

## Application Form for the Grade of 'Member' [MASNZ]

---

### Instructions for completing this Application Form

- *Fill out the following form if you are applying for the category of 'Member' of the Acoustical Society of New Zealand*
- *Not all sections are to be filled out by the Applicant, the supporters section is to be filled out by the Supporters*
- *Failure to provide complete information may necessitate further correspondence and hence delay the application*
- *If you are not sure about the required information and level of information please contact the Acoustical Society of New Zealand Membership Committee*
- *When attaching supporting information ensure it is clear which sections of the application the information provided applies to.*
- *The applicant must sign all declarations. You must have all referees sign their declarations.*

**All information provided to the Acoustical Society of New Zealand is Private and Confidential. Information shall be used, stored and disclosed as per the legal requirements of the Privacy Act 1993 and any subsequent changes as provided for by New Zealand Law.**

### Contents

#### Application

- 1.0 Applicant Details
- 2.0 Academic Information
- 3.0 Professional Experience
- 4.0 Self Employment
- 5.0 Referees
- 6.0 Additional Supporting Information
- 7.0 Membership Subscription
- 8.0 Applicant Declaration

**Appendix** ASNZ Rules of Conduct and Disciplinary Measures

---

#### OFFICE USE ONLY

---

Date Received		Office Use only
Date Acknowledged		

Membership Number Provided		
----------------------------	--	--

## 1.0 Applicant Details

### Contact Information [Personal]

		Office Use only
Surname [*]		
First Names [including middle names]		
Title [Prof, Dr, Mr, Mrs, Ms etc]		
Preferred name (for Certificate and correspondence)		
Date of Birth dd/mm/yy		
Country of Birth		
Nationality		
Postal Address	[Number and Street]	
	[Town]	
	[Country]	
	[Post Code]	
Telephone Number		
Mobile Number		
Fax Number		
E-mail Address [†]		

### Contact Information [Employer]

		Office Use only
Employer [Company Name]		
Postal Address		
	[Number and Street]	
	[Town]	
	[Country]	
	[Post Code]	
Telephone		
Fax Number		
E-mail Address[†]		

[\*] – If your surname has changed (e.g. by marriage) since your qualification(s) in Section 2.0 below, please provide both surnames

[†] – At least one Email field must be filled out, but not necessarily both

---

**Contact Information to be used for Correspondence/Certificate**

---

Which Contact Details should the ASNZ use to contact you regarding your application? Note, your certificate will be sent to this address.

**Personal** Information as per Section 1.0

**OR**

**Employer** Information as per Section 1.0

## 2.0 Academic Information

- Refer Rules 5(iv)A and 5(v)(a) of the ASNZ Rules
- Please provide a list of relevant tertiary education qualifications
- List all qualifications in chronological order as awarded
- Please enclose copies of degree(s)/certification, or a supporting letter from academic office of qualification provider confirming your qualification [do not send originals]
- Only list qualifications that are completed and have been awarded
- If the University, College etc. is outside of New Zealand you must provide full contact details
- Only list details that are relevant to the application

Date Qualification Awarded	University/Institution Name	Title of Qualification Awarded	Additional Grades i.e. Hons, Distinction etc	Office Use only

---

**Tertiary Education and Qualifications – Other relevant Information/Supporting Information/Comments**

---

Details	Office Use only

### 3.0 Professional Experience

- Refer Rules 5(iv)B and 5(v)(b) of the ASNZ Rules
- Only fill out this section if you are an employee and your employer is providing a supporting letter and company description. If you are self employed – go to **Section 4.0**
- Please provide the details of your current and past employers, **where relevant to work in acoustics**, and state the period of ‘responsible work’ at each employer
- ‘Responsible work’ is explained in Section 1.3 of the Membership FAQs. In assessing the period of responsible work, work of a non-acoustical nature should be discounted
- If part-time, please indicate the full-time fraction (e.g. 4 days a week = 0.8). If you have worked periods of both full-time and part-time with the same employer, please fill these out as separate entries
- Please enclose a letter from your employer(s) confirming your period of responsible work in acoustics. If the required employment period to satisfy Rules 5(iv)A or 5(iv)B is made up of work under more than one employer, you must provide a letter from each employer.
- Letters from employers should clearly state the nature of the work carried out (not just the job title etc.) and outline the level of responsibility attached to the work in acoustics. Information on the period of employment should also be provided
- Only list details that are related to the application

Employer	Employment Period		Full-time Fraction (i.e. full-time = 100%)	Office Use only
	FROM	TO		
Provide Company Name and Address				

## 4.0 Self Employment

- Refer Section 5(v)(c) of the ASNZ Rules
- Only fill out this section if you are self employed
- Please provide evidence that your practice has been established and operated for more than 3 years
- Please provide a detailed description of the company, and its role in relation to acoustics
- Only list details that are related to the application

Company Name and Address	Details	Office Use only

## 5.0 Referees

- Refer Section 5(v)(d) of the ASNZ Rules
- This section must be filled out by two separate members of either the Acoustical Society of New Zealand or another relevant professional society or organisation recognised by the Council (e.g. IPENZ, NZIA, Acoustical Society of America, Australian Acoustical Society, Institute of Acoustics (UK))
- **At least one referee must not work in the same organization as the applicant**
- In providing these referees, the Applicant grants the Council authorisation to contact the referees if required

### Referee 1

I the undersigned, propose and support the candidate from personal knowledge, as a person worthy of consideration for admission to the category of Member of the Acoustical Society of New Zealand and I confirm, to the best of my knowledge and beliefs, the correctness of the information provided.

Name	
Current Employer	
Current Position	
Contact Phone Number	
I have known the Applicant for [insert number of years]	
I confirm [yes or no] that I am a Member of the Acoustical Society of New Zealand	
Membership Number ASNZ	
I am a member of another acoustical society or equivalent society [specify]	
Signature [no electronic signatures]	
Date	

### Referee 2

I the undersigned, propose and support the candidate from personal knowledge, as a person worthy of consideration for admission to the category of Member of the Acoustical Society of New Zealand and I confirm, to the best of my knowledge and beliefs, the correctness of the information provided.

Name	
Current Employer	
Current Position	
Contact Phone Number	
I have known the Applicant for [insert number of years]	
I confirm [yes or no] that I am a Member of the Acoustical Society of New Zealand	
Membership Number ASNZ	
I am a member of another acoustical society or equivalent society [specify]	
Signature [no electronic signatures]	
Date	

## 6.0 Additional Supporting Information

*In accordance with Section 5(v)(e) of the ASNZ Rules, the Council may require further supporting evidence or documentation from an applicant in processing the Application.*

*In such cases the Applicant will be notified, via their Contact Information supplied in Section 1.0 of the Application, of the nature of additional information required.*

## 7.0 Membership Subscription

*Membership is renewed annually on 1 July.*

*The annual subscription fee for the Grade of Member is **\$75 NZD** per annum, and is payable during the month of July each year. Any international banking charges must be settled in addition to this amount.*

*An additional Application fee of **\$200 NZD** is payable with a Membership Application to cover administration costs. If the Application is unsuccessful, all fees will be refunded, and will be payable again with any reapplication.*

*The Application fee will not apply to Membership renewals – only to the first successful application.*

*By making this Membership Application, you agree the decision of the Council is final and you acknowledge and agree that the Council will not enter into correspondence in the event your application is unsuccessful.*

*The Membership Subscription can be paid in the following ways:*

- *By cheque, addressed to “Acoustical Society of New Zealand”, posted to:  
The Secretary  
Acoustical Society of New Zealand  
PO Box 1181  
Auckland 1140*
- *By Bank Transfer to the following account: 02 0100 0559119 00  
- Please enter your surname in the Reference field*

*Applicants please fill out:*

I enclose the amount of \$\_\_\_\_\_ NZD with my Membership Application.

This amount is paid by (please tick):

*Cheque enclosed*

*Bank Deposit*

*Date Payment Made \_\_\_/\_\_\_/\_\_\_*

## 8.0 Applicant Declaration

I the undersigned, being the person applying for the grade of Member of the Acoustical Society of New Zealand (ASNZ) under Section 5.0 of the ASNZ Rules declare that all information provided in my application to be true and correct in every particular to the best of my knowledge.

I the undersigned understand and accept that by applying for the grade of Member, the decision to grant or decline my application under the Rules of the ASNZ will be with the Council, and Council decisions shall be final.

I the undersigned, having applied for the grade of Member of the ASNZ, hereby declare that if my application is approved, my professional conduct shall be governed by the applicable Rules, Rules of Conduct and Disciplinary Measures of the ASNZ.

I the undersigned, confirm that I have read the ASNZ Rules of Conduct and Disciplinary Measures (attached), and agree to abide by them.

I the undersigned, agree to pay the annual subscription to the Treasurer, and understand that the subscription amount is subject to change in accordance with Rule 8 of the ASNZ Rules.

I the undersigned agree that should my Membership be terminated (either voluntarily, or through the Disciplinary Measures), I must cease to exercise any and all privileges of Membership forthwith on receipt of notice from the ASNZ [in writing] that I no longer hold the grade of Member.

(Please tick)

I am applying for the category of Member under Rule 5(iv)A of the ASNZ Rules  Hold a Bachelor Degree [or L7 equivalent] + minimum 3 years full-time experience of responsible work

**OR**

I am applying for the category of Member under Rule 5(iv)B of the ASNZ Rules  Minimum 10 Years full-time experience of responsible work in the field of acoustics

**Print Name**

**Signature [no electronic signatures]**

**Date:**

Please send your completed Membership Application to:

- **By post:** The Secretary  
Acoustical Society of New Zealand  
PO Box 1181  
Auckland 1140
- **By email:** [membership@acoustics.org.nz](mailto:membership@acoustics.org.nz)

**Inclusions Checklist:** Before sending your application, please make sure you have included the following (as appropriate)

A copy of your degree  Letter(s) from your employer(s)   
Both referees have filled out Section 5.0  Proof of company establishment



## Rules of Conduct and Disciplinary Measures for the Acoustical Society of New Zealand

- 1 Members shall exercise their professional and technical skill and judgement to the best of their ability and shall discharge their professional and technical responsibilities with integrity.
- 2 Members shall refrain from and discourage criticism in public of work of another member. This does not preclude members in their professional capacity from providing responsible comment on the work of other members when called upon to do so in the course of their employment.
- 3 No member shall review the work of another member without taking reasonable steps to ensure that such member is informed.
- 4 No member shall attempt to supplant another member, nor take over work of another member until clear notification has been received from the employing party that the service of the other member has been discontinued in accordance with the other member's terms of engagement.
- 5 No member shall misrepresent their competence nor, without disclosing its limits, undertake work outside their area(s) of expertise.
- 6 When called upon to give an opinion in a professional capacity members shall give an opinion that is objective and reliable to the best of their ability.
- 7 However engaged, members shall at all times recognise their responsibilities to their employer or client, others associated with their work, the public interest and their profession.
- 8 When a member's professional advice is not accepted the member shall take reasonable steps to ensure that the person overruling or neglecting that advice is made aware of the possible consequences.
- 9 In respect of a professional relationship, whether with employer or client, a member shall disclose any financial or other interest they may have which constitutes a conflict of interest.
- 10 A member shall respect the confidentiality of information relating to the business of their client or employer.
- 11 A member shall avoid being placed under any obligation to a third party in their dealings on behalf of their client or employer.
- 12 *Disciplinary Measures*

- (a) In the event of a complaint of alleged improper conduct or breach of the Rules of Conduct; the affected member shall be notified by the Council within 10 working days of the receipt of the complaint. A complaint may be made by another member of any member of the public having dealings with a member.
- (b) The affected member shall have 10 working days to respond to the Council regarding the complaint, setting out any matters and attaching any materials the member deems relevant to the complaint.
- (c) The Council shall consider the complaint and the response of the member (if received) and may elect to either:
  - (i) Write to the complainant advising that the Council has considered the complaint and does not propose to take the matter further.
  - (ii) Write to the complainant advising that the complaint will be investigated by the Council and that the Council will advise the complainant of the outcome of the investigation in due course

In either of the two options above the Council may or may not at its discretion set out reasons for its decision; or

- (d) In the event the Council elects to carry out an investigation into the complaint pursuant to clause 12 (c) (ii) it shall immediately report its election to the President.
- (e) If the Council, in its sole discretion after its investigation considers that complaint lacks substance then the complaint shall be dismissed and the complainant and the affected member shall be advised in writing of this outcome as soon as practicable.
- (f) If the complaint is considered by the council to have substance then the Council shall:
  - (i) Advise the affected member and invite the member to make further submissions within 5 working days
  - (ii) The Council shall then call a meeting of a Disciplinary Panel (a sub-committee of the Council, appointed by the Council comprising at least three Council members). The Panel shall study the evidence and request more facts as required then report to the President.
- (g) If the complaint is upheld the Council shall immediately advise the complainant and the affected member, and any or all of the following measures may be imposed by the Council:
  - Suspension of membership for a notified period
  - Expulsion from the Membership of the Society
  - Reprimand
  - The Council shall have the discretion to inform interested parties
- (h) The affected member may appeal against the decision of the Disciplinary Panel and/or Council. The Council shall appoint an Appeals Panel of at least three long standing members with experience in the relevant field. The Appeals Panel shall reassess the evidence and request more evidence as necessary. The decision of the Appeals Panel shall be final and binding.