
**PROPOSAL FOR ELECTION TO ANOTHER GRADE OF MEMBERSHIP
OTHER THAN FROM STUDENT (in which case use FORM M1)**

THIS FORM IS TO BE COMPLETED AND FORWARDED TO THE HONORARY SECRETARY OF THE CHAPTER TO WHICH THE MEMBER IS ATTACHED. PLEASE COMPLETE IN CLEAR PRINT OR TYPE.

MEMBER Mr/Mrs/Ms/Miss
Surname First names in full

Residential address

.....

Telephone – Hm Bus Email.....

Present membership grade Chapter

Proposed election to grade of

To the Executive Director of The New Zealand Institute of Building

WE, the undersigned corporate members, being fully convinced of the member's suitability as to experience, status and personal character, propose this member for election to the grade of membership shown.

PROPOSER Membership Grade

Business position and organization

Address

Telephone Mobile

Email Signature

SECONDER Membership Grade

Business position and organization

Address

Telephone Mobile

Email Signature

**** NOTE:** It is not required that members of the Institute, attaching their signatures to this proposal, should concern themselves particularly with the member's qualifications by examination. It is the function of the Council to determine whether the member shall sit for or be exempted from examination, in whole or in part. It is required, however, that proposer accept the responsibility of expressing their full conviction of the member's suitability for election to the grade shown in respect of experience, status and personal character.

The member is to supply the names and addresses of two persons in building practice, other than the above Proposer and Seconder, to whom reference may be made regarding the suitability of the member.

FIRST REFEREE

Contact Ph/ Email

Position held & Business address

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SECOND REFEREE

Contact Ph/ Email

Position held & Business address

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PARTICULARS TO BE SUPPLIED BY MEMBER

MEMBER Mr/Mrs/Ms/Miss
Surname First names in full

Age at next birthday

Present grade of membership & year of election

INSTITUTE ACTIVITIES Give particulars of any Institute activities undertaken:

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EDUCATION

Give details of any change in educational status which has occurred since election to your present grade.

The member of Council will be greatly assisted if precise particulars of any course of study undertaken are given together with dates and results obtained.

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EXPERIENCE SINCE ELECTION TO PRESENT GRADE OF MEMBERSHIP

What work have you been engaged upon since election to your present grade?

This statement should describe concisely the work upon which the member has been engaged with a description of their magnitude and the degree of the member's responsibilities. The names of builders and other employers with whom the member has served must be given with the relevant dates and periods of employment.

Dates / periods Organisations and works:

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PRESENT POSITION

Title Date appointed

Clear description of Duties

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Give details of any other matters not mentioned elsewhere, which you consider are relevant to the proposal for election to the grade of

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ELECTION TO ANOTHER GRADE

FOR CHAPTER OFFICE USE ONLY:

MEMBER Mr/Mrs/Ms/Miss
Surname First names in full

Date proposal received by Chapter Hon Secretary

Date Candidate completed Examination requirements

Date proposal submitted to Chapter Board

Chapter recommendation for alteration to grade

Date proposal forwarded to the Executive Director of The Institute

FOR COUNCIL SECRETARIAT USE ONLY:

Date proposal received by Executive Director of the institute

Date proposal submitted to Council Membership Committee

Recommendation on grading by Council Membership Committee

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Date proposal submitted to The institute Board of Examiners

Recommendation of Board of Examiners

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Date of Ballot of the Council

Decision of the Council on this proposal

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Date Chapter advised

Date Member notified

Date recorded as DATE OF ELECTION to new grade

Date alteration to REGISTER OF THE INSTITUTE Register No.

Date NEW MEMBERSHIP CERTIFICATE ISSUED

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Executive Director of The New Zealand Institute of Building Inc

YOUR DECLARATION, CONSENT TO DISCLOSURE AND MEMBER'S UNDERTAKING

DECLARATION

I, the undersigned, do hereby agree, in the event of my election to membership of The New Zealand Institute of Building, to be governed by the provisions of the Rules of The Institute and the Bylaws and Regulations made there under as are now framed or as may hereafter be altered, amended, or enlarged, and to promote the objects of The Institute as far as shall be in my power; and to subscribe to and abide by the principles and codes of professional conduct as may from time to time be laid down by The Institute: PROVIDED THAT whenever I shall signify in writing to the Executive Director that I am desirous of withdrawing from The Institute, I shall (after the satisfaction of any arrears which may be due by me at the period and the return of my Membership Certificate) be free from this obligation.

- a. I have not been convicted of an offence involving fraud or dishonesty;
- b. The information contained in this application and attached documents is true and correct, and
- c. I have / have not previously applied for NZIOB membership.

I certify that the statements made by me herein are correct.

WITNESS my hand, this day of 19

Candidate's Signature

CONSENT TO DISCLOSURE

I consent to disclosure of information entered by me in Sections A and B of this Proposal, to:

- a. the New Zealand Institute of Building Council and its committees and to Chapter Boards and their committees;
- b. organizations or persons who request the information for the primary purpose of serving the interests of the Institute and its members in accordance with the objects of the Institute as recorded in its Rules, subject to the approval of the institute Council or its Privacy Officer:

I acknowledge that disclosure to other organizations or persons may be necessary pursuant to one or more of the exceptions to principle 11 of the Privacy Act 1993;

I am aware of my rights under the Privacy Act 1993 to have access to this information and to request correction of this information a statement which I can supply relating to the fact that I have requested a correction by advice to the Privacy Officer, The National Executive Director, The New Zealand Institute of Building (Inc.) PO Box 303 159, North Harbour, AUCKLAND 1330, Attention: The Executive Director

Signed:

Date:

CHECK LIST

Have you:

- Completed all relevant parts of this form;
- Attached a verified copy of your education qualifications;
- Attached a schedule of your work experience (NOT required for Graduate);
- Attached proposer and seconder signatures and 2 references
- Signed your declaration.
- Signed your consent to disclosure.