

RULE 2 - INTERPRETATION

2.1 MEANINGS

- 2.1.1 In these rules unless the contrary intention appears:
- 2.1.2 'Executive Committee' means the elected office bearers who constitute the Committee of Management of the NZ Association.
- 2.1.3 'Financial Year' means the year ending on 30th June.
- 2.1.4 'General Meeting' means an annual or special general meeting convened in accordance with RULE 7 - and RULE 8 - respectively.
- 2.1.5 'Member' means a full voting and financial member of the
- 2.1.6 'Entrance Fee' means an application fee to be paid at the time of application to the Association.
- 2.1.7 'Public Officer' means the Secretary of the Association.

RULE 3 - MEMBERSHIP

3.1 QUALIFICATIONS

- 3.1.1 The Association may accept, subject to review of the Executive Committee any person in a recognized Consulting or Engineering professional office involved in the design, documentation and administration of Hydraulic Systems for Buildings.

The Executive Committee may also consider the application of a person not currently employed by a specialised professional consulting or engineering office however the applicant will need to demonstrate a combination of qualifications and experience equivalent to the minimum requirements for each membership category.

- 3.1.2 Experience in a Plumbing Company who specializes in "Design and Construction" does not necessarily constitute relevant experience unless it can be demonstrated the experience relied upon when making such application encompasses all facets of design and documentation related to the Hydraulic Design profession and shall include but not be limited to:
- Concept Design
 - Preparation of Specification Documents
 - Preparation of Tendering Documents
 - Independent Analysis of Tenders
 - Preparation of design documents that are installed by other contracting companies and not limited to "in house" design

3.2 CLASSIFICATIONS

- 3.2.1 Life Member: *(Voting Member)*

A most esteemed member of the Association who has been a financial member of the association for no less than 10 consecutive years and meets the Life Member criteria detailed further in these Articles.

3.2.2 Fellow Member: (Voting Member)

Most qualified and acceptable, having a minimum of 20 years' experience in the industry in a recognized professional capacity. This experience shall entail the full spectrum of design, documentation, administration or development of Plumbing Hydraulic Systems for buildings. A Fellow Member must also be a financial member for no less than 10 consecutive years.

3.2.3 Member: (Voting Member)

Having a minimum of 6 years' experience in the industry as acceptable in a recognized professional capacity. This experience shall entail the full spectrum of design, development, documentation, administration of Plumbing Hydraulic Services systems for buildings within projects.

3.2.4 Associate Member: (Non-Voting Member)

Qualified but not fully acceptable. Hydraulic Services Designers, in the Plumbing Hydraulic Systems for Building Industry having a minimum of 2 years and up to 6 years' experience.

3.2.5 Affiliate Member: (Non-Voting Member)

Not qualified but acceptable. Affiliate Membership is reserved for student applicants, design draftspersons and those applicants entering the profession that do not meet the minimum requirements for other membership categories.

3.2.6 Authority & Regulatory Member: (Non-Voting Member)

Not qualified but acceptable. Representative of Water Board, Government Body, Authority or Council involved in the Plumbing Hydraulic Systems for Building Industry. In addition to the above the committee may endow membership to any person, or representative of any organization or body, beyond the plumbing industry, whose interest is to advance the profession of the AHSCA.

3.2.7 Corporate Sponsor Member: (Non-Voting Member)

A representative body or an organisation continually presenting to the Plumbing Hydraulic Systems Industry a philosophy to advance the industry. Executive Committee shall prepare Corporate Sponsor agreements for each financial year. At the expiration date of such agreement, the membership is automatically withdrawn.

3.2.8 Commercial Plumbing Affiliate: (Non-Voting Member)

A Commercial Plumbing Affiliate category is a limited category of 10 members. Each applicant shall be invited by the board of Directors and approved by the members at an Annual General Meeting. Executive Committee shall prepare the terms and conditions of such membership for each financial year. At the expiration date of such agreement (annually), the membership is automatically withdrawn.

Once a member has been approved for this category, it is not necessary to make subsequent submission to the members at an Annual General Meeting subject to the approval of the Board of Directors.

3.2.9 Commercial Plumbing Inspector: (Non-Voting Member)

The Executive Committee may approve a Commercial Plumbing Inspector member subject to a minimum of 6 years' experience in inspection all facets of large commercial plumbing installations.

The applicant must have been employed for a period of at least 6 years by a company recognised by the Plumbing Industry Commission to undertake Authority inspections.

The applicant must be a licensed plumber in the relevant classes of plumbing with the Plumbing Industry Commission and be able to demonstrate proficient and detailed report writing.

3.2.10 Honorary Member: (Non-Voting Member)

The Executive Committee may approve an Honorary Membership for persons or organisations that have assisted the Association.

3.3 RIGHTS, PRIVILEGES & LIMITATIONS

3.3.1 A member of the Association is entitled to attend meeting and events organised by the Association.

3.3.2 A member of the Association is entitled to vote (subject to voting permissions detailed in the membership category) at meetings of the Association.

3.3.3 A member of the Association is entitled to receive literature and correspondence from the Association.

3.3.4 A member of the Association is entitled to have access to the "Members Section" of the Association's website.

3.3.5 A member (full voting member only) is entitled to use the Association's logo on drawings, letterheads, business cards and website subject to written Executive Committee approval. It must be noted that the Association logo must not be used in a way that could be interpreted (as determined by the Board of Directors) to endorse a product, company, entity (other than the individual member), system or any other thing other than the individual member.

3.4 APPLICATIONS

3.4.1 A natural person who is nominated and approved for membership as provided in these rules is eligible to be a member of the Association on payment of the entrance, and or application fee and annual subscription payable under these rules.

3.4.2 A person who is not a member of the Association at the time of any lapse in incorporation of the Association (or who was such a member at that time but has ceased to be a member) shall not be admitted to membership –

- a. Unless he/she is nominated as provided in Rule 3.4.3 and
- b. His/her admission as a member is approved by the Board of Directors.

- 3.4.3 A nomination of a person for membership of the Association –
- a. Shall be made in writing on the form furnished by the Secretary
 - b. Shall be lodged with the secretary of the Association.
- 3.4.4 As soon as is practicable after the receipt of a nomination, the secretary shall refer the nomination to the Executive Committee
- 3.4.5 Upon a nomination being received, the Executive Committee shall determine whether to approve or reject the nomination.
- 3.4.6 Upon a nomination being approved by the Executive Committee, the Secretary shall, with as little delay as possible, notify the nominee in writing that he/she is approved for membership of the association and request payment within the period of 28 days after the receipt of the notification of the sum payable under these rules as the entrance fee and the first years annual subscription.
- 3.4.7 The secretary shall, upon payment of the amounts within the period enter the nominee's name in the register of members kept by him/her and, upon the name being so entered, the nominee becomes a member of the association.
- 3.4.8 A right, privilege, or obligation of a person by reason of his/her membership of the association
- a. Is not capable of being transferred or transmitted to another person
 - b. Terminates upon the cessation of membership whether by death or resignation or otherwise.

3.5 RESIGNATION AND EXPULSION

- 3.5.1 A member of the Association who has paid all monies due and payable to the Association may resign from the Association by first giving one month notice in writing to the secretary of his/her intention to resign and upon the expiration of that period of notice, the member shall cease to be a member.
- 3.5.2 Upon the expiration of a notice the secretary shall make in the register of members an entry recording the date on which the member by whom the notice was given, ceased to be a member.
- 3.5.3 Subject to these rules, the Executive Committee may by resolution –
- a. Expel a member from the Association
 - b. Suspend a member from membership of the Association for a specified period: or
 - c. Fine a member in accordance with the Regulations of the Act if the Executive Committee is of the opinion that the member –

- i. Has refused or neglected to comply with these rules, or
- ii. Has been guilty of conduct unbecoming a member or prejudicial to the interest of the Association.

3.5.4 A resolution of the Executive Committee under Rule 3.5.3

- a. Does not take effect unless the Executive Committee at a meeting held not earlier than 14 and not later than 28 days after the service on the member of a notice under sub-clause 3 confirms the resolution in accordance with this clause; and
- b. Where the member exercises a right of appeal to the Association under this clause does not take effect unless the Association confirms the resolution in accordance with this clause.

3.5.5 Where the Executive Committee passes a resolution under Rule 3.5.3 the secretary shall, as soon as practicable, cause to be served on the member a notice in writing –

- a. Setting out the resolution of the Board of Directors and the grounds on which it is based:
- b. Stating that the member may address the Executive Committee at a meeting to be held not earlier than 14 and not later than 28 days after the service of the notice:
- c. Stating the date, place and time of that meeting:
- d. Informing the member that he/she may do one or more of the following –
 - i. Attending that meeting
 - ii. Give to the Executive Committee before the date of that meeting a written statement seeking the revocation of the resolution.
 - iii. Not later than 24 hours before the date of the meeting, lodge with the secretary a notice to the effect that he/she wishes to appeal to the Association in general meeting against the resolution.

3.5.6 At a meeting of the Executive Committee held in accordance with Rule

3.5.7 The Executive Committee –

- a. Shall give to the member an opportunity to be heard:
- b. Shall give due consideration to any written statement submitted by the member; and
- c. Shall by resolution determine whether to confirm or to revoke the resolution.

3.5.8 Where the secretary receives a notice under the Rule 3.5.5d) he/she shall notify the Committee and the Executive Committee shall convene a general meeting of the Association to be held within 21 days after the date on which the secretary received the notice.

- 3.5.9 At a general meeting of the Association convened under Rule 3.5.7
- a. No business other than the question of the appeal shall be transacted.
 - b. The committee may place before the meeting details of the grounds for the resolution and the reasons for passing of the resolution.
 - c. The member shall be given an opportunity to be heard; and
 - d. The members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.

3.5.10 If at the general meeting –

- a. Two-thirds of the members vote in person or by proxy in favour of the confirmation of the resolution, the resolution is confirmed; and
- b. In any case, the resolution is revoked.

3.6 NOTICES

- 3.6.1 A notice may be served by or on behalf of the Association upon any member either personally or by sending it by post or electronic email to the member at his /her (postal or email) address shown in the Register of Members.
- 3.6.2 Where a document is properly addressed pre-paid and posted (including electronic mail) to a person as a letter, the document shall, unless the contrary is provided, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of time.

3.7 CORPORATE SPONSOR & COMMERCIAL PLUMBING AFFILIATE MEMBER

- 3.7.1 Any elected Corporate Sponsor and Commercial Plumbing Affiliate member classified under RULE 3 - shall nominate in writing to the secretary an annual representative(s) name, address and electronic mail address..
- 3.7.2 This nomination shall be requested by the Secretary in conjunction with the membership approval advised under Rule 3.4.
- 3.7.3 This nomination shall be renewed by the member organisation annually and within 28 days after the Annual General Meeting.
- 3.7.4 Any representative nominated shall be employed by the member organisation throughout the term of nominated representation.
- 3.7.5 Any new or replacement representative nomination shall be referred to the Executive Committee to approve or reject the nomination after review.
- 3.7.6 The approved annual representative shall have equal rights to attend meetings.

3.8 LIFE MEMBERSHIP

- 3.8.1 Life Membership may be elected at the Annual General Meeting of the Association by a three-fourths majority of members present and registered proxy votes, subject to a quorum being achieved.
- 3.8.2 A written notice of nomination for such election shall be given by hand, post or electronic mail to the Secretary at least 60 days before the date of the Annual General Meeting. The nomination shall be made by a Member of the Association and endorsed by at least another 5 Members. The nomination shall include a detailed submission prepared by the nominating member and endorsing members detailing the reasons why the person should be considered for Life Membership. The submission should include a detailed description of the contributions made to the Association and the Industry of the proposed Life Member. The Executive Committee shall consider the nomination and if it is unanimously endorsed by all the Board of Directors, the nomination should be referred to the members for consideration at the Annual General Meeting. The notice of the Annual General Meeting must clearly detail the nomination and include the details of the submission for the member's consideration.
- 3.8.3 Life Membership shall be strictly restricted to those persons whose services to the objectives and operations of the Association have been worthy of the highest honour.
- 3.8.4 The Executive Committee shall present to the members at the Annual General Meeting the written report prepared by the nominating member on the services of any nominee together with a recommendation as to the suitability for the honour.
- 3.8.5 In addition by resolution of a three-fourths majority to a recommendation of a written report by the Executive Committee any Life Membership may be cancelled.
- 3.8.6 Privileges of any Life Member shall be introduced by resolution of a three-fourths majority to a recommendation of a written report by the Executive Committee.
- 3.8.7 Life Members shall be awarded a badge of appropriate design which shall include the words 'LIFE MEMBER' and the Associations name and any adopted 'logo'.

RULE 4 - FEES AND SUBSCRIPTIONS

4.1 ENTRANCE FEES

- 4.1.1 An entrance fee shall be payable by candidates duly admitted in addition to an annual subscription.
- 4.1.2 Upon payment of the initial prescribed fee, as recommended by the Executive Committee and approved and adopted by the general meeting of the Association, Life Members, financial Fellow members and financial members shall be entitled to display the Association Logo on their place of practice and or on stationary associated with their practice.
- 4.1.3 This entitlement shall cease upon the members membership being classified as non-financial, suspension, resignation or expulsion from the Association.

4.2 FEES AND SUBSCRIPTIONS

- 4.2.1 The entrance fee and annual subscription payable by the various categories of members and affiliates shall be fixed by the annual general meeting of the Association.

4.3 SUBSCRIPTION DUE

- 4.3.1 Such subscription shall be due and payable on the first day of July in each and every year for the year then commencing.
- 4.3.2 Members admitted after the first day of July shall be required to pay a subscription for the year of admission, calculated on a pro-rata basis according to the number of weeks remaining in such year.
- a. No newly elected member shall derive benefit from the Association nor participate in any of the advantages or privileges of the Association until such person shall have paid the entrance fee and subscription.
 - b. If a newly elected member does not pay the entrance fee and subscription as required under RULE 4 - , the Secretary shall report accordingly to the Executive Committee, who shall cause that name to be erased from the list of members, but the Executive Committee shall have the power to reinstate any such member whose name shall have been so erased if the delay is justified to their satisfaction.

4.4 FAILURE TO PAY SUBSCRIPTION

- 4.4.1 If any member fails to pay on or before the first day of July, his/her annual subscription, which was due on the first day of July preceding, the Secretary shall cause notification to be sent notifying that person. If not paid on or before the first day of August, he/she will cease to be a member of the Association.
- 4.4.2 The member so making default shall then cease to be a member of the Association. The Executive Committee may, however, reinstate without penalty such member on receiving a satisfactory explanation of the default in writing.

4.5 RESIGNATION OF MEMBERS

- 4.5.1 Any member may resign his/her membership at any time by notifying his/her resignation in writing to the Secretary, and there upon shall cease to be a member of the Association, but no such resignation shall relieve any member from that payable by him/her at the time of such resignation.
- 4.5.2 A member retiring from the Association or ceasing from any cause to be a member thereof shall not be entitled to nor have any claim upon any portion whatever of the property of the Association.

4.6 EXEMPTIONS

- 4.6.1 Any member elected to Life Membership of the Association shall thereafter be entitled to all privileges of membership without paying the annual subscription.
- 4.6.2 Honorary Members shall be entitled to attend Association meetings without paying the annual subscription subject to consideration and approval of the Executive Committee. Honorary Membership shall be reviewed annually by the Executive Committee.
- 4.6.3 Any member elected to the Executive Committee of the Association shall be entitled to all privileges of membership without paying the annual subscription for the duration of their elected term.

RULE 5 - REGISTER OF MEMBERS

- 5.1** The Secretary shall keep and maintain a register of members in which shall be entered the fully name, address, electronic mail address and date of entry of the name of each member.
- 5.1.1 The Association shall not make available to any person or entity, other than required by law, the details of any member without written approval of that
- 5.2 AHSCA RESEARCH FOUNDATION NEW ZEALAND REPRESENTATIVE**
- 5.2.1 The AHSCA Research Foundation NZ Representative shall typically be the President/Chairperson member.

RULE 6 - ANNUAL GENERAL MEETING

6.1 NOTICE

- 6.1.1 The Association shall convene an Annual General Meeting of its members during the month of October each year.
- 6.1.2 The Annual General Meeting shall be held on such day as the Executive Committee determines.
- 6.1.3 The Annual General meeting shall be specified as such in the notice convening it.
- 6.1.4 Notice shall be given in writing to all financial members at least twenty one (21) days in advance of the date determined for the meeting.
- 6.1.5 Notice shall be distributed electrically as arranged by the Secretary.

6.3 BUSINESS/PROCEEDINGS

- 6.3.1 The 'ordinary general business' of the annual general meeting shall be:
- 6.3.2 To confirm the minutes of the last preceding annual general meeting and of any general meeting held prior to this annual general meeting.
- 6.3.3 To receive the Financial Statements from the Treasurer.
- 6.3.4 To elect Office bearers of the Association and the ordinary members of any committee.

6.5 NOMINATIONS

- 6.5.1 Nominations of candidates for election as officer bearers of the Association must be accompanied by the written consent of the candidate which may be endorsed on the form of notification.
- 6.5.2 All candidates shall be 'Fellow' or 'Member' classified members of the Association and shall be of good standing.
- 6.5.3 All forms of nomination shall be delivered to and received by the Secretary of the Association not less than 14 days before the date determined for the holding of the annual general meeting.

- 6.5.4 If insufficient notifications are received to fill all vacancies of Office Bearers the candidates nominated shall be deemed to be elected and further nominations for other vacant positions shall be received at the annual general meeting.
- 6.5.5 If the number of nominations received is equal to the number of vacancies to be filled the persons nominated shall be deemed to be elected.
- 6.5.6 If the number of nominations exceeds the number of vacancies to be filled, a secret written ballot shall be held.
- 6.5.7 A nomination of a candidate for election under this Rule is not valid if that candidate has been nominated for another office for election at the same election.
- 6.5.8 For the purpose of these rules the office of an Office Bearer of the Association or of an ordinary member of any committee becomes vacant if the Office Bearer or member –
- Ceases to be a member of the Association.
 - Resigns his office by notice in writing to the Secretary.

6.6 VOTING

- 6.6.1 All votes for an election ballot shall be given personally or by proxy.
- 6.6.2 All votes shall be by secret written ballot.
- 6.6.3 In the case of an equality of an election ballot the Chairman of the Annual General Meeting shall be allowed to cast a second and defining vote.

6.7 QUORUM

- 6.7.1 A quorum of no less than 15 members (full voting members) is required during the Annual General Meeting proceedings. The number of members shall include those members personally present and also the members represented by proxy.

RULE 7 - GENERAL MEETINGS

- 7.1 General association meetings will be conducted throughout the year as/when required.

RULE 8 - EXECUTIVE COMMITTEE

8.1 COMMITTEE MAKE UP

- 8.1.1 The executive committee of the NZ Association shall be –
- A President
 - A Secretary
 - A Treasurer
 - Immediate Past President - for the first year after term
 - Digital
 - Industry liaison

8.2 ELECTION & TERM

- 8.2.1 Each office-bearer shall hold office until the next annual general meeting of her/his election but is eligible for re-election to the same office provided such election shall not exceed three consecutive years.

8.3 VACANCIES

- 8.3.1 In the event of a vacancy occurring in accordance with these rules under Rule 7.5.8 in any office referred to in Rule 9.1.3 the Executive Committee may appoint a member to the vacant office until the next general meeting when that person is eligible for election by the Association members.

RULE 9 - DISBURSEMENTS

9.1 DISBURSEMENT

- 9.1.1 The Treasurer shall reimburse members for expenses incurred on matters relating to Association business.

RULE 10 - FUNDS/AUDIT

10.1 FUNDS

- 10.1.1 The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Board of Directors determines.
- 10.1.2 The financial year of the Association shall close on the 30th day of June in each year.
- 10.1.3 The Association must not loan any monies, assets or holding to any member, person, organisation or entity

RULE 11 - CODE OF ETHICS & PROFESSIONAL PRACTICE

11.1 CODE OF ETHICS

- 11.1.1 The Code of Ethics of the Association shall be as follows:
- a) Members shall only perform works in their areas of competence and expertise.
 - b) Members shall endeavour to provide the community with sound and professional service and advice.
 - c) Members shall conduct their profession in a manner which protects the health and safety of the community.
 - d) Members shall notify clients of any conflict of interests prior to accepting a commission or brief for professional services.
 - e) Members shall not sanction or be involved in collusive tendering or pricing.
 - f) Members shall endeavour to uphold the professional standing of the Association.
 - g) Members shall act with honesty and integrity.
 - h) Members shall continue to develop their professional proficiency and knowledge.

- i) Members shall not sanction or participate in a breach of this Code of Ethics. It is a members responsibility to notify the Association of any knowledge of such a breach.

11.1.2 Each Member of the Association shall at all times agree to abide by the Code of Ethics of the Association.

RULE 12 - ALTERATIONS OF RULES

12.1 ALTERATIONS

12.1.1 Notwithstanding the rules under RULE 4 - for fees & dues these rules may not be altered except in accordance with the Act.

12.1.2 Amendments may be adopted at the Annual General Meeting or at a Special General Meeting conducted for that purpose providing it is in accordance with the rule under Rule 18.1.1.

12.1.3 Notice of the proposed amendment must be in writing and lodged in accordance with the rules under Rule 7.3.1.5. For the proposed amendment to be successful it is necessary that two-thirds of votes of those members present or proxies at the Annual General Meeting (or a Special General Meeting outlined in Rule 18.1.2) be cast in favour of the motion of proposed amendment.

12.1.4 If an amendment is passed at the meeting, it shall have immediate effect on that meeting.

12.1.5 If an amendment is not passed at the meeting it cannot be put forward for further consideration and possible resolution until the next Annual General Meeting.

RULE 13 - REASEACH FOUNDATION AND VOTING

13.1 The NZ Association shall confer with all other chapters with respect voting as the National Body on Standard committees

