

# New Zealand Association of Consulting Laboratories

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Executive Secretary:

PO Box 5585 Auckland

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## Rules and Constitution of the

### New Zealand Association of Consulting Laboratories.

#### 1. Name:

- 1.1. The name shall be : The New Zealand Association of Consulting Laboratories.

#### 2. Objectives:

- 2.1. Develop professional ethics and standards of excellence amongst members who are to abide by the NZACL Code of Ethics.
- 2.2. Promote the use of consultant laboratories.
- 2.3. Provide an annual forum for members.
- 2.4. Provide a united front for discussions and negotiations with Government organisations, IANZ, etc.

#### 3. Registered Office:

- 3.1. This shall be a place so decided by the Annual General Meeting, normally the Secretary's office.

#### 4. Membership:

- 4.1. Two types of membership are allowed: Full Membership and Associate Membership.
- 4.2. *Full Membership* shall be on a laboratory basis rather than on an individual basis.
- 4.3. Full Membership shall be by application or invitation by a member.
- 4.4. Full Member laboratories must offer their services to the general public and derive the majority of their income from the supply of professional services to the general public. The public does not include "In-house" work. These services can include: consulting, testing advisory and laboratory work as well as royalties from inventions or patents. Members shall have their laboratories based in New Zealand.
- 4.5. The range of laboratory activities envisaged will include chemical, microbiological, physical and electrical testing, etc. This may however be expanded by agreement at an AGM.
- 4.6. The Principal or Principals of member laboratories must be appropriately qualified.
- 4.7. Full Member laboratories must provide a representative who has authority to make decisions on behalf of their laboratory at an AGM. Each member laboratory has one vote, regardless how many representatives it sends to the AGM.

- 4.8. *Associate Membership* shall be on an individual rather than company basis.
- 4.9. Associate Membership shall be by the invitation of the AGM only.
- 4.10. Associate Members will typically be involved in, or related to, the laboratory industry. Former or retired lab managers will also fall in this category.
- 4.11. Associate Members have no voting rights and cannot be elected to the Association Committee.
- 4.12. Full Member laboratories and Associate Members may be censured or expelled if a majority of members at an AGM considers that they have contravened the Code of Ethics or Rules of Membership. Such a member must be given the opportunity of being represented at the AGM to plead their case before censure or expulsion.

**5. Annual Subscriptions:**

- 5.1 This shall be agreed at the AGM and shall be the same for all Full Member laboratories and Associate Members. The financial year shall be 1 June to 31 May.

**6. Officers and Meetings of the Association:**

- 6.1. Only Full Members have voting rights and are eligible for election to the Committee.
- 6.2. The Executive shall be:

President  
Vice-President  
Secretary/Treasurer

An Association Liaison Officer may be appointed by the Executive and/or the AGM in areas of special interest to the Association.

- 6.3. These officers shall be elected to serve for one year only, but may be eligible for re-election if agreed by a majority at the AGM. Other members of the Association may be co-opted onto the executive as the need arises. Officers may claim expenses incurred on Association business on a fair and reasonable basis subject to the approval of the President and Treasurer.
- 6.4. The Executive and Liaison Officers shall periodically provide an abstract of activity and news and views within their areas, and this shall be distributed to the members.
- 6.5. Meetings are to be held annually with special meetings as requested by any four members.

*Last modified on 21 June 2003*