

QUALITY PROCEDURE MANUAL

TITLE: QPM A06 Membership Criteria

1. MEMBER

A Member is a person which holds one or more current CBIP certificates and has paid the specified membership fee to cover the administrative efforts provided by the Society, and whose membership has been approved by the Governance Board.

Note that the individuals in this category must maintain their email addresses with CBIP to enable economical communication. Without this being done, the members may not receive notice of Special or Annual General Meetings, or be issued Certification.

2. ASSOCIATED MEMBER

Associated members pay membership fees and in return have the ability to participate in committees, certification activities and generally contribute to the viability of the Society in accordance with rules established under section 6.0 of CBIP Constitution.

Note this category includes CBIP contributing members.

3. GENERAL CONDITIONS

Membership year runs from 1 July – 30 June.

A member and an associate member of the Society must recognise the Society as a national certificate issuing agency for New Zealand.

All members agree to accept and to uphold the Society's Constitution and operational Rules (the Rules are specified in the Society Quality Procedures Manual (QPM) and Standards of Proficiency (SOP)).

Member and associate members may only make or receive any pecuniary gain under or by the activities of the Society in accordance with the Incorporated Societies Act 1908.

4. CRITERIA – MEMBER

To be accepted as a member of Certification Board for Inspection Personnel New Zealand (Inc):

- 4.1. Existing Certificate Holders as at 30 August 2009 must complete and submit an application for membership form, accompanied by the applicable membership application fee, prior to 1 November 2009.
- 4.2. Following acceptance of membership CBIP will issue a Certificate of Competency and Identity Card for all disciplines held.
- 4.3. Applicants must be a current holder of or be in the process of obtaining a CBIP certificate of proficiency.
- 4.4. Certification will become void: -
 - Annually.
 - If renewal or recertification is not maintained.
 - If Membership fees are not fully paid.
- 4.5. Members joining part way through year fees will be charged prorata.
- 4.6. Members must advise change of contact details on the appropriate form
- 4.7. Renewal of membership each year will be by invoice sent one (1) calendar month prior to membership expiring
- 4.8. Members may elect to have their employer pay membership of their behalf
- 4.9. Employers who elect to pay on behalf of their employees will receive a membership listing of their employees ten weeks before membership expiry and must confirm membership six weeks prior to membership renewal date
- 4.10. All members who are current certificate holders will have their name and certifications published on CBIP website. Written notification must be given if member wishes to opt out of listing.
- 4.11. Members who have not paid renewal of membership will have written notification to their last notified addresss that their Certifications are no longer valid within twentyone days (21) of non payment

5. CRITERIA ASSOCIATE MEMBER

- 5.1. Applicants for Associate membership must apply to CBIP for membership on the Application for Associate Membership Form, accompanied by the appropriate fee.
- 5.2. Application for Associate Membership must be supported by a submission outlining grounds for CBIP to consider. If associate member requests have

the ability to participate in committees, certification activities the application must be accompanied by a CV and a signed confidentiality statement

- 5.3. CBIP Board must approve application for associate membership.
- 5.4. If associated membership application is declined the fees will be refunded.
- 5.5. Renewal of Associate Membership will be by invoice sent one (1) calendar month prior to membership expiring
- 5.6. Members who have not paid renewal of membership will have written notification to their last notified addresss that their membership is no longer valid within twentyone days (21) of non payment