

## By-law 17

### 17 QUALIFICATIONS ACCREDITATION SCHEME

In accordance with Rule 85 of the EIANZ Rules of Association, this By-law is prescribed by the Board of the Association (*'the EIANZ Board'*) to provide for the establishment and administration of the Qualifications Accreditation Scheme (*'the Scheme'*).

#### 17.1 Objectives and purpose of accreditation

- (1) The objectives of accreditation are to ensure that:
  - (a) qualifications in environmental science, environmental management, and such other fields that contribute to environmental practice as may be approved by the EIANZ Board on the recommendation of the Qualifications Accreditation Scheme Board, are of an appropriate quality and reflect the environmental skills, knowledge and ethical standards of the environment profession;
  - (b) qualifications evolve to reflect changes in environmental skills and knowledge necessary to prepare environmental practitioners for diverse roles in industry, government, education and research, and the community; and
  - (c) environmental studies programs are accountable for delivering high quality qualifications that serve the needs of the environment and society.
- (2) The purpose of the Scheme is to encourage the development, delivery and recognition of a diverse range of quality qualifications in environmental science, environmental management, and such other fields that contribute to environmental practice as may be approved by the EIANZ Board on the recommendation of the Qualifications Accreditation Scheme Board, that educate students to a consistent standard that is appropriate for entry to and careers in the environment profession.

#### 17.2 Legal status

- (1) The Scheme is an identified program of the Association, which is an incorporated body under the *Associations Incorporation Reform Act 2012* (Vic), a registrable Australian body under the *Corporations Act 2001* (Cth), a corporation registered as trading in New Zealand under the *Companies Act 1993* (NZ), and a registered charity under the *Australian Charities and Not-for-profits Commission Act 2012* (Cth).

#### 17.3 Independence of decisions

- (1) The Qualifications Accreditation Scheme Board shall be the accrediting body for the Scheme.
- (2) Responsibility for decisions relating to the accreditation of qualifications, and the administration of the Scheme, are vested in the Qualifications Accreditation Scheme Board, except as stated in the EIANZ Rules and this By-law.

## **17.4 Impartiality and fairness**

- (1) The Qualifications Accreditation Scheme Board shall ensure impartiality in relation to decisions concerning the accreditation of qualifications, and shall not allow commercial, financial or other pressures to compromise impartiality.
- (2) The Qualifications Accreditation Scheme Board shall ensure that policies and administrative procedures for accreditation are fair among all organisations, and are not used to impede or inhibit access by organisations to the Scheme.
- (3) The Qualifications Accreditation Scheme Board shall regularly review and safeguard the impartiality and fairness of the Scheme's policies and administrative procedures concerning the accreditation of qualifications.

## **17.5 Conflicts of interest**

- (1) A member of the Qualifications Accreditation Scheme Board, or any person who is engaged in the implementation of the Scheme, who has a material personal or pecuniary interest in a matter being considered at a meeting must disclose the nature and the extent of that interest to the meeting.
- (2) The person:
  - (a) must not be present at the meeting while the matter is being considered; and
  - (b) must not vote on the matter.
- (3) This requirement does not apply to a material personal or pecuniary interest:
  - (a) that exists only because a person belongs to a class of persons for whose benefit the Scheme is established; or
  - (b) that exists only because a person is employed by a class of organisations for whose benefit the Scheme is established.

## **17.6 Qualifications accreditation scheme**

### **17.6.1 Period of accreditation**

- (1) Accreditation of qualifications under the Scheme may be for a period up to five (5) years; and
- (2) Qualifications may be re-accredited for further periods up to five (5) years.

### **17.6.2 Access to accreditation**

- (1) The Scheme shall be open to all educational institutions in Australia and New Zealand that teach qualifications at or above Level 7 Bachelor degrees in the Australian Qualifications Framework or the New Zealand Qualifications Framework.

### **17.6.3 Fields in which qualifications may be accredited**

- (1) Accreditation under the Scheme shall be available to qualifications in the fields of environmental science and environmental management, and such other fields that contribute to **environmental practice** as may be approved by the EIANZ Board on the recommendation of the Qualifications Accreditation Scheme Board.

**environment** is a term defined in Rule 4 of the Rules of Association, with **environmental** having a corresponding meaning.

**environmental practice** is a term defined in Rule 4 of the Rules of Association.

### **17.6.4 Qualifications accreditation scheme manual**

- (1) The EIANZ Board, on the recommendation of the Qualifications Accreditation Scheme Board, shall publish and maintain a Qualifications Accreditation Scheme Manual that sets out the objectives, purpose, criteria for accreditation, and administrative processes of the Scheme.

### **17.6.5 Criteria for accreditation of qualifications**

- (1) The criteria for accreditation in the fields of environmental science and environmental management, and such other fields that contribute to environmental practice as may be approved by the EIANZ Board on the recommendation of the Qualifications Accreditation Scheme Board, are those published from time to time by the EIANZ Board in the Qualifications Accreditation Scheme Manual and on the Association's website.
- (2) The objectives, purpose, and criteria for accreditation in any field shall be reviewed by the EIANZ Board on the recommendation of the Qualifications Accreditation Scheme Board every five (5) years, in consultation with the environment profession, employers and academic institutions in Australia and New Zealand.

### **17.6.6 Processing applications for accreditation**

- (1) The Qualifications Accreditation Scheme Board shall invite expressions of interest for accreditation of qualifications in the fields of environmental science and environmental management, and such other fields that contribute to environmental practice as may be approved by the EIANZ Board on the recommendation of the Qualifications Accreditation Scheme Board.
- (2) Expressions of interest, whether in response to an invitation or not, shall be forwarded to a Registrar, who shall determine whether the qualification is one for which accreditation is available.
- (3) The Qualifications Accreditation Scheme Board shall, on the advice of a Registrar that a qualification is one for which accreditation is available, issue an invitation to the educational institution to make an application for accreditation of the qualification.
  - (a) On payment of the appropriate fee, the educational institution shall be authorised to commence the accreditation process in accordance with the procedures set out in the Qualifications Accreditation Scheme Manual.

- (4) Where an educational institution fails to make an application, or fails to submit an Accreditation Submission within the time stated in the Qualifications Accreditation Scheme Manual, the Qualifications Accreditation Scheme Board may terminate the process.
  - (b) There is no right of appeal against a decision by the Qualifications Accreditation Scheme Board to terminate a process.
- (5) A Registrar shall cause all Accreditation Submissions to be forwarded to a Visiting Panel appointed by the Qualifications Accreditation Scheme Board to:
  - (a) review the Accreditation Submission material, visit the educational institution, and determine whether there is evidence that the qualification satisfies the criteria for accreditation set out in the Qualifications Accreditation Scheme Manual; and
  - (b) make a report to the Qualifications Accreditation Scheme Board that reviews the status of the qualification against the accreditation criteria, including its strengths and opportunities for improvements, and recommends whether the qualification should be accredited, accredited with conditions or not accredited.
- (6) A Registrar shall cause reports from Visiting Panels to be forwarded in a timely way to the Qualifications Accreditation Scheme Board for its consideration and decision.
- (7) The Qualifications Accreditation Scheme Board may endorse, vary or reject the recommendation of a Visiting Panel.
  - (a) Where the Qualifications Accreditation Scheme Board decides to vary or reject the recommendation of a Visiting Panel, it must provide the Panel and the educational institution with an opportunity to be heard; and it must state the reasons for its decision.
- (8) A Registrar shall inform the educational institution of the decision of the Qualifications Accreditation Scheme Board, the reasons for that decision; and where the decision is to accredit a qualification, arrange for the issue of a certificate of accreditation, and enter the details of the accredited qualification in the Register of Accredited Qualifications.
- (9) A Registrar shall advise the educational institution on an annual basis of the requirement to provide a report on the status of an accredited qualification and pay the annual fee for accreditation.
- (10) A Registrar shall cause annual reports on the status of accredited qualifications to be referred to the Qualifications Accreditation Scheme Board for consideration and decision.
  - (a) The Qualifications Accreditation Scheme Board may, on the basis of an unsatisfactory annual report:
    - i. write to an educational institution giving reasons for its concerns and requesting a formal response; and

- ii. after considering the response, give notice that it intends to terminate the period of accreditation for a qualification and require an educational institution to achieve re-accreditation of the qualification by a particular date.

#### **17.6.7 Processing of applications for re-accreditation**

- (1) One (1) year prior to the expiry of the accreditation of an accredited qualification, the Qualifications Accreditation Scheme Board shall invite the educational institution at which the qualification is taught, to apply for re-accreditation of the qualification.
- (2) The process for re-accreditation shall be in accordance with the process for initial accreditation and the procedures set out in the Qualifications Accreditation Scheme Manual.

#### **17.6.8 Fees**

- (1) The Qualifications Accreditation Scheme Board may collect fees for the administration of the Scheme as follows:
  - (a) application fees for accreditation;
  - (b) application fees for re-accreditation;
  - (c) annual fees for accreditation; and
  - (d) such other fees, levies and charges as it may determine.
- (2) The Qualifications Accreditation Scheme Board shall, once in each financial year, review and set the fees for the administration of the Scheme.
- (3) Non-payment of fees, when due and payable, is grounds for the Qualifications Accreditation Scheme Board to:
  - (a) not process an application for accreditation or re-accreditation; or
  - (b) withdraw the accreditation of an accredited qualification.

#### **17.6.9 Certificates**

- (1) The Qualifications Accreditation Scheme Board shall for each accredited qualification, provide a certificate bearing the name of the qualification, the name of the educational institution, a reference to the Scheme and the Association, and the authorisation of the Board.
- (2) The certificate is the property of the Qualifications Accreditation Scheme Board, and where the accreditation of a qualification has been withdrawn, may be recalled by the Board.

#### **17.6.10 Register of accredited qualifications**

- (1) The Qualifications Accreditation Scheme Board shall maintain a register of accredited educational qualifications containing the:

- (a) name and identifying codes of the accredited qualification;
- (b) name of the educational institution at which the accredited qualification is taught;
- (c) date of initial accreditation;
- (d) period of accreditation; and
- (e) whether accreditation is current or has been withdrawn;

and such other information as it may determine.

### **17.7 Public Notification of the Qualifications Accreditation Scheme**

- (1) The Qualifications Accreditation Scheme Board shall publish, and make available on the Association's website, and such other places as it may determine, the following information about the Scheme:
  - (a) a description of the fields in which the accreditation of qualifications is available;
  - (b) the criteria that apply to accreditation and re-accreditation of qualifications;
  - (c) the procedures for applying for accreditation and re-accreditation of qualifications;
  - (d) an extract of the register of currently accredited qualifications; and
  - (e) the procedures for making and managing complaints concerning accredited qualifications.

### **17.8 Qualifications Accreditation Scheme Board**

- (1) The business of the Scheme shall be managed by and under the direction of the Qualifications Accreditation Scheme Board.

#### **17.8.1 Powers of the accreditation board**

- (1) The Qualifications Accreditation Scheme Board, within the limits of the financial and other resources available to the Scheme, is delegated power to:
  - (a) develop, document, represent and promote the Scheme;
  - (b) accredit qualifications that satisfy the criteria for accreditation under the Scheme;
  - (c) withdraw the accreditation of qualifications that do not satisfy the criteria for accreditation under the Scheme;
  - (d) acquire, hold and dispose of personal property;
  - (e) open and operate accounts only with the financial institution used by the Association;

- (f) raise money through fees, levies, receipt of grants, loans and the sale of goods and services, and secure the re-payment of monies owed as a debt or liability;
  - (g) authorise payments to agents and contractors, and the payment of sitting fees and honoraria;
  - (h) appoint agents to act on its behalf;
  - (i) enter into other contracts it considers necessary and desirable;
  - (j) establish Visiting Panels consisting of EIANZ members and other persons, with terms of reference it considers appropriate;
  - (k) determine sitting fees or honoraria payable to persons involved in the administration and operation of the Scheme, other than sitting fees or honoraria for members of the Qualifications Accreditation Scheme Board which shall be determined by the EIANZ Board; and
  - (l) make and promulgate plans, policies and administrative procedures, consistent with the Rules and By-laws of the Association, for the good governance of the Scheme.
- (2) The Qualifications Accreditation Scheme Board may delegate its powers to any member of the Board, a Registrar, committees appointed by the Board, and staff of the Association other than:
- (a) this power of delegation;
  - (b) the power to accredit qualifications that satisfy the criteria for accreditation under the Scheme; and
  - (c) the power to make and promulgate plans, a management system, policies and administrative procedures consistent with the Rules and By-laws of the Association, for the good governance of the Scheme.
- (3) Any delegation by the Qualifications Accreditation Scheme Board must be made by an absolute majority of the Board, be in writing, and may be subject to conditions and limitations it considers appropriate.
- (4) Any delegation may be revoked in writing, in whole or in part, at the sole discretion of the Qualifications Accreditation Scheme Board.
- (5) Any delegation or revocation of a delegation by the Qualifications Accreditation Scheme Board must be notified to the EIANZ Board at the time the delegation or revocation of a delegation is made.

### **17.8.2 Membership and appointment of the accreditation board**

- (1) The Qualifications Accreditation Scheme Board:
- (a) shall consist of a total of five (5) and not more than seven (7) suitable persons, including;

- i. a majority who are EIANZ voting members;
  - ii. members from both the Australian and New Zealand Chapters of the Association;
  - iii. at least one (1) who is a Certified Environmental Practitioner;
  - iv. a fair representation of genders, and a diversity of representation with respect to areas of environmental practice, experience in university program/course design and delivery, and geographic locations;
- (b) shall not include members of the EIANZ Board;
  - (c) should include at least two (2) persons who have previously been a member of the Qualifications Accreditation Scheme Board.
- (2) The Qualifications Accreditation Scheme Board shall be appointed by a resolution of an absolute majority of the EIANZ Board.
- (a) The members of an incoming Qualifications Accreditation Scheme Board should be determined at least two (2) months prior to the expiration of the term of office of the outgoing Qualifications Accreditation Scheme Board to facilitate appropriate transition.
- (3) Prior to the expiration of the term of office of the members of the Qualifications Accreditation Scheme Board, the EIANZ Board shall implement an open and transparent process that engages EIANZ members, and current Certified Environmental Practitioners, to identify a panel of suitable persons who satisfy the requirements set out in 17.8.2 (1);
- (4) Expressions of interest in being a member of the Qualifications Accreditation Scheme Board shall be accompanied by:
- (a) a statement of the relevant qualifications and experience that each person would bring to the activities of the Qualifications Accreditation Scheme Board;
  - (b) a detailed curriculum vitae; and
  - (c) a statement of commitment that the person supports the Scheme and is prepared to serve; and if appointed, to abide by the Rules and By-laws with respect to the Scheme and the Code of Ethics and Professional Conduct.
- (5) Each member of the Qualifications Accreditation Scheme Board shall be appointed for a term of three (3) years, and shall be eligible for re-appointment for three (3) consecutive terms.
- (6) Each member of the Qualifications Accreditation Scheme Board shall receive a formal letter of appointment signed on behalf of the EIANZ Board, a copy of the Rules of the Association, a copy of this By-law, and a copy of the Code of Ethics and Professional Conduct.
- (7) In the event of a casual vacancy in the membership of the Qualifications



Accreditation Scheme Board, the EIANZ Board may appoint a person to fill the vacancy.

- (a) A person appointed to fill a casual vacancy shall serve out the remainder of the term of office of the person vacating the Qualifications Accreditation Scheme Board.
- (b) The process for the appointment of a person to fill a casual vacancy shall be substantially the same as that for the appointment of the Qualifications Accreditation Scheme Board.
- (c) The EIANZ Board is obliged to ensure that the composition of the Qualifications Accreditation Scheme Board set out in 17.8.2 (1) is maintained.

### **17.8.3 Resignation and removal of members of the accreditation board**

- (1) A member of the Qualifications Accreditation Scheme Board may resign their appointment in writing, addressed to the Chair of the Qualifications Accreditation Scheme Board and the Secretary of the Association.
  - (a) A member of the Qualifications Accreditation Scheme Board who fails to attend three (3) consecutive regular scheduled meetings, without leave of absence approved by the Chair of the Qualifications Accreditation Scheme Board, shall be automatically deemed to have resigned, and a casual vacancy shall exist from the date of the third meeting.
  - (b) A member of the Qualifications Accreditation Scheme Board found by the Disciplinary Committee to be in breach of the Rules, By-laws and Code of Ethics and Professional Conduct of the Association, must resign forthwith, and a casual vacancy shall exist from the date of resignation.
- (2) Where a member of the Qualifications Accreditation Scheme Board chooses not to resign, in circumstances of ill health and incapacity, they may only be removed from office:
  - (a) on a recommendation, in writing, signed by an absolute majority of the members of the Qualifications Accreditation Scheme Board; and
  - (b) in accordance with a resolution of an absolute majority of the members of the EIANZ Board.

### **17.8.4 General duties of members of the Qualifications Accreditation Scheme Board**

- (1) As soon as practical after being appointment to the Qualifications Accreditation Scheme Board, each member shall become familiar with the Rules and By-laws of the Association, and the policies and administrative procedures that inform the operation of the Scheme.
- (2) The Qualifications Accreditation Scheme Board is collectively responsible for the governance of the Scheme in accordance with the Rules and this By-law; and ensuring that its individual members comply with the Rules and By-laws of the

Association, and any laws and regulations with which the Association must comply.

- (3) Members of the Qualifications Accreditation Scheme Board must exercise their powers and discharge their duties with due care and diligence:
  - (a) in good faith in the best interests of the Scheme, and the Association and the environment profession; and
  - (b) for a proper purpose.
- (4) Members of the Qualifications Accreditation Scheme Board must perform any other duties required by resolution of the Board.
- (5) Members and former members of the Qualifications Accreditation Scheme Board must not make improper use of:
  - (a) their position; or
  - (b) information acquired or accessed by virtue of holding their position;so as to gain an advantage for themselves, any other person or organisation, or cause detriment to the Scheme or the Association.

#### **17.8.5 Chair of the accreditation board**

- (1) As soon as practical after the appointment of the Qualifications Accreditation Scheme Board, its members shall meet, and on a resolution by an absolute majority, appoint one of the members to be the Chair of the Qualifications Accreditation Scheme Board.
- (2) The Chair shall serve for the term of their membership of the Qualifications Accreditation Scheme Board, and shall be eligible for reappointment if re-appointed to the Board.
- (3) The Chair of the Qualifications Accreditation Scheme Board shall preside at its meetings, represent the Scheme to the EIANZ Board, and lead the representation of the Scheme to other organisations and the wider community.
- (4) In the absence of the Chair at any meeting of the Qualifications Accreditation Scheme Board, the members present shall appoint one of their number to chair the particular meeting.

#### **17.8.6 Meetings of the Qualifications Accreditation Scheme Board**

- (1) The Qualifications Accreditation Scheme Board must meet at least four (4) times per calendar year, at the dates, times, places and means it determines.
  - (a) Meetings of the Qualifications Accreditation Scheme Board may be conducted by electronic means of communication.
- (2) Notice stating the date, place and time of each meeting of the Qualifications Accreditation Scheme Board, and the business to be conducted, must be given to its members no later than seven (7) days before the date of the meeting.

- (3) The business to be conducted at a meeting of the Qualifications Accreditation Scheme Board is to be the business for which notice is given, unless otherwise agreed by a majority of the Qualifications Accreditation Scheme Board.
- (4) The procedures to be followed and the order of business at a meeting are to be determined from time to time by the Qualifications Accreditation Scheme Board.
- (5) The Qualifications Accreditation Scheme Board may meet without notice for the transaction of urgent specific business by post, telephone or other means of electronic communication:
  - (a) subject to resolutions made at the meeting being passed by an absolute majority of the Qualifications Accreditation Scheme Board; and
  - (b) the only business conducted at the meeting being the business for which the meeting is convened.
- (6) The chair of a meeting of the Qualifications Accreditation Scheme Board may, with the approval of a majority of members present at a meeting, permit persons and support staff to be present and contribute to, but not vote, at a meeting.

#### **17.8.7 Quorum for meetings of the accreditation board**

- (1) No business may be conducted at a Qualifications Accreditation Scheme Board meeting unless a quorum is present.
- (2) The quorum for a meeting of the Qualifications Accreditation Scheme Board is the presence in person, or by the use of technology, of an absolute majority of its members.
- (3) If a quorum is not present within thirty (30) minutes of the notified time for a meeting of the Qualifications Accreditation Scheme Board, the meeting must be adjourned and notice given of a new meeting.

#### **17.8.8 Decision making**

- (1) On any question arising at a meeting of the Qualifications Accreditation Scheme Board, each member has one (1) vote.
- (2) A decision is passed if a majority of members present at the meeting vote in favour of the decision.
- (3) Sub-rule two (2) does not apply if the decision is required to be passed by an absolute majority of the members of the Qualifications Accreditation Scheme Board.
- (4) In the event of an equality of votes, the chair of the meeting has a second or casting vote.
- (5) Voting by proxy is not permitted.

#### **17.8.9 Records of meetings of the Qualifications Accreditation Scheme Board**

- (1) The members of the Qualifications Accreditation Scheme Board must ensure that minutes of each meeting are taken and kept.
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- (2) The minutes must record the following:
  - (a) the date, time and place of the meeting;
  - (b) the names of persons in attendance at the meeting, and the capacity of that attendance;
  - (c) the business considered at the meeting;
  - (d) any decision on which a vote is taken, and the result of the vote as recorded for each member; and
  - (e) any material personal or pecuniary interest disclosed under clause 17.5 and the action taken following that disclosure.

### **17.9 Registrars**

- (1) The Qualifications Accreditation Scheme Board shall appoint, on such terms as it determines, one or more Registrars to assist with the general administration of the Scheme.
- (2) The appointment of Registrars is to be an open and transparent process that engages EIANZ members, and current Certified Environmental Practitioners.
- (3) Registrars may be paid honoraria for services rendered, at a rate determined by the Qualifications Accreditation Scheme Board.

### **17.10 Visiting Panels**

- (1) The Qualifications Accreditation Scheme Board shall appoint one or more Visiting Panels on such terms and in such geographic areas and jurisdictions as it determines.
- (2) The Qualifications Accreditation Scheme Board may maintain pools of qualified members of Visiting Panels, consisting of EIANZ members, Certified Environmental Practitioners, and senior academics with experience in the teaching of environmental studies programs.
  - (a) The Qualifications Accreditation Scheme Board may collaborate with other organisations to identify potential members of Visiting Panels.
- (3) The appointment of Visiting Panels and the creation of a pool of qualified members for appointment to Visiting Panels, are to be open and transparent processes that engage EIANZ members, and current Certified Environmental Practitioners.
- (4) Each Visiting Panel shall be composed of three (3) persons, a majority of whom must be EIANZ members, unless the Qualifications Accreditation Scheme Board determines otherwise.
  - (b) A decision to vary the composition of a Visiting Panel must be made on a case by case basis by an absolute majority of the Qualifications Accreditation Scheme Board.

- (5) The Qualifications Accreditation Scheme Board shall appoint one member of a Visiting Panel to be the Chair of the panel, and to take responsibility for convening meetings of the panel, keeping records of meetings, and compiling reports for the Qualifications Accreditation Scheme Board on an application for accreditation.
- (6) Decisions of a Visiting Panel shall be taken by an absolute majority vote of its members.
- (7) Visiting Panel members may be paid honoraria for services rendered, at a rate determined by the Qualifications Accreditation Scheme Board.

## **17.11 Finance**

### **17.11.1 Sources of funds**

- (1) All funds, from whatever source, associated with the Scheme are the property of the Association.
- (2) The funds for the operation of the Scheme may be derived from fees, levies, grants received and the sale of goods and services.

### **17.11.2 Protecting the not for profit status of the association**

- (1) Any surplus funds or assets arising from the operation of the Scheme must not be distributed directly or indirectly to persons engaged in the administration of the Scheme, or who have the benefit of the Scheme.
- (2) Sub-clause (1) does not prevent the Qualifications Accreditation Scheme Board from paying a person engaged in the administration of the Scheme, or who has the benefit of the Scheme:
  - (a) sitting fees or honoraria; or
  - (b) reimbursement for expenses properly incurred; or
  - (c) for goods or services provided on a competitive commercial basis to implement the Scheme;

provided that this is done in good faith, on terms no more favorable than if the person was not engaged in the administration of the Scheme, or had the benefit of the Scheme.

### **17.11.3 Management of funds**

- (1) The Qualifications Accreditation Scheme Board, within the limits of the financial resources available to the Scheme, is delegated authority to undertake all financial transactions associated with the implementation of the Scheme.
- (2) The Qualifications Accreditation Scheme Board must not operate a deficit financial position, and must maintain operating reserve funds equivalent to six (6) months of expenditure, to meet its ongoing financial commitments.
- (3) The funds for the Scheme shall be separately held and operated by the Qualifications Accreditation Scheme Board in the general funds of the Association.

- (4) The Qualifications Accreditation Scheme Board shall each year present for the approval of the EIANZ Board an annual budget and two year forward estimate for the Scheme.
- (5) The Qualifications Accreditation Scheme Board may delegate one or more of its members, or permanent employees of the Association, to expend funds up to a specified limit without requiring the formal approval of the Board for each item of expenditure.
- (6) All funds received in the name of the Scheme must be deposited into the accounts operated by the Association no later than seven (7) days after receipt.
- (7) All payments made in the name of the Scheme, other than those made by an authorised credit card, must be signed or electronically authorised by:
  - (a) two (2) members of the Qualifications Accreditation Scheme Board; or
  - (b) one (1) member of the Qualifications Accreditation Scheme Board and one (1) person who is a permanent employee of the Association.
- (8) The Qualifications Accreditation Scheme Board may establish with the financial institution used by the Association, credit/debit card facilities for use by members of the Board, or permanent employees of the Association, for the payment of accounts rendered and official expenses, provided:
  - (a) payments and the purpose of the payment is accurately recorded at the time of the transaction; and
  - (b) that transactions are regularly reconciled and reported to the Qualifications Accreditation Scheme Board.

#### **17.11.4 Financial records**

- (1) The Qualifications Accreditation Scheme Board shall keep and prepare, using the same electronic accounting system used by the Association, financial records and statements that correctly record and explain the transactions, financial position and performance of the Scheme.

#### **17.12 Auditing**

- (1) The financial and other activities of the Scheme shall be audited annually by the independent auditor appointed to audit the annual financial statements and activities of the Association.
- (2) The cost of preparing annual financial statements and conducting an annual audit of the Scheme shall be a charge against the funds of the Scheme, reimbursable to the Association.

#### **17.13 Reporting and Consultation**

- (1) The Qualifications Accreditation Scheme Board shall report annually to EIANZ members and Certified Environmental Practitioners on the operations, achievements and financial performance of the Scheme through the annual report of the

Association.

- (2) The Qualifications Accreditation Scheme Board shall report regularly, and no less frequently than each financial quarter year, to the EIANZ Board on the general and financial performance and achievements of the Scheme.
- (3) The EIANZ Board and the Qualifications Accreditation Scheme Board shall keep each other informed, consulting regularly, and no less frequently than each financial quarter year; on the general management and promotion of the Scheme, matters which may affect its operations and performance, and other matters of mutual interest.

#### **17.14 Indemnity**

- (1) The Association shall arrange such insurance cover as is necessary to protect it, and persons acting on its behalf, from any liability arising from the operation of the Scheme.
- (2) The cost of such insurance cover, whether separately arranged or included in the Association's general insurance cover, shall be a charge against the funds of the Scheme, reimbursable to the Association.
- (3) The EIANZ Board shall keep the Qualifications Accreditation Scheme Board advised of the insurances arranged, providing details of certificates of currency, costs, and policy terms and conditions.
- (4) The Qualifications Accreditation Scheme Board shall establish and regularly review the risk profile of the activities associated with the Scheme, and implement appropriate risk management strategies.

#### **17.15 Intellectual Property**

- (1) The Qualifications Accreditation Scheme Board shall arrange to trademark, copyright or otherwise protect, to the extent practicable, the intellectual property of the Association in the Scheme, including but not limited to:
  - (a) the mark that identifies an accredited qualification;
  - (b) the phrase "EIANZ Accredited Environmental Qualification".
- (2) The cost of protecting the intellectual property of the Association in the Qualifications Accreditation Scheme shall be a charge against the funds of the Scheme.
- (3) The Qualifications Accreditation Scheme Board shall, on such terms as it sees fit, license and appropriately manage, the use of any intellectual property, including by an academic institution teaching an accredited qualification.
- (4) An academic institution must not use the intellectual property of the Scheme, other than in accordance with the terms of a license given for its use by the Qualifications Accreditation Scheme Board.

#### **17.16 Custody and Inspection of Books and Records**

- (1) The register of accredited qualifications, minutes of meetings of the Qualifications Accreditation Scheme Board, financial records, books, securities and any other

relevant documents relating to the administration of the Scheme, are books and records of the Association for the purpose of Rule 83.

- (2) The Qualifications Accreditation Scheme Board may refuse to permit a member of the Association to inspect records relating to the administration of the Scheme that relate to confidential, personal, employment, commercial or legal matters, or where to do so may be prejudicial to the interests of the Scheme.
- (3) The Qualifications Accreditation Scheme Board may not refuse to permit a member of the EIANZ Board, or a person acting under specifically delegated authority of the EIANZ Board, or the Association's accountants and auditor, to inspect books and records relating to the Scheme.

#### **17.17 Review**

- (1) The Qualifications Accreditation Scheme Board shall continuously monitor and review the operation of the Scheme, to ensure that it remains focused on its objectives and purpose.
- (2) Every five (5) years the Qualifications Accreditation Scheme Board shall establish a review committee to examine the operation and performance of the Scheme and make recommendations for its further development.
- (3) The Qualifications Accreditation Scheme Board shall consult with and have regard to the advice of the EIANZ Board, on the membership and terms of reference for a review committee.
- (4) The Qualifications Accreditation Scheme Board may as a result of its own deliberations, or as a result of recommendations received from a review committee, request the EIANZ Board to make changes to this By-law.

#### **17.18 Winding-up of the Scheme**

- (1) The Qualifications Accreditation Scheme may only be wound-up in accordance with a special resolution of the Association, and in accordance with the provisions of Rule 85 for the repeal of this By-law.
  - (2) In the event of the winding up of the Qualifications Accreditation Scheme, all funds, records and surplus assets must be returned to the direct control of the EIANZ Board.
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