



New Zealand  
Institute of  
**Building**

KNOWLEDGE. EXPERTISE. EXPERIENCE

## **MEMBERSHIP AND GRADING BYLAW v.5**

Updated October 2023

## **1 Preamble**

- 1.1 This Membership and Grading Bylaw (**Bylaw**) establishes the grades of membership, rights and responsibilities, and other matters relating to membership. It also includes and incorporates, as Schedule 1, the Membership and Grading Manual.
- 1.2 This Bylaw is made in accordance with the Constitution.

## **2 Interpretation**

- 2.1 Unless the context requires otherwise, terms defined in the Constitution have the same meaning in this Code, and:

“**Due Date**” has the meaning set out in clause 6.1 of this Bylaw.

“**Membership Grade**” means the grades of membership set out in clause 3 of this Bylaw with each grade of membership having the title set out in that clause.

“**AIB**” means the Australian Institute of Building.

“**AIB Member**” means a Member accepted for membership under clause 3.3.

## **3 Grades of Membership and criteria**

- 3.1 The following are the the grades of membership of the NZIOB:

- 3.1.1 **Honorary Fellow**, being a person who:

- (a) holds a position of eminence, distinction or authority in the building and construction industry and whom the members of the NZIOB wish to recognise;  
or
- (b) who has given outstanding service to the NZIOB as judged by their peers;

provided that the number of Honorary Members shall not at any time exceed ten or such other number as may be set by the Board from time to time, and not more than two Honorary Members shall be admitted in any one year.

Admission to the membership category of Honorary Fellow shall only be by invitation of the Board.

If a person was not a Member of the NZIOB prior to becoming an Honorary Member, that person automatically becomes a Member on the appointment to Honorary Fellow without needing to comply with any other requirement of the Constitution or this Bylaw.

- 3.1.2 **Fellow**, being a Full Member who:

- (a) is regarded as holding a position of significant eminence, distinction or authority in the building and construction industry;
- (b) contributes to the development of the building and construction industry;

- (c) has been a full Member of NZIOB for at least five years; and
- (d) will usually have in excess of twenty years' full-time equivalent experience in the building and construction industry with at least ten years of that experience in recognised senior positions.

Admission to the membership category of Fellow shall only be by invitation of the Board.

3.1.3 **Full Members**, being a Member who:

- (a) has a recognised degree (outlined in the NZIOB Processing Manual or equivalent) that relates to the building, construction and property sector, and has a minimum of five years' full-time equivalent experience in the building and construction industry; or
- (b) is currently engaged in the building and construction industry and will have at least seven years' experience in:
  - (i) a senior role within a consultancy practice (Architectural, Engineering, QS, PM firms etc);
  - (ii) a construction company; or
  - (iii) a 'responsible' position in a partnership or company trading as builders.

3.1.4 **Connect Member**, being a Member who:

- (a) Is currently engaged in a role that relates to the building, construction and property sector
- (b) has an interest in belonging to the NZIOB, and who commits to upholding the Constitution, Bylaws, or has otherwise agrees to support the interests and objects of NZIOB.

3.1.5 **Retired Members** (all grades), being a Member who:

- (a) was a Member (of the relevant grade); and
- (b) has retired from the building and construction industry and has applied for transfer to the grade of Associate (Retired), Member (Retired), or Fellow (Retired) as the case may be.

3.1.6 **Associate Members**, being a Member who:

- (a) is involved in the building and construction industry; and
- (b) has an interest in belonging to the NZIOB, and who commits to upholding the Constitution, Bylaws, or has otherwise agrees to support the interests and objects of NZIOB.

3.1.7 **Affiliate Members**, being a Member who:

- (a) has a degree other than those recognised or qualifying under the requirements for Full Member status, and has a minimum of ten years' full-time equivalent experience in the building and construction Industry; and
- (b) has an interest in belonging to the NZIOB, and who commits to upholding the Constitution, Bylaws, or has otherwise agrees to support the interests and objects of NZIOB.

3.1.8 **Graduate Members**, being any person who has:

- (a) graduated from a recognised building and construction industry qualification (including the completion of a recognised trade certificate); and
- (b) is involved in the building and construction industry.

3.1.9 **Overseas Members** (all grades), being a Member who:

- (a) has their principal place of residence outside New Zealand; and
- (b) wishes to retain their current membership grade attained in accordance with this Bylaw; and
- (c) has paid any applicable Overseas Membership fee.

3.1.10 **Students**:

- (a) Any person studying for a recognised building and construction industry qualification.

3.1.11 **Chartered Building Professional**, being a Full Member or Fellow who has:

- (a) obtained and maintains the required 45 Continuing Professional Development (CPD) credits over the preceding three-year period;
- (b) completes the relevant application form; and
- (c) is ratified by the Board.

3.2 Previous grades:

3.2.1 Where a Member had attained a grade of Membership recognised in an earlier NZIOB Constitution, Rules, or Bylaws, but which is no longer recognised in the current Bylaws, they shall be awarded, at the Board's discretion, the closest defined grade that is provided for in the current Bylaws.

3.3 Australian Institute of Building's rights of reciprocal membership

3.3.1 A member of the AIB shall be entitled, on application and the payment of the relevant subscription fee, to be accepted to the same or equivalent membership grade of the NZIOB, subject to the Board's discretion.

#### **4 Application for Membership or Change of Membership Grade**

- 4.1 An individual may make application for admission or advancement to any grade of membership except that of Fellow or Honorary Fellow, admission to which is by invitation of the Board.
- 4.2 Any membership application received from a non-New Zealand resident, is required to be supported by two financial members of the NZIOB, whom are Member or Fellow category members.
- 4.3 Each application must follow the process outlined and/or contained on the NZIOB website and must be accompanied by the application fee set by the Board.
- 4.4 Each application must be accompanied by such documentary evidence as the process specifies.

#### **5 Processing of applications for Membership**

- 5.1 The processing of applications for Membership shall follow the procedure established in the Membership Processing Manual approved by the Board.
- 5.2 Any procedural error may be corrected or ratified, or otherwise resolved, at the discretion of the Board upon it becoming aware of any such procedural error.

#### **6 Subscriptions**

- 6.1 Each Member must pay the annual subscription for their Membership Grade by 1 April in each year or such other date set by the Board (the **Due Date**) or by installment as set by or agreed with the Board.
- 6.2 The annual subscription is payable in full on an applicant being advised that the Board has ratified their membership application. The new Member will be invoiced on a pro-rated basis for the months that fall between the date of the Board meeting, at which their membership was ratified, and the end of the financial year (31 March). The new Member will receive their membership certificate upon the NZIOB receipting payment of the membership fee.
- 6.3 The NZIOB will invoice the annual subscription sufficiently in advance to allow for payment to be completed prior to the Due Date.
- 6.4 The NZIOB will follow the aged receivables process for overdue memberships subscriptions.
- 6.5 All subscriptions shall be paid in accordance with the payment arrangements set out in the invoice.
- 6.6 The amount of the annual subscription will be set by the Board from time to time and detailed on the NZIOB's website.
- 6.7 If a Member fails to pay the annual subscription by the Due Date, in accordance with any installment arrangements set by or agreed with the Board, their membership will lapse from the Due Date or the date by which the last installment payment was due.

## **7 Eligible Members**

7.1 An Eligible Member is any Member who has paid the annual subscription due for each Year, but does not include:

- 7.1.1 a Connect Member;
- 7.1.2 an Associate Member;
- 7.1.3 a Retired Associated Member;
- 7.1.4 a Graduate Member;
- 7.1.5 a Licentiate Member;
- 7.1.6 a Student Member;
- 7.1.7 an AIB Member with an equivalent grade of Membership to any of the grades above;
- 7.1.8 an Overseas Member (regardless of other membership grade): or

## **8 any other Member whose rights to vote have been suspended as the result of a disciplinary or complaints proceeding under the Disciplinary and Complaints Procedure.Post Nominals**

8.1 Unless and until the Board by resolution shall otherwise determine:

- 8.1.1 a Honorary Fellow shall be entitled to the exclusive use after their name of the abbreviated designation "FNZIOB (Honorary)"
- 8.1.2 a Fellow shall be entitled to the exclusive use after their name of the abbreviated designation "FNZIOB";
- 8.1.3 a Member shall be entitled to the exclusive use after their name of the abbreviated designation "MNZIOB";
- 8.1.4 an Associate shall be entitled to the exclusive use after their name of the abbreviated designation of "ANZIOB";
- 8.1.5 an Affiliate shall be entitled to the exclusive use after their name of the abbreviated designation of "AffilNZIOB";
- 8.1.6 a Graduate shall be entitled to the exclusive use after their name of the abbreviated designation of "GradNZIOB";
- 8.1.7 in addition, Retired and Overseas Members must include those terms in brackets after the post nominals, eg "MNZIOB (Retired)".

8.2 Members engaged in the building and construction industry shall not use their sub nominals after the title of any company or partnership, or who describe their company or partnership as members of the Institute. Members may only use the post nominals to which they are entitled.

## **9 Membership Certificates**

- 9.1 All Members other than Student Members will be issued with a NZIOB digital Membership Certificate, which states the grade and date of admission of their membership.
- 9.2 Each Membership Certificate shall be signed by the President and CEO and include the Seal of the Institute.