

## Membership Terms and Conditions

The following Terms and Conditions set out the expectations, responsibilities, and benefits associated with your membership in the Association of Building Compliance (ABC). By becoming a member, you agree to abide by these terms and conditions, as well as all relevant policies, including the ABC Code of Conduct Policy. Our aim is to foster a community committed to upholding the highest standards of service and accountability in the Building Compliance Industry.

### 1. Membership Eligibility

1.1. Membership in ABC is open to individuals and organisations that meet the eligibility criteria set out in the ABC Constitution.

1.2. ABC offers several membership classes. The rights and privileges associated with each class are defined in the Constitution and By-Laws.

1.3. All applications for membership are subject to approval by the ABC Committee. The Committee reserves the right to approve, reject, or withdraw memberships at any time.

1.4. Organisation membership is non-transferable, and any changes to member details must be promptly communicated in writing to ABC. Nominated memberships may be transferred at the discretion of the Committee.

### 2. Member Responsibilities

2.1. Members are expected to:

- Promote and uphold the values and mission of ABC.
- Actively participate in events, programmes, and activities.
- Treat all members, staff, and partners with respect and professionalism.
- Keep their personal and organisational details up to date and inform ABC of any changes.

2.2. Members must comply with all ABC policies including the terms and conditions, Code of Conduct, and Constitution.

### 3. Application Process

3.1. Submission: Prospective members must complete the membership application form provided on the ABC website. It is essential that all information supplied is accurate and comprehensive.

3.2. Review and Approval: Applications are subject to a review process by the ABC committee. Approval of membership is at the discretion of the committee, based on the alignment of the applicant's qualifications and experience with ABC standards. The Committee may interview the applicant when it considers Membership applications.

3.3. Notification: Applicants will be informed of the committee's decision. Approval notifications will include a membership invoice, outlining the required fees.

3.4. Applicants may be required to provide additional information or documentation as part of the application process.

#### **4. Conditions of Acceptance**

4.1. Agreement: By submitting the application form, applicants agree to the Conditions of Acceptance, (Privacy Act 2020) and also to:

- Adherence to ABC's professional and ethical standards and Code of Conduct.
- Compliance with all relevant building compliance regulations and legislation.
- Engagement in continuous professional development.
- Payment of applicable membership fees upon acceptance and as required for renewal.

4.2. Amendments: ABC reserves the right to modify these conditions as necessary. Members will be notified of any changes, which will take effect upon their next membership renewal cycle.

4.3. Members are required to notify ABC of any changes to their circumstances that may affect their membership status.

#### **5. Membership Fees, Subscriptions, and Payment**

5.1. **Invoice:** Following approval of the application, a membership invoice will be issued. The invoice will include details of the amount payable, payment due date, and accepted payment methods.

5.2. **Certificate Issuance:** Membership certificates are issued only after full payment of the membership invoice has been confirmed by ABC.

5.3. **Renewal:** Membership is subject to annual renewal, including fee payment. Members will receive a renewal invoice in advance of their renewal date.

5.4. Details of membership fees, including amounts and payment deadlines, will be communicated upon acceptance and are subject to change with notice.

5.5. Membership fees are non-refundable, except in circumstances where ABC deems it appropriate.

5.6. The Committee may adjust the dues and fees at its discretion, and any changes will be communicated to members in advance. Any changes to fees will take effect at the end of the current membership year and will be reflected in the next annual renewal invoice.

#### **6. Termination and Cancellation**

6.1. By Member: Members may terminate their membership at any time by written notice to ABC. No refund of membership fees will be provided upon termination.

6.2. By ABC: In accordance with the ABC Constitution, ABC reserves the right to terminate a membership due to failure to comply with terms and conditions, detrimental behaviour towards its objectives, or non-payment of membership fees.

6.3. If a renewal invoice remains unpaid for a period exceeding three (3) months from the date of issue, the membership will be considered terminated.

## **7. Membership Status Notification to Councils**

7.1. We are obligated to notify relevant Councils where a member cancels their membership or ceases to become a member.

## **8. Amendments to Terms**

8.1. ABC may amend these terms and conditions at any time. Members will be notified of significant amendments. Continued membership following such amendments constitutes acceptance of the new terms.

## **9. Jurisdiction**

9.1. These terms and conditions are governed by the laws of New Zealand. Members agree to the jurisdiction of New Zealand courts for any disputes arising under these terms.

## **10. Acceptance**

10.1. By proceeding with the membership application, you acknowledge that you have read, understood, and agree to be bound by these Membership Terms and Conditions, including any future amendments.