

# MEMBERSHIP POLICY

## PURPOSE

To provide a transparent and consistent process for the Board to assess a candidate's eligibility for membership of the Association of Insurance Building and Engineering Consultants Ltd (AIBEC).

## 01 MEMBERSHIP

- (a) Under clauses 5.2 and 5.7 of the constitution, the only classes of membership are Associate and Corporate Membership. Associate Membership is open to anyone who has met the eligibility criteria (rule 3) and who has maintained their qualification for membership (rule 4). Corporate Membership is open to body corporates.
- (b) To apply for membership, the applicant must apply in the form determined by the Board.

## 02 ELIGIBILITY CRITERIA

### 2.1 Associate Membership

- (a) Under rule 5.3 of the constitution, any individual who, in the opinion of the Board:
  - (i) has minimum professional qualifications and maintain membership of relevant professional association;
  - (ii) has Professional Indemnity Insurance as determined by the Board;
  - (iii) successfully completes the Application for membership;
  - (iv) agrees to undertake annual Continuing Professional Education (CPE);
  - (v) agrees to adhere to the AIBEC Code of Professional Conduct;
  - (vi) agrees to abide by the General Insurance Code of Practice as it applies to them;and
  - (vii) is supportive of the objects of AIBEC,may apply for Associate Membership.
- (b) The following paragraphs set out the requirements for Associate membership set by the Board.

### 2.2 Professional qualifications

- (a) A Member must either be:
  - (i) an engineer; or
  - (ii) a building consultant,
- (b) The minimum professional qualifications for engineers and building consultants are set out in Schedule 1.

## 2.3 Professional Indemnity Insurance

A Member must either be:

- (a) employed by a Body Corporate that holds Professional Indemnity Insurance;

or

- (b) self-employed that holds Professional Indemnity Insurance.

## 03 MEMBERSHIP CONTINUATION

- (a) To remain suitable for membership, Members:
  - (i) must continue to meet the requirements in rule 5.3 of the constitution;
  - (ii) must comply with the Code of Professional Conduct (Schedule 2);
  - (iii) must ensure AIBEC has their current contact details; and
  - (iv) must not behave in a way that is injurious or prejudicial to the character, reputation or interests of AIBEC.
- (b) A Member may be deemed in unsuitable for membership by the Board if the subscription is outstanding for more than 3 months, becomes bankrupt or is of unsound mind.

## 04 INCONSISTENCY WITH CONSTITUTION

If there is any inconsistency between this Membership Policy and the constitution, the terms and conditions of the constitution prevail.

## 05 DEFINITIONS AND INTERPRETATION

### 5.1 Definitions

Capitalised terms take their meaning from the constitution unless defined otherwise as follows:

<b>Term</b>	<b>Definition</b>
Engineers Australia	means The Institution of Engineers Australia ABN 63 020 415 510 trading as Engineers Australia.
Washington Accord	means the multi-lateral agreement between bodies responsible for accreditation or recognition of tertiary-level engineering qualifications within their jurisdictions.

## 06 CORPORATE MEMBERSHIP

- (a) Corporate membership will be open to Body Corporates that agree to support the aims and objectives of AIBEC and who have Associate members in AIBEC.
- (b) Corporate member applicants are required to nominate one individual who must be successfully accepted as an Associate member.
- (c) The Board will assess applications for Corporate membership.

# SCHEDULE 1

Guide to minimum professional qualifications

## 01 ENGINEERS

If the Member is an engineer, the Member must, at a minimum:

- (a) have graduated from a four-year engineering degree program that is accredited in Australia by Engineers Australia; or
- (b) have graduated from a comparable overseas degree that is recognised as accredited in Australia under the Washington Accord 1969.

## 02 BUILDING CONSULTANTS

If the Member is a building consultant, the Member must, at a minimum:

- (a) have a Certificate IV in Building and Construction (or equivalent); or
- (b) have a Diploma of Building and Construction (Building) (or equivalent); or
- (c) have a Bachelors degree from an Australian or approved overseas university in engineering, architecture, housing, construction, construction management, construction economics, project management, applied science, built environment, or quantity surveying; or
- (d) be licensed or registered in at least one Australian or overseas jurisdiction as a builder, contractor, or supervisor in the construction industry.

## 03 CONFLICTS

Due to issues of conflict, a person who either:

- (i) themselves; or
- (ii) through an organisation in which they have an ownership interest of 5% or more,

performs repairs or renovations, or fixes or repairs losses, in respect of insurance claims, ceases to be eligible for membership of the association.

# SCHEDULE 2

## Code of Professional Conduct

### 01 THE AIBEC CODE OF PROFESSIONAL CONDUCT

- (a) You must in your business dealings act honestly and with integrity
- (b) You must comply with the legislative requirements applying to your professional duties
- (c) You must provide reports that are independent and free from influence from others
- (d) You must have in place arrangements for the management and reporting of conflicts of interest
- (e) Unless required by law you will not disclose any reports to a third party without the approval of your instructing client
- (f) Members are bound by the provisions of the General Insurance Code of Practice, as it applies to them
- (g) A member must not by commission or payment seek to secure instructions
- (h) If members are appointed to provide professional services and you become aware that the party you are dealing with is distressed or vulnerable you will report this to your instructing client.
- (i) Members must undertake Continuing Professional Education (CPE) as determined by the AIBEC board
- (j) Members must maintain accreditation of the Building and or Engineering professional body to which they belong
- (k) Members will undertake specific insurance industry training as determined by the AIBEC board
- (l) Members will not recklessly, maliciously or carelessly do anything to damage the good name and reputation of AIBEC
- (m) Members will ensure any advertising is free from inaccuracies or mis-statements
- (n) Reference to AIBEC membership in any website, printed material or otherwise will be in accordance with guidelines established by the AIBEC board
- (o) Members through their employer must hold appropriate insurance cover including Professional Indemnity insurance as determined by the AIBEC Board
- (p) Compliance with the Code will be mandatory for members and any investigation of a breach, which may result in suspension or expulsion, will be conducted in accordance with the rules of natural justice and follow procedures established by the AIBEC board.

### 02 VERSION 5 – 12 JULY 2024