



NZIQS

NEW ZEALAND
INSTITUTE
OF
QUANTITY
SURVEYORS

THE CONSTRUCTION COST SPECIALISTS

MEMBERSHIP

BY-LAWS

1 August 2023

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MEMBERSHIP

By-Laws

1. INTRODUCTION

- 1.1 These Membership by-laws establish the membership categories, admission and advancement criteria and other matters relating to membership of the New Zealand Institute of Quantity Surveyors (**Institute**).
- 1.2 These by-laws are made in accordance with Constitution Rule 6.1 and are effective from 17 February 2021.
- 1.3 Terms defined in Constitution Rule 2.1, or any other by-laws, have the same meaning in these by-laws unless the context otherwise requires. In addition:

MNZIQS means a member who is admitted as a qualified Member of the Institute.

QS Work Experience means undertaking or teaching quantity surveying tasks.

2. MEMBERSHIP CATEGORIES

- 2.1 The Membership Categories are:

- (a) Student Studying
- (b) Student
- (c) Affiliate
- (d) Graduate^{*1}
- (e) Associate^{*1}
- (f) Member (MNZIQS)
- (g) Fellow
- (h) Life
- (i) Retired
- (j) Honorary

^{*1}Graduate and Associate membership are no longer available for new applicants.

3. MEMBERSHIP CRITERIA

3.1 Student Studying Member

- 3.1.1 Members studying quantity surveying at a tertiary institute in New Zealand.
- 3.1.2 Student Studying membership is not available for members studying at an overseas institute.

3.2 Student Member

Members who are working or interested in the quantity surveying profession and who are not eligible for any other membership category.

3.3 Affiliate Member

Pathways to Affiliate membership are:

3.3.1 Pathway 1 (New Zealand Diploma Qualification)

- (a) completed a New Zealand Diploma in Construction (Quantity Surveying strand), National Diploma in Quantity Surveying or New Zealand Certificate of Quantity Surveying; and
- (b) have a minimum of one year of quantity surveying work experience in New Zealand. The quantity surveying experience may be gained concurrently with or before studies.

3.3.2 Pathway 2 (New Zealand Degree Qualification)

- (a) completed an accredited New Zealand degree or post-graduate level qualification in quantity surveying (see Appendix I: Accredited NZ Degree and Post-Graduate Qualifications).

3.3.3 Pathway 3 (Approved Overseas Qualification)

- (a) completed an approved overseas quantity surveying qualification (see Appendix II: Approved Overseas Qualifications); and
- (b) are resident in New Zealand at the time of application for Affiliate membership.

3.3.4 Pathway 4 (Relevant Industry Qualification)

- (a) completed an approved Relevant Industry Qualification (see Appendix III: Relevant Industry Qualifications) either in New Zealand or overseas; and
- (b) have a minimum of two years of quantity surveying work experience, including at least one year of quantity surveying experience in New Zealand.

3.3.5 Pathway 5 (No Approved Qualification)

- (a) have a minimum of seven years of quantity surveying work experience, including at least one year of quantity surveying experience in New Zealand.

3.3.6 Additional Criteria

In addition to the above pathways' criteria, all applicants for Affiliate member must have paid their current membership fee if they are an existing Member.

3.4 Graduate Member (No longer available for new applicants)

3.4.1 Members granted Graduate status before 22 February 2022.

3.4.2 Graduate Members may request in writing to transfer to Affiliate membership.

3.4.3 The Graduate membership category will cease to exist on 31 March 2025, and all remaining Graduate members on that date will be moved to Affiliate membership.

3.5 Associate (No longer available for new applicants)

3.5.1 Members granted Associate status before 1 February 2003.

3.5.2 Associate Members may request in writing to transfer to MNZIQS membership.

3.6 Member (MNZIQS)

Pathways to MNZIQS membership are:

3.6.1 Pathway 1 (New Zealand Diploma Qualification)

- (a) completed a New Zealand Diploma in Construction (Quantity Surveying strand), National Diploma in Quantity Surveying or New Zealand Certificate of Quantity Surveying; and
- (b) have a minimum of three years of quantity surveying work experience since completing the qualification.

3.6.2 Pathway 2 (Approved Degree Qualification)

- (a) completed an accredited New Zealand quantity surveying qualification (see Appendix I: Accredited NZ Degree and Post-Graduate Qualifications); or
- (b) completed an approved overseas quantity surveying qualification (see Appendix II: Approved Overseas Qualifications); and
- (c) have a minimum of two years of quantity surveying work experience since completing the qualification.

3.6.3 Pathway 3 (Reciprocal Membership)

- (a) applicants may apply for admission to MNZIQS if they hold an eligible membership of an approved Professional Association. See Appendix IV: Reciprocal Membership Eligibility).
- (b) applicants for Reciprocal Membership must provide a letter from the Association that provides proof of their current membership status and that they have no outstanding complaints.

3.6.4 Pathway 4 (Relevant Industry Qualification)

- (a) completed an approved Relevant Industry Qualification (see Appendix III: Relevant Industry Qualifications) either in New Zealand or overseas; and
- (b) have a minimum of four years of quantity surveying work experience since completing the qualification.

3.6.5 Pathway 5 (No Approved Qualification)

- (a) the Board may exempt a Member from the above criteria at its discretion and award MNZIQS as a Special Case based on the Member's level of experience.

3.6.6 Additional Criteria

In addition to the above pathways' criteria, all applicants for MNZIQS must:

- (a) have a minimum of one year's quantity surveying work experience in New Zealand; and
- (b) pass the online Code of Conduct test before applying for MNZIQS; and
- (c) pass an Assessment of Professional Competence (APC) interview once recommended by the Board for MNZIQS; and
- (d) if they are an existing member, have paid their current membership fee.

3.7 Fellow

Members of exceptional standing and experience in the industry as approved by the Board and who:

- (a) have been in practice, employment or business in a senior capacity for not less than ten years; and
- (b) have been an MNZIQS or Associate member for not less than ten years; or

- (c) are a Fellow or senior Member of the equivalent status of another society approved by the Board and have a minimum of two years in the industry in New Zealand; or
- (d) have such standing and experience as the Board may in any special case determine.

3.8 **Life Member**

Members who have made an exceptional contribution to the profession of quantity surveying and the Institute as approved by the Board.

3.9 **Retired Member**

MNZIQS, Associate or Fellow members who have retired from quantity surveying work.

3.10 **Honorary Member**

The Board may award Honorary Membership to a person who has contributed to the Institute, or who promotes the Purposes of the Institute but is not in practice as a quantity surveyor.

4. **REGISTERED QUANTITY SURVEYOR**

- 4.1 Members may apply for Registered Quantity Surveyor, in addition to their membership status, if they meet the following criteria:

4.1.1 Pathway 1 (New Zealand Diploma Qualification)

- (a) completed a New Zealand Diploma in Construction (Quantity Surveying strand), National Diploma in Quantity Surveying or New Zealand Certificate of Quantity Surveying; and
- (b) have a minimum of six years of quantity surveying work experience since completing the qualification.

4.1.2 Pathway 2 (Approved Degree Qualification)

- (a) completed an accredited New Zealand quantity surveying qualification (see Appendix I: Accredited NZ Degree and Post-Graduate Qualifications); or
- (b) completed an approved overseas quantity surveying qualification (see Appendix II: Approved Overseas Qualifications); and
- (c) have a minimum of five years of quantity surveying work experience since completing the qualification.

4.1.3 Pathway 3 (AIQS CQS)

- (a) hold the Australian Institute of Quantity Surveyors Certified Quantity Surveyor designation.

4.1.4 Pathway 4 (Relevant Industry Qualification)

- (a) completed an approved Relevant Industry Qualification (see Appendix III: Relevant Industry Qualifications) either in New Zealand or overseas; and
- (b) have a minimum of seven years of quantity surveying work experience since completing the qualification.

4.1.5 Pathway 5 (No Approved Qualification)

- (a) The Board may exempt a Member from the above criteria and award Registered Quantity Surveyor status as a Special Case if the Member has a minimum of ten years of relevant quantity surveying experience.

4.2 Additional Criteria

In addition to the above criteria, all applicants for Registered Quantity Surveyor must:

- (a) be an MNZIQS, Associate, Fellow or Life Member; and
- (b) have a minimum of two years of quantity surveying work experience in New Zealand; and
- (c) pass an online Code of Conduct test before applying; and
- (d) submit a record of 15 hours CPD over the previous 12 months.

4.3 Registered Quantity Surveyor Logo

Registered Quantity Surveyors may use the Registered Quantity Surveyor logo.

5. POSTNOMINAL LETTERS

- 5.1 Members may use the following postnominal letters appropriate to their membership category:

Membership	Postnominal
Affiliate	NZIQS (Affil)
Graduate	NZIQS (Grad)
Associate	ANZIQS

Member	MNZIQS
Fellow	FNZIQS
Life Member	Life Member NZIQS
Retired	FNZIQS (Retired) or ANZIQS (Retired) or MNZIQS (Retired)
Honorary	Hon (NZIQS)
Registered QS	Registered Quantity Surveyor (or Reg QS) in addition to other membership postnominals

5.2 Student and Student Studying Members are not entitled to use any postnominal. However, they may state that they are a Student member of the Institute.

5.3 A Past President of the Institute may use the postnominal “Past President NZIQS”.

6. APPLICATION FOR MEMBERSHIP AND ADVANCEMENT

6.1 Members applying to join NZIQS, or advance their membership category, must complete either an online or printed application form available on the website and submit with the required information: <https://www.nziqs.co.nz/Membership/Apply>

6.2 The Membership Committee will consider all applications for admission or advancement for 2.1 MEMBERSHIP CATEGORIES and recommend the appropriate membership category for the Board’s approval.

6.3 The Chief Executive Officer may approve applications for 3.1 Student Studying and 3.2 Student membership.

6.4 The Chief Executive Officer may approve the transfer of membership for Associate Members to MNZIQS and Graduate Members to Affiliate.

6.5 The QSRB will consider all Registered Quantity Surveyor applications and recommend awarding Registered Quantity Surveyor status for the Board’s approval.

6.6 An applicant may submit further information and request that the Board reviews their membership category. The Board has complete discretion in deciding:

- (a) whether or not to allow an Applicant to become a Member; and
- (b) the Applicant’s membership category or Registered Quantity Surveyor status.

6.7 An applicant recommended for MNZIQS who does not attend an Assessment of Professional Competence interview within 6 months of being contacted to arrange an interview date must reapply for MNZIQS membership.

- 6.8 An applicant recommended for MNZIQS who fails their Assessment of Professional Competence interview must wait a minimum of 6 months, or longer period if specified by the Interview panel, before being considered for a further interview.

7. APPLICATION FOR FELLOW AND LIFE MEMBERSHIPS

- 7.1 Members cannot apply for Fellow or Life Membership.
- 7.2 The Board appoints a Nominations Committee to consider and recommend Fellow and Life memberships to the Board.
- 7.3 Three MNZIQS, Associate, Fellow or Life members may nominate a member for Fellow or Life membership for consideration by the Nominations Committee by completing the Nomination form: <https://www.nziqs.co.nz/forms>
- 7.4 The Board has complete discretion in awarding Fellow or Life Membership.

8. REINSTATEMENT OF MEMBERSHIP

- 8.1 Where a member had their membership terminated for non-payment of membership fees in the Institute's current financial year, they may apply to be reinstated to their former membership category within the same Institute financial year. The Member must pay the full amount of their membership fees for that financial year before their membership becomes active.
- 8.2 Where a member is reinstated under 8.1, that Member is subject to the Institute's CPD policy for the whole year.
- 8.3 A former MNZIQS, Associate or Fellow member who previously resigned, or had their membership terminated due to non-payment of membership fees prior to the current Institute's financial year, may be reinstated to either MNZIQS or Fellow status as applicable by Direct Entry.
- 8.4 To be reinstated by Direct Entry under 8.3, the former Member must:
- (a) complete a new membership application, including a current CV and Reference letter; and
 - (b) pass the Code of Conduct test; and
 - (c) pay a Re-joining fee, if applicable.
- 8.5 If the Board accepts the Membership Committee's recommendation for reinstatement by Direct Entry, the Member is not required to undergo an APC interview.
- 8.6 If approved for reinstatement, former Associate Members will be reinstated to the MNZIQS category.

- 8.7 Former Student, Affiliate and Graduate members are not eligible for reinstatement of their former membership, except under 8.1, and must submit a new membership application.
- 8.8 Former Registered Quantity Surveyors are not eligible for reinstatement of their Registered Quantity Surveyor status, except under 8.1, and must submit a new Registered Quantity Surveyor application.
- 8.9 A Member expelled due to sanctions imposed under the NZIQS Complaints and Disciplinary Procedure may not be reinstated as a Member without the Board's approval.

9. MEMBERSHIP FEES

- 9.1 Membership fees are due on 1 April each year.
- 9.2 The Membership fees will be displayed on the [NZIQS website](#) and notified to members annually.
- 9.3 Members who join, or have their membership status upgraded, throughout the Institute year, will have their Membership fees pro-rated for each quarter.
- 9.4 Members who have their membership status upgraded during the Institute year are required to pay the difference in Membership fees for the new membership status, with the fees pro-rated applicable (see 9.3)
- 9.5 Applicants for International Student membership must pay their first year's subscriptions before their application is processed. There is no pro-rata applied to International Student fees.
- 9.6 A member who had their membership terminated for non-payment of membership fees before the current Institute financial year, must pay a Re-joining fee set by the Board before their membership application is considered. The Chief Executive Officer may exempt payment of the Re-joining fee.
- 9.7 Members may apply for a reduction or exemption from membership fees according to the [NZIQS Career Break Policy](#).

10. CONTINUING PROFESSIONAL DEVELOPMENT (CPD) REQUIREMENTS

- 10.1 MNZIQS, Associate and Fellow Members must complete a minimum of 15 hours of CPD activity between 1 October and 30 September annually. Of the 15 hours, at least 10 hours must be Formal CPD activities.
- 10.2 Life Members must complete CPD if they are a Registered Quantity Surveyor.

- 10.3 Formal CPD activities have structured learning objectives and outcomes, including but not limited to:
- (a) NZIQS or other organisation's organised CPD events (webinars, conference, branch events);
 - (b) in-house company learning and development training;
 - (c) innovation and computer training with structured learning outcomes;
 - (d) short courses and formal tertiary qualifications; and
 - (e) AIQS Online Academy courses.
- 10.4 Informal CPD activities are any self-managed learning relevant to your role, including but not limited to:
- (a) industry-related reading/private study;
 - (b) on the job training/learning;
 - (c) industry association participation, e.g., Board, Branch or Committee meetings and AGMs;
 - (d) part-time teaching; and
 - (e) student mentoring.
- 10.5 Members must record their required CPD activities on the [NZIQS online system](#) via the NZIQS website.
- 10.6 A random audit of members will take place after 30 September annually. These members will be asked to submit their CPD record for review within 1 month.
- 10.7 Failure to complete or submit acceptable CPD records will result in the following actions:
- 10.7.1 **1st instance (after warning)**
- (a) caution stays on record;
 - (b) automatically audited following year; and
 - (c) loss of Registered QS status if applicable.

10.7.2 2nd instance

- (a) further caution & automatically audited; and
- (b) publish the member's name on the NZIQS website.

10.7.3 3rd instance

Referred to the Board for disciplinary action (e.g., downgrade membership, suspension or expulsion)

- 10.8 Registered Quantity Surveyors who already hold CPD accreditation as of 30 September 2020 will not be included in the random audits until the September in the year their CPD accreditation expires, i.e.:
- (a) CPD accreditation to March 2022 – included in random audit September 2022.
 - (b) CPD accreditation to March 2023 – included in random audit September 2023.
- 10.9 Exemptions or deferment of CPD compliance will be considered on its merits. Members must apply in writing to the Chief Executive Officer for an exemption or deferment in writing.
- 10.10 Any other Member may complete CPD voluntarily.

11. MEMBERSHIP CERTIFICATES

- 11.1 The Board will issue Membership Certificates for Affiliate, MNZIQS, Fellow, Life Member, Honorary Member and Registered Quantity Surveyor stating membership grade and date of admission on payment of the appropriate membership fee.
- 11.2 The Membership Certificate may only be held or displayed for as long as that person remains a member of that category.

12. MEMBERSHIP DECADE CERTIFICATES

A "Recognition of Membership" certificate will be issued to a member for every decade the Member has belonged to the Institute, excluding any breaks in membership.

13. VOTING RIGHTS

- 13.1 Affiliate, Graduate, Member, Associate, Fellow, Life and Retired members may vote at an Institute General or Special Meeting.
- 13.2 All members, except for Honorary Members, may vote at a Branch Annual Meeting.

14. USE OF NZIQS LOGO

MNZIQS, Associate, Fellow and Life Members may apply to use the NZIQS logo and name if eligible under the [Use of NZIQS Logo Guidelines and Application](#).

Appendix I: Accredited NZ Degree and Post-Graduate Qualifications

- (a) Bachelor of Construction (QS) - Massey University
- (b) Bachelor of Construction (Construction Economics) – Unitec
- (c) Bachelor of Construction (QS) – Future Skills
- (d) Bachelor of Construction (QS) - Ara Institute of Canterbury
- (e) Bachelor of Construction (QS) - Otago Polytechnic
- (f) Bachelor of Construction (QS) - Southern Institute of Technology
- (g) Postgraduate Diploma in Construction (QS) - Massey University (Albany)
- (h) Master of Construction (QS) – Massey University (Albany)
- (i) Graduate Diploma in Quantity Surveying - Ara Institute of Canterbury, Christchurch
- (j) Graduate Diploma in Construction (Quantity Surveying) – Southern Institute of Technology, Invercargill

Appendix II: Approved Overseas Qualifications

- (a) [PAQS Accredited degrees](#)
- (b) [Australian Institute of Quantity Surveyors \(AIQS\) Accredited degrees](#)
- (c) [RICS Accredited degrees for Construction QS Faculty](#)
- (d) [Singapore Institute of Surveyors and Valuers \(SISV\) Accredited QS degrees](#)

Appendix III: Relevant Industry Qualifications

1. Acceptance of Qualification

- 1.1 Applicants must provide evidence that their overseas qualification is on the accredited criteria list.
- 1.2 NZIQS reserves the right not to accept any degree or qualification not deemed suitable for membership admission.

2. Approved Related Qualifications Criteria

2.1 Architecture

- (a) [NZIA accredited degree qualifications \(NZQF Level 7 and higher equivalent\)](#)
- (b) [Architecture programmes in Australia, Hong Kong or Singapore accredited by AACA](#)
- (c) [Registered Architects under the APEC Architecture Project](#)
- (d) NZ Diploma in Architecture Technology

2.2 Building Science

- (a) Bachelor of Building Science, Victoria University of Wellington

2.3 Building Surveying

- (a) NZ Diploma in Building Surveying
- (b) [RICS accredited Building Surveying qualifications](#)

2.4 Civil, Building or Construction Engineering

- (a) [Accredited engineering programmes with a major in civil, building or construction engineering under the Washington Accord](#)
- (b) [Accredited engineering technology programmes with a major in civil, building or construction engineering under the Sydney Accord](#)

2.5 Construction Management

- (a) New Zealand Bachelor or Masters of Construction from AUT, Massey University, Unitec, University of Auckland, Ara, University of Canterbury, SIT
- (b) [RICS accredited Construction Management qualifications](#)
- (c) NZ Diploma in Construction (Construction Management major)

Appendix IV: Reciprocal Membership Eligibility

- (a) Australian Institute of Quantity Surveyors (MAIQS, AAIQS or FAIQS)
- (b) Royal Institute of Chartered Surveyors (MRICS or FRICS)
- (c) Singapore Institute of Surveyors and Valuers (Member or Fellow QS Division)

- (d) Hong Kong Institute of Surveyors (Member or Fellow QS Division)
- (e) Building Surveyors Institute of Japan (Corporate Member)
- (f) Institute of Quantity Surveyors Sri Lanka (Associate or Fellow)
- (g) Canadian Institute of Quantity Surveyors (Professional QS)
- (h) Quantity Surveyors International UK (MQSi)
- (i) Philippine Institute of Certified Quantity Surveyors (Corporate or Fellow Members who have an approved Related Industry Qualification or have completed the Higher National Certificate in Quantity Surveying).



MEMBERSHIP BY-LAWS

1 August 2023