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## New Zealand Association of Consulting Laboratories

### Rules & 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. Definitions:
  - 2.1 Consulting Laboratory – Is a laboratory the undertakes analytical testing. They must offer their services to the general public and derive the majority of their income from the supply of professional services to external clients. These services can include: consulting, testing advisory and laboratory work as well as royalties from inventions or patents.
3. Objectives:
  - 3.1 Develop professional ethics and standards of excellence amongst members who are to abide by the NZACL Code of Ethics.
  - 3.2 Promote the use of consultant laboratories.
  - 3.3 Provide an annual forum for members.
  - 3.4 Provide a united front for discussions and negotiations with Government organisations, IANZ, etc.
4. Registered Office:
  - 4.1 This shall be a place so decided by the Annual General Meeting, normally the Secretary's office.
5. Membership:
  - 5.1 Three types of membership are allowed: Full Membership, Associate Membership and Life Membership.  
  
**Full Membership**
    - 5.2 Full Membership shall be on a laboratory basis.
    - 5.3 Full Membership shall be by application or invitation by a member.
    - 5.4 Full Member laboratories must offer their services to external clients and derive the majority of their income from the supply of professional services to external clients.
    - 5.5 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.
    - 5.6 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.  
  
**Associate Membership**
      - 5.7 Associate Membership shall be on an individual rather than company basis.
      - 5.8 Associate Membership shall be by the invitation of the AGM only.

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- 5.9 Associate Members will typically be involved in, or related to, the laboratory industry. Former or retired lab managers will also fall in this category.
  - 5.10 Associated Members have no voting rights and cannot be elected to the Executive.

#### **Life Membership**

- 5.11 Life Membership shall be on an individual basis
- 5.12 Life Membership shall be by invitation of the association to be voted at the AGM
- 5.13 Candidates for Life Membership shall have a minimum of 10 years membership of the NZACL
- 5.14 Candidates for Life Memberships shall have provided exemplary service to the Association, including service on the Executive.
- 5.15 Life Members have no voting rights and cannot be elected to the Executive.

#### **Censure of Members**

- 5.16 Full Member laboratories and Associate Members and Life 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.

#### **6. Annual Subscriptions:**

- 6.1 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 May to 30 April.
- 6.2 The accounts shall not be audited or independently reviewed, except at the request of an AGM.
- 6.3 Life Members shall not be charged an annual subscription.

#### **7. Officers and Meetings of the Association:**

- 7.1 Only Full Members have voting rights and are eligible for election to the Executive.
  - 7.2 The Committee shall be the Executive and any appointed officers.
  - 7.3 The Executive shall be:
    - President
    - Vice President
    - Secretary/ TreasurerAn Association Liaison Officer may be appointed by the Executive and/ or the AGM in areas of special interest to the Association.
  - 7.4 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
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may claim expenses incurred on Association business on a fair and reasonable basis subject to the approval of the President and Treasurer.

7.5 Non-executive officers may be appointed by the Executive and/or the AGM to support the Association. These officers may include

- Webmaster

7.6 Non-executive officers shall be appointed to serve for one year only, but may be eligible for re-appointment if agreed by a majority at the AGM

7.7 Meetings are to be held annually with special meetings as requested by any four members.

New Zealand Association of Consulting Laboratories

Adopted 21 May 2016

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## Code of Ethics

1. By payment of the annual subscription fee Members are agreeing to abide by this Code.
2. Every member of NZ Association of Consulting Laboratories shall uphold and promote the dignity, standing and reputation of all members of the association and shall conform to the principles of professional conduct as described below.
3. A member shall not knowingly engage in illegal work, co-operate with those who are so engaged, and shall refrain from associating with or allowing the use of their name in connection with any enterprise of a questionable character.
4. A member shall act in a strict spirit of personal helpfulness and fraternity towards other members of their profession.
5. A member shall act in a strict spirit of fairness to clients and if, in the member's opinion, work requested by clients seems to present improbability of successful result, they shall so advise the client before undertaking the work.
6. A member shall ensure that all reports, testimony etc. is confined to their area(s) of expertise and presented in an accurate, factual and professional manner.
7. A member shall not accept compensations, financial or otherwise, from more than one interested party without the consent of all parties involved. A member is, however, in no way debarred from accepting employment from more than one client providing there is no conflict of interest.
8. A member shall not use any unfair, improper or questionable methods of securing professional work or advancement, and shall decline to pay or receive secret commissions. A member may use all honourable means in competition to secure professional employment but shall not by unfair means injure, directly or indirectly, the professional reputation, prospects or business of another practitioner.
9. A member shall not attempt to compete with another practitioner on the basis of professional charges, by reducing their usual charges in order to underbid, after having been informed of the charges already named by that practitioner.
10. A member shall, as far as possible, set fees at a point high enough to ensure complete and adequate service, since unreasonably low charges tend towards inferior or unreliable work. In setting fees it is proper for a member to consider:
  - a. The time, labour and capital involved. The novelty and difficulty of the matter, and the experience necessary.
  - b. Whether the employment precludes other employment in similar lines of work or will involve the loss of business while engaging in the particular work.
  - c. Benefit resulting to the client from the service.
  - d. The character of employment; whether from a casual or from a constant and established client.
11. The results of lab work are the property of the client and third parties may have access to them only with the client's consent.

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