

Application Form for Grade of 'Affiliate'

Instructions for Completing this Application Form

- *Fill out the following form if you are applying for the category of 'Affiliate' of the Acoustical Society of New Zealand*
- *If you wish to apply for the category or Member you need to fill out the Application Form for the Category of Member*
- *The applicant must sign and date the declaration section.*

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 Membership Subscription
- 3.0 Applicant Declaration

Appendix

ASNZ Rules of Conduct and Disciplinary Measures

OFFICE USE ONLY

Date Received		Office Use only
Date Acknowledged		

Affiliate 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]		
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
Employee [Company Name]		
Postal Address [Number and Street]		
[Town]		
[Country]		
[Post Code]		
Telephone		
Fax Number		
E-mail Address[†]		

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

Contact Information to be used for Correspondence

Which contact details should the ASNZ use to contact you regarding your application?

Personal Information as per Section 1.0

OR

Employer Information as per Section 1.0

2.0 Membership Subscription

Membership is renewed annually on 1 July.

*The annual subscription fee for the Grade of Affiliate is **\$60 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.*

*There is a discounted Student subscription fee of **\$20 NZD** per annum. **If applying for Student membership, please enclose proof of current enrolment in your educational institution.***

The 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 application.

This amount is paid by (please tick):

Cheque enclosed

Bank Deposit

Date Payment Made ___/___/___



3.0 Applicant Declaration

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

I the undersigned, confirm that I have read the ASNZ Rules of Conduct and Disciplinary Measures, 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.

<p>Print Name</p> <p>Signature [no electronic signatures]</p> <p>Date</p>
--

Please send your completed Affiliate Application to:

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



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.