



**Australian Institute of
Building Consultants**

P.O. Box 393 Mornington VIC 3931
Phone : 1300 681 379
ABN 67 605 683 690

RULES OF THE

AUSTRALIAN INSTITUTE OF

BUILDING CONSULTANTS

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1. Definitions

In these rules, unless the contrary intention appears –

- **The Administrator** – a person appointed by the Committee to effect administration.
- **Chairperson** - a member of the Committee of Management.
- **Committee of Management** – Committee which consists of a minimum of four members (volunteers or selected) or others appointed by the Chairperson to fill the role.
- **Technical Advisory Panel (TAP) member** – appointed by the Committee of Management.
- **Certified Practising Consultant** - term that can only be used by a Member, Specialist Member or Fellow of the Institute.
- **Consultants Field of expertise – category** – as approved by the Committee of Management.
- **Financial Year** means the year ending on 30th June.
- **Member** means a member of the AIBC.

There are five categories of members:-

- **Social Member – SM-AIBC.** Person involved in a peripheral field of expertise that wishes to obtain expertise within the industry.
- **Student Member – ST-AIBC.** Currently studying in a field relevant to Building Consulting
- **Associate Member – AM-AIBC.** 5 years professional experience, studying to attain the required qualifications and experience.
- **Member / Specialist – MAIBC or SM-AIBC.** Completed a trade, traineeship or approved RPEK, (Recognition of prior experience and knowledge). 10 years professional industry experience, formal Qualifications as a Specialist. 2 years approved consulting experience.
- **Fellow of the Institute – FAIBC.** As appointed by the Committee of Management of the AIBC having contributed to the industry. Formal or past registration in a related field, may have formal qualifications, minimum 25 years' experience within industry or related fields.

2. Membership

- a. A natural person who is invited to nominate and is approved for membership by the Committee of Management as provided in these rules is eligible to be a member of the AIBC on payment of entrance fee and annual subscription payable under these rules.
- b. The Committee of Management of the AIBC may from time to time make or revoke the criteria to be complied with, and qualifications to be held, or achieved, by any nominee for membership of the AIBC.
 - I. A natural person interested in or intending to become a member of the AIBC but not yet experienced to the level required of a member of the AIBC may be accepted as a member of the AIBC in the category Associate Member subject to being invited and nominated by two Members of the AIBC, the admission approved by the Committee of Management and in paying of the entrance fee and annual subscription payable under the rules.
 - II. Associate Members may apply to be elevated to a full membership after gaining 2 years appropriate experience as a building consultant with the application supported by the nomination of two members of the AIBC after successfully completing the AIBC industry training strategy.
 - III. A natural person interested in regularly attending meetings of the AIBC and participating in the fellowship and information networking of the AIBC but not qualified in the technical matters required for membership may be accepted as a member of the AIBC in a category Social Membership OR a student member, whichever the case may be subject to being nominated by two Members of the AIBC, the admission approved by the Committee of Management and on the payment of the entrance fee and the annual subscription payable under these rules. A Social Member may not use AIBC post numerals.
- c. A nomination of a person for membership of the AIBC –
 - I. shall be made in writing in the form set out on the AIBC website and
 - II. shall be lodged and submitted to the Membership Officer of the AIBC on the form contained on the AIBC webpage.
- d. The applicant must nominate a category or field of expertise or specialization.
 - I. Building consultant members must undertake to only practice within their AIBC approved category or field of expertise or specialization.

- e. As soon as is practicable after the receipt of a nomination, the Board shall assess the application, and the administrator will pass the application on to the Technical Advisory Panel for their formal approval.
- f. Upon a nomination being approved by the Committee, the administrator, with as little delay as possible; notify the nominee in writing that their nomination is approved for membership of the AIBC and request payment within the period of 28 days after receipt of the notification of the sum payable under these rules as the entrance fee and the first year's annual subscription.
- g. A right, privilege, or obligation of a person by reason of that person's membership of the AIBC is not capable of being transferred or transmitted to another person; and terminates upon the cessation of the said membership whether by death or resignation or otherwise.
- h. It is a mandatory requirement of the AIBC that full and associate members must hold an approved personal indemnity insurance policy to cover the consulting endeavours and activities that they are entitled and accredited by the AIBC to enter into.

3. Entry Fees & Subscriptions

- a. The entrance fee will be \$50.00 for all members PROVIDED THAT entrance fees (both in respect of all members or any category of members) may be increased or decreased from time to time by the AIBC as it deems fit.
- b. The annual 2015 subscription is \$350.00 plus GST for all full/specialist members.

\$300.00 plus GST for Associate members.

\$250.00 plus GST for Social members

\$30.00 plus GST for Student members

and is payable in advance on or before 1st July in each year in the case of existing members and, in the case of new members, on or before the first day of the month following the month of that member's acceptance as a member on a pro rata basis Notwithstanding anything contained in this sub-clause, the annual subscription (both in respect of all members or any category of members) may be increased or decreased from time to time by the AIBC as it deems fit.

- c. The Committee may, from time to time determine fees for use of the AIBC's facilities by members of the AIBC and also by non-members of the AIBC.
- d. Any member whose annual subscription shall be unpaid shall thereupon cease to be a member of the AIBC.

- e. Any former member wishing to rejoin the AIBC may again be invited to apply for membership in accordance with the provisions of these Rules.
- f. All members must hold industry site induction qualifications (work-safe white card, Industry red card) if they attend on active work sites in the performance of their role as a Building Consultant.
- g. It is a mandatory requirement that all Members participate in annual CPD program to keep up to date with changes that occur in industry. Only AIBC approved CPD programs are acceptable. (Refer to annual CPD points rule for further clarification).

4. Ceasing Membership

- a. A member of the AIBC who has paid all moneys due and payable by themselves to the AIBC may resign from the AIBC by first giving one months' notice in writing to the administrator of their intention to resign, and upon the expiration of that period of notice, the member shall cease to be a member.
- b. If an AIBC member retires from active membership that member may add the post numerals (ret) member before the AIBC post numerals.

5. Discipline, suspension & expulsion of Members

Subject to these rules, the AIBC Committee may on a recommendation of the TAP -

- a. Expel a member from the AIBC; or
- b. Suspend a member from membership of the AIBC for a specified period; if the member has refused or neglected to comply with these rules; or
- c. has been guilty of conduct unbecoming a member of the AIBC or prejudicial to the interests of the AIBC or has brought, or will bring, the AIBC into disrepute by their intending actions.
- d. A recommendation from the TAP in regard to a member's conduct will be forwarded onto the Committee of Management after a meeting of the TAP has been held and at which meeting the member has been given the opportunity to state their case and supply any supporting documentation.
- e. The Committee is not bound by the recommendation of the TAP Group however in the event that they disagree with the TAP Group recommendation they must forward a response back to the TAP Group stating their grounds for rejection and invite the TAP Group to make further comment.
- f. The TAP Group response must be forwarded back to the Committee within 14 days and any decision then reached by the Committee will be final and binding.

- g. Where the AIBC Committee reach a decision under sub-clause (d) the Administrator shall, as soon as practicable, cause to be served on the member a notice in writing –
- I. setting out the decision of the Committee and the grounds on which it is based;
 - II. stating that if the member wishes to address the AIBC Committee at a meeting;
it must be held within 28 days after service of the notice;
 - III. stating the date, place and time of that meeting;
 - IV. informing the member that they may do one or more of the following -
 - a) lodge any new relevant documentary evidence in support of the members claim which has not been previously lodged
 - b) attend that meeting;
- h. Any decision made by the Committee as a result of a meeting called by a Member under Clause 5) (f) (ii) is final.
- i. At a meeting of the AIBC TAP held in accordance with Clause (5) (d), the AIBC – TAP shall give to the member an opportunity to be heard;
 - ii. shall give due consideration to any written statement submitted by the member; and
 - iii. shall by resolution determine whether to recommend action against the member in accord with sub-clause 5 (a) & 5 (b) above.

6. Ethical Behaviour

All members shall observe the following Ethics:

- a. Acceptable conduct – To Act at all times with honesty, integrity and responsibility and in the spirit of good faith and fair dealing.
- b. Sharp practices – Not to engage in any conduct which is unfair, harsh or unconscionable.
- c. Acknowledge that the members first duty of care is to the courts and tribunals.
- d. Lowering Standards – members shall not engage in any practice which might tend to lower the standards applicable in the building and construction industry.

- e. Initiate and set in place an order of engagement contract which clearly sets out pertinent details in reference to the engagement of a consultant's services including written instructions and anticipated costs.
- f. No member of the AIBC will knowingly participate in or engage in any conduct that is misleading or deceptive or is likely to mislead or deceive.