

Schedule A

CONSTITUTION OF THE CENTRAL INDEPENDENTLY QUALIFIED PERSONS (IQP) REGISTRATION PANEL

1. Name

- 1.1 This is the constitution for a group called Central Independently Qualified Persons (IQP) Register Panel hereafter to be referred to as "The Panel"

2. All Definitions

INTERPRETATION

Act	The Building Act 2004 and any subsequent amendments to that Act
The Panel	Means the Central Independently Qualified Persons Register Panel responsible for the administration of the Central Region IQP Register
Secretary	Means the Secretary of The Panel.
Chairperson	Means the Chairperson of The Panel.
Complainant	Means any person who has complained to The Panel.
Complaint	Means a complaint about an IQP.
Hearing	Means a hearing conducted by The Panel about a complaint that could lead to a recommendation to Members to withdraw their acceptance of a person as an IQP.
IQP	Means an Independently Qualified Person.
Independently qualified person	means a person— <ul style="list-style-type: none">(a) who is accepted by a territorial authority as being qualified to—<ul style="list-style-type: none">(i) carry out or supervise all or some of the inspection, maintenance, and reporting procedures required for a specified system stated in a compliance schedule; and(ii) certify that those procedures have been fully complied with; and(b) whose acceptance under paragraph (a) has not been withdrawn by the territorial authority.
Meeting	Means a meeting of a quorum of the Panel for purposes of undertaking the objectives of The Panel, as described in the Constitution.
Members	Means all territorial authorities that are parties to the Memorandum of Understanding for the Central Independent Qualified Persons (IQP) Panel.
Presiding Member	Means the chairperson of The Panel or if the chairperson is not present, the Member elected by The Panel to be the Presiding Member for a Hearing.

Register	Means the register of IQPs approved by The Panel.
Respondent	Means an IQP on the Register whose conduct has been complained about.
Special Advisor	Means a person appointed by The Panel to assist them in investigating a complaint.
Supervise	Means provide control, direction and oversight of the inspection, maintenance and reporting procedures required for a specified system stated in a Compliance Schedule to ensure that: <ul style="list-style-type: none"> (a) It is performed competently; and (b) Complies with the compliance schedule under which it is carried out.
The Hearing Panel	Not fewer than two Members and the Presiding Member.

3. Objectives and Functions of The Panel

To make recommendations to its Members on the acceptance and registration of IQPs and the withdrawal of acceptance for IQPs, including:

- To provide a largely self-funding system for the operation of The Panel.
- To receive and consider applications for acceptance as an IQP and recommend the approval or decline of those applications.
- To notify the Members of its recommendations.
- Provide advice to Members and IQPs on matters relating to IQPs.
- To maintain a database (register) identifying the status of all approved and withdrawn IQPs for the Members.
- To consider and conduct hearings in relation to any complaints relating to IQPs, including making recommendations to the Members on the withdrawal of acceptance for IQPs.
- To provide clerical and functional support to achieve the above objectives.

4. Membership

- 4.1 Membership of The Panel shall be available to all Territorial Authorities in New Zealand.
- 4.2 New Territorial Authorities may join the Panel by signing a Deed of Accession, resolved by a two-thirds majority of the existing Members.

5. Officers and Administration

- 5.1 The Officers of The Panel shall be as follows:

Chairperson	To be elected annually from the representative officers nominated by the Members.
Secretary	To be provided by one of the members, currently from Palmerston North City Council

Officers Each Member shall appoint a representative and this representative shall be a delegated officer. Each Member can provide for an alternate representative to The Panel.

Each Member is responsible for ensuring the appropriate delegations are in place under the Building Act 2004 in relation to the acceptance and withdrawal of any IQP (and any associated functions) by the Member.

Voting rights Each Member is entitled to one vote. The Secretary shall have no voting rights. The Chairperson has a casting vote, in the case of an equal vote.

6. Election of officers

6.1 The Chairperson shall be elected for a period of one year.

6.2 The nomination and election of the Chairperson can be carried out by an majority vote , to be held at the inaugural meeting of the Panel and thereafter between 1st October & 30th November.

7. Management

7.1 The Panel consists of the Chairperson, Secretary and all the officers (one for each Member).

7.2 The Panel shall:

7.2.1 Carry out the objectives and functions of The Panel set out in section 3 of this constitution, and any associated duties, on behalf of the Members.

7.2.2 Keep accurate accounts of the finances of The Panel. These should be available for reasonable inspection by the member and should be available every Meeting.

8. Meetings

8.1 The Annual General Meeting shall be held not later than the 30th of November. 21 calendar days' written notice shall be given to Members of the Annual General Meeting by circulating a copy of the notice to every Member via their e-mail address. Members must advise the Secretary in writing of any business to be moved at the Biennale Meeting at least 14 days before a meeting.

The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting.

The agenda for the Annual General Meeting must include the following matters for consideration by The Panel:

- Fees - including Member Application fee
- IQP Application and annual renewal fees
- Policy changes
- Complaints
- Hearings
- Other business

8.2 An Ordinary General Meeting shall be held at least four times a year and may include the Annual General Meeting.

At each Ordinary General Meeting The Panel must:

- 8.2.1 Confirm the minutes of the previous meeting.
- 8.2.2 Consider all applications circulated by the Secretary to all Members 7 days prior to the General Meeting and transact such other business received in writing by the Secretary from Members 2 days prior to the meeting and included on the agenda.
- 8.3 Special General Meetings may be convened by the Members or on receipt by the Secretary of a request in writing from not less than three Members of The Panel. At least 21 days' notice of the meeting shall be given.
- 8.4 The reason for calling special meeting changes in registration and not limited to decisions made at any General Meeting shall be by a simple majority of votes from those Members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote. Any member may give proxy to the Chairperson. Should a member vote against the registration of a person, the person shall not be accepted for registration within the territorial authority the member is employed and exercising their delegation on behalf of.
- 8.5 A quorum for any Meeting shall be half of Members and the Secretary i.e, a majority.
- 8.6 Each Member of The Panel shall be entitled to one vote on each application.
- 8.7 The hearing of any complaint by The Panel, in accordance with the procedures set out in Appendix 1, is not a General Meeting of The Panel.

9. Duties of Secretary

- 9.1 The Secretary shall receive the IQP applications and fees, and check applications for completeness.
- 9.2 Each new application and any amendment to an application shall be presented to The Panel.
- 9.3 A list of all those IQPs recommended for acceptance or declined for acceptance at a Meeting shall be forwarded to the Members for their decision, and the IQP register and website updated within 10 working days following a Meeting.
- 9.4 An annual practicing certificate shall be issued to each IQP at least ten working days prior to the annual expiry date of the annual practicing certificate, and the Web Site updated.
- 9.5 Shall keep the minutes of all meetings and maintain a register of policy decisions made at any Meeting.
- 9.6 Keep and maintain the IQP register.
- 9.7 Receive and process complaints to the extent required by Complaints Procedure (Appendix 1)

10. Complaints Procedure and Withdrawal of an IQP Acceptance

- 10.1 Refer to Appendix 1: Complaints Procedures

11. Alterations to the Constitution

- 11.1 Any proposed alterations to The Panel Constitution may be considered at an Annual or Special Meeting convened with the required written notice of the proposal. Any alteration or amendment to the Constitution must be proposed by a Member of The Panel and

seconded by another Member. Such alterations or amendments shall be passed if supported by not less than two-thirds of those Members present at the meeting.

12. Dissolution

- 12.1 If, at any General Meeting of The Panel, a resolution is passed calling for the dissolution of The Panel, the Secretary shall immediately convene a Special General Meeting of The Panel to be held not less than 21 days thereafter to discuss and vote on the resolution.
- 12.2 If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Members present at the meeting, The Panel shall thereupon, or at such date as specified in the resolution, proceed to realise the assets of the Group and discharge all debts and liabilities of The Panel.
- 12.3 After discharging all debts and liabilities of The Panel, the remaining assets shall be given or transferred to some other voluntary group having objects similar to those of The Panel, unless no such group exists, or there is no longer any IQP acceptance system in place, in which case the remaining assets will be distributed in equal shares among the Members.