

GLOBAL ACCREDITATION
COOPERATION INCORPORATED
LOGO

GENERAL RULES

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FURTHER INFORMATION

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1. DEFINITIONS

In these General Rules, words have the meaning set down in the Incorporated Societies Act 2022 (the Act). In all other instances, unless the context requires otherwise, words and phrases have the meanings defined in the separate Global Accreditation Cooperation Incorporated document Global Accreditation Cooperation Incorporated-GOV-004.

2. GENERAL RULES

- 2.1 These General Rules are complementary to and must be read in conjunction with the Constitution.
- 2.2 The General Rules and other rules and codes of Global Accreditation Cooperation Incorporated, including those that do not contain mandatory requirements for Members, shall not be contrary to the Act nor the Constitution.

3. REGISTERED OFFICE

- 3.1 The registered office of Global Accreditation Cooperation Incorporated is:

Building 7, Central Park
660-670 Great South Road
Ellerslie, Auckland 1051
New Zealand,

or such place in New Zealand as the Executive Committee from time to time determines. Changes to the registered office shall immediately be notified to the Registrar of Incorporated Societies in a form and as required by the Act.

4. MEMBERSHIP

- 4.1 Membership categories of Global Accreditation Cooperation Incorporated are defined in the Constitution, Article 6.2.
- 4.2 The membership shall be constituted, structured and shall operate in a manner that:
 - (1) is consistent with all Members working together on a worldwide basis to achieve common trade facilitation objectives; and
 - (2) supports the key role of accreditation bodies functioning within the international accreditation infrastructure.
- 4.3 Global Accreditation Cooperation Incorporated recognises the contribution that Regional Cooperation Bodies make in supporting the global operation of the Global Accreditation Cooperation Incorporated Arrangement and the implementation of Global Accreditation Cooperation Incorporated policies and objectives. Applicants for Accreditation Body membership of Global Accreditation Cooperation Incorporated are required to first seek membership of the appropriate Regional Cooperation Body if such membership is available.
- 4.4 Following an accepted application, membership of Global Accreditation Cooperation Incorporated shall take effect upon the payment of any fees set by the Members.

4.5 A Member shall inform the Executive Committee immediately in writing or electronically of changes that may lead it to no longer meeting the requirements and obligations applicable to its membership category as detailed in the Constitution or these General Rules.

4.6 Requirements and Obligations of Members

In addition to those set out in the Constitution, the following requirements and obligations apply to the different categories of membership:

(1) Full Member

A Full Member shall meet the requirements and obligations for Associate Members and have been accepted as a signatory of a Recognised Regional Cooperation Body mutual recognition arrangement (MRA).

(2) Associate Member

An Associate Member shall have recognition by authorities, regulators or industrial or trade organisations within its economy, region or internationally and shall be developing, or conducting and administering, accreditation of entities that perform conformity assessment, that in each case also demonstrates that the operation of such conformity assessment is in accordance with international standards and Global Accreditation Cooperation Incorporated application documents.

In particular, an Associate Member must:

- (a) Demonstrate that it is offering its services in the public interest or for public benefit.
- (b) Promote an international accreditation infrastructure that meets the needs of all parties with an interest in Conformity Assessment Activities covered by the Global Accreditation Cooperation Incorporated Arrangement.
- (c) Engage in collaborating with other accreditation bodies to ensure the credibility and acceptance of accreditation (for example, working jointly with other accreditation bodies on initiatives within Global Accreditation Cooperation Incorporated, cooperating with other accreditation bodies at the request of a conformity assessment body, etc.).
- (d) Contribute to Global Accreditation Cooperation Incorporated efforts to ensure the credibility and acceptance of accreditation.
- (e) Be fully operational, i.e. have finished at least one (1) accreditation process from application for accreditation until the decision on the accreditation and declare it meets the requirements for an accreditation body specified in relevant international standards and the relevant Global Accreditation Cooperation Incorporated application documents.
- (f) Be providing its accreditation services for conformity assessment bodies based on the requirements set out in relevant standards identified by Global Accreditation Cooperation Incorporated and established by appropriate international standards writing bodies such as the International Organisation for Standardisation (ISO) and

the International Electrotechnical Commission (IEC), in addition to the relevant Global Accreditation Cooperation Incorporated requirements.

- (g) Have the declared objective to become a signatory to the Global Accreditation Cooperation Incorporated Arrangement.
- (h) Be a member (whose membership is not suspended) of a Regional Cooperation Body Member, unless otherwise agreed by a decision of the General Assembly in accordance with the provisions of Paragraph 4.10.2.

(3) Stakeholder Member

Stakeholders that are eligible to become a Stakeholder Member shall be:

- (a) Associations of Conformity Assessment Bodies, or
- (b) Associations of users (industries or consumer associations), or
- (c) Standardisation Organisations, or
- (d) Metrology Organisations, or
- (e) Regulators, or
- (f) Scheme owners with a wide representation in their membership at an international, regional or national level, or
- (g) Associations of scheme owners, or similar bodies, or
- (h) Representatives of regulatory schemes.

Stakeholders Members must be able to demonstrate (as appropriate):

- (a) their organisation has open and inclusive participation amongst its members, especially in its working and decision-making regarding Global Accreditation Cooperation Incorporated activity;
- (b) the organisation has a solid link to accreditation provided by Global Accreditation Cooperation Incorporated members, at least as an objective;
- (c) the outcome of accreditation is important to them as an organisation and their members, with the organisation and/or their members relying on accredited Conformity Assessment results issued by Conformity Assessment Bodies accredited by Global Accreditation Cooperation Incorporated Accreditation Body Members;
- (d) the link to Global Accreditation Cooperation Incorporated or its Members and/or accreditation is considered to be significant using a number of different metrics (not all need to be fulfilled), such as number of schemes, number of certified entities, number of Conformity Assessment Bodies, number of accredited certificates, etc; and
- (e) for a scheme owner, it shall not be a Conformity Assessment Body.

(4) Regional Cooperation Body Member

A Regional Cooperation Body Member represents accreditation bodies, and possibly other bodies, that cooperate within an identified geographic region to establish and maintain a multilateral mutual recognition arrangement based on a peer evaluation system.

A Regional Cooperation Body Member must meet the following requirements:

- (a) Its stated/documentated objectives must be consistent with those of Global Accreditation Cooperation Incorporated.
- (b) It must comprise a minimum of three accreditation bodies from at least three different economies within the identified region.
- (c) The region must be identifiable and documented within the regional body's formal documentation.
- (d) It must have an established MRA (note: this might be named differently).

If a Regional Cooperation Body accepts members and/or signatories that are also members and/or signatories from other regions, it must have clear and unambiguous rules and procedures to ensure consistent decision-making by the regional bodies.

4.7 Obligations on ceasing to be a Member

4.7.1 A Member who resigns or whose membership is terminated under the terms of the Constitution:

- (1) remains liable to pay all subscriptions and other fees to Global Accreditation Cooperation Incorporated's next Balance Date,
- (2) shall cease to hold itself out as a Member of Global Accreditation Cooperation Incorporated,
- (3) shall return to Global Accreditation Cooperation Incorporated all material provided to Members by Global Accreditation Cooperation Incorporated, and
- (4) shall cease to be entitled to any of the rights of a Global Accreditation Cooperation Incorporated Member.

4.8 Becoming a Member again

4.8.1 Any former Member may apply for re-admission in the manner prescribed for new applicants and may be re-admitted by Resolution of the Executive Committee if the application is within one (1) year of ceasing to be a member.

4.8.2 However, if a former Member's membership was terminated following a dispute resolution process, or the application is made over one (1) year after ceasing to be a member, the applicant may be re-admitted only by a decision of the General Assembly on the recommendation of the Executive Committee.

4.9 Affiliates (not being Members)

- 4.9.1 In cases where the Executive Committee believe it is in the best interests of the Members of Global Accreditation Cooperation Incorporated to develop closer relationships with a particular entity, the Executive Committee may grant Affiliate status to such an entity. This status shall be reviewed by the Executive Committee every three (3) years. Examples include public authorities; international organisations (according to the OECD definition) engaged in normative activities; and scheme owners.
- 4.9.2 An Affiliate shall not be a Conformity Assessment Body.

4.10 Application for Membership

- 4.10.1 Each applicant for membership of Global Accreditation Cooperation Incorporated shall submit an Application Form (appropriate to the category of membership) with appropriate evidence that it meets the applicable requirements and obligations. The Application Form shall be submitted to the Global Accreditation Cooperation Incorporated Secretariat in writing or electronically.
- 4.10.2 Applications for membership of Global Accreditation Cooperation Incorporated shall be considered by the Executive Committee if the application complies with the criteria for membership agreed by the General Assembly and the applicant has signed the Global Accreditation Cooperation Incorporated Application Form. In the case of unaffiliated bodies where it is not possible for an applicant for Associate or Full Membership to join a particular Regional Cooperation Body, the Executive Committee shall evaluate the applicant's compliance with the criteria of the relevant membership category and submit the details and a recommendation to the General Assembly for a decision.
- 4.10.3 The signing of the Application Form on behalf of an Global Accreditation Cooperation Incorporated Member commits the Member to support the Objectives of Global Accreditation Cooperation Incorporated set out in the Constitution, to abide by the requirements of the Constitution, and to abide by the obligations set out in these General Rules.
- 4.10.4 Except in instances covered by Article 6.9.3 of the Constitution, any Member that does not maintain the commitment made in the Application Form shall have its membership suspended or terminated, unless the Global Accreditation Cooperation Incorporated membership agree at a meeting called for such a purpose to waive the signed commitment for a specific period. Approval shall be given by a Simple Majority of Eligible Voting Members submitting an affirmative vote, in accordance with the voting rules set out in Paragraph 11 of these General Rules.
- 4.10.5 The Member and person making the declaration in the Application Form acknowledges that Global Accreditation Cooperation Incorporated may, in its discretion, admit to membership any other organisation that meets the membership requirements of Global Accreditation Cooperation Incorporated.
- 4.10.6 If approved by the Executive Committee, the application shall then be submitted to Members for voting together with a recommendation from the Executive Committee. Voting shall be by a 30-day ballot. A membership application shall be approved by a Simple Majority of Eligible Voting Members submitting an affirmative vote, in accordance with the voting rules set out in Paragraph 11 of these General Rules.

4.11 Termination of Membership by a Member

- 4.11.1 The Member's Notice of termination shall be given to Global Accreditation Cooperation Incorporated in writing or electronically at the latest two (2) months before the end of the Financial Year, i.e. by 30 April in that year, in order to avoid fees for the following year.
- 4.11.2 If continuation of membership until the end of the Financial Year cannot reasonably be required of the Member, the Notice of termination may be given at any time with immediate effect.
- 4.11.3 A Member may terminate its membership with immediate effect within one (1) month after being informed of a Resolution on conversion of Global Accreditation Cooperation Incorporated into a different legal form.

5. CODE OF CONDUCT

- 5.1 The Global Accreditation Cooperation Incorporated Code of Conduct outlines the broad principles of legal and ethical business conduct embraced by Global Accreditation Cooperation Incorporated. It is not a complete list of legal or ethical questions that may be faced in the course of business, and, therefore, the Code must be used together with common sense and sound judgment. The Code signifies voluntary acceptance by Global Accreditation Cooperation Incorporated Members of a standard of conduct that may often be above and beyond the requirements of the law of any specific economy.
- 5.2 Acceptance of the Code of Conduct is mandatory for Global Accreditation Cooperation Incorporated Members as a condition of membership of Global Accreditation Cooperation Incorporated. Failure to abide by the Code of Conduct will serve as a basis for disciplinary action, at the discretion of the Executive Committee and Global Accreditation Cooperation Incorporated Members, up to and including suspension or termination of Global Accreditation Cooperation Incorporated membership.

6. AUTHORISED REPRESENTATIVES

- 6.1 Each Member shall appoint an Authorised Representative to represent the Member within Global Accreditation Cooperation Incorporated. A Member may appoint different persons to be the Member's Authorised Representative at the General Assembly, and in committees and other meetings.
- 6.2 The appointment of an Authorised Representative to the General Assembly shall be in writing or electronically and effective when received by the Secretariat. A Member shall inform the Secretariat immediately in writing or electronically of any changes to its Authorised Representative.
- 6.3 The appointment of an Authorised Representative to a committee shall be provided in writing or electronically to the Committee Chair.
- 6.4 An Authorised Representative shall:
 - (a) Be authorised to speak and, if entitled, to vote on behalf of the Member.

- (b) Be the sole person that may cast a vote for the Member, or in the case of a Proxy being issued, be the person whose signature gives authority to the Proxy. Only one Authorised Representative of a Member shall be allowed to vote on any particular Resolution (as decided by the Member).
- 6.5 An Authorised Representative may be removed and replaced with a new Authorised Representative for any reason by the appointing Member.

7. GENERAL ASSEMBLY

- 7.1 The General Assembly from time to time may make and amend Bylaws, and policies for the conduct and control of Global Accreditation Cooperation Incorporated activities and codes of conduct applicable to Members, but no such Bylaws, policies or codes of conduct applicable to Members shall be inconsistent with the Act, regulations made under the Act, or the Constitution.

7.2 Admission and right to vote at the General Assembly.

- 7.2.1 Each Member may be represented by its Authorised Representative or Proxy at meetings of the General Assembly.
- 7.2.2 All Authorised Representatives and proxies shall be admitted to the meetings of the General Assembly. A Member's Authorised Representative may be accompanied by a reasonable number of other persons nominated by the Member. Authorised Representatives and Proxies of suspended Members shall not be admitted.
- 7.2.3 Admission shall be granted to Affiliates and persons invited by the Executive Committee.
- 7.2.4 The chair of the meeting of the General Assembly shall decide on the admission of persons other than those referred to in Paragraphs 7.2.1, 7.2.2, and 7.2.3.
- 7.2.5 Authorised Representatives and Proxies shall have the right to speak at the meetings of the General Assembly. Other persons present shall have this right if and in so far as the chair of the meeting of the General Assembly has invited them to do so.
- 7.2.6 Every Authorised Representative or Proxy of an Eligible Voting Member shall be entitled to cast a vote in the name of the Eligible Voting Member at the General Assembly. One or more multiplier factor(s) shall be applied to votes cast in accordance with the provisions in Paragraph 11 of these General Rules.
- 7.2.7 Subject to the provisions in Paragraphs 7.2.2 and 7.2.6, an Authorised Representative or Proxy of an Eligible Voting Member may, as far as this possibility is provided by Global Accreditation Cooperation Incorporated, also participate in meetings of the General Assembly, speak, and cast a vote by electronic communication. For this purpose it shall be required that the Authorised Representative or Proxy of an Eligible Voting Member can:
 - (1) be identified,
 - (2) follow the proceedings at the meeting,
 - (3) participate in the proceedings, and

- (4) exercise the right to vote.

7.3 General Assembly Meetings

- 7.3.1 The General Assembly shall meet at least once per year or as many times as the Chair and/or Executive Committee deems necessary.
- 7.3.2 In accordance with the Constitution, the Executive Committee must call a Special Meeting of the General Assembly at not less than thirty (30) days' Notice if receiving a written request to do so from at least twenty percent (20%) of the Eligible Voting Members. A request submitted electronically fulfils the requirement of a written request. If the request is not granted within fourteen (14) days, the Authorised Representatives and/or proxies of the Eligible Voting Members making the request may convene that meeting themselves in accordance with the provisions in Paragraph 7.3.3 below. The persons making the request may then charge persons other than the members of the Executive Committee with the conduct of the meeting of the General Assembly and the keeping of the minutes.
- 7.3.3 A call for a meeting of the General Assembly, specifying the date, time and place of the meeting, shall be sent in writing or electronically to the Authorised Representatives of each Member, no less than twenty (20) days before the meeting date.
- 7.3.4 The Quorum for a meeting of the General Assembly shall be established at the start of each General Assembly meeting.

7.4 Elections

- 7.4.1 Election of persons to specific positions within Global Accreditation Cooperation Incorporated shall be conducted in writing or electronically according to the following rules, in order:
 - (1) In the case of an election of persons in which no candidate has received an absolute majority, a second election shall be held among the two (2) candidates with the highest number of votes.
 - (2) If the votes are tied in an election between two (2) candidates, the candidate elected shall be decided by drawing lots.
 - (3) If lots are to be drawn, the chair of the meeting shall determine the method for drawing lots.
- 7.4.2 Persons elected by the General Assembly during a meeting of the General Assembly will, in principle, take up their seats at the beginning of the next calendar year (being the first day of January) unless otherwise specified during the election or meeting of the General Assembly.

7.5 General Assembly decision-making outside of a meeting

- 7.5.1 The General Assembly may make decisions outside of General Meetings provided that the decisions are made in accordance with the rules established in the Constitution and these General Rules.

8. EXECUTIVE COMMITTEE

- 8.1 From the end of each Annual Meeting of the General Assembly until the end of the next Annual Meeting of the General Assembly, Global Accreditation Cooperation Incorporated shall be governed by the Executive Committee, which shall be accountable to the Members for the advancement of Global Accreditation Cooperation Incorporated's purposes, the Objectives and the implementation of Resolutions approved by the General Assembly.
- 8.2 The Executive Committee shall meet at least two (2) times per year or as many times as the Chair, or at least four (4) members of the Executive Committee, consider necessary.
- 8.3 A call for a meeting of the Executive Committee, specifying the date, time and place of the meeting, shall be sent electronically to Executive Committee members, no less than thirty (30) days before the meeting date.
- 8.4 The Chair shall preside over meetings of the Executive Committee. In the absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and the Vice-Chair, the members of the Executive Committee shall appoint one of its own members to preside over the meeting.
- 8.5 Members of the Executive Committee and those persons who have been invited by the Executive Committee shall be admitted to the meeting of the Executive Committee. The invitees may speak during the meeting if the chair of the meeting invites them to do so.
- 8.6 The proceedings of every meeting of the Executive Committee shall be recorded by the Secretariat in minutes. These minutes shall be adopted by the Executive Committee no later than at the next meeting of the Executive Committee.

8.7 Executive Committee Responsibilities

- 8.7.1 Tasks of the Executive Committee shall include, but not be limited to:

- (1) Ensure the coherent and transparent operation of Global Accreditation Cooperation Incorporated's activities in accordance with the Objectives and other provisions of the Constitution.
- (2) Develop proposals concerning the strategy, policies and activities of Global Accreditation Cooperation Incorporated.
- (3) Prepare the annual work program and associated budget for the operation of Global Accreditation Cooperation Incorporated.
- (4) Ensure proposals, reports etc. are presented to the General Assembly in a coordinated, transparent and comprehensive manner. Reports from the Appeals Board, the Arrangement Committee and the Financial Audit Committee shall be submitted directly by those bodies.
- (5) Ensure that an appropriate financial audit is conducted annually in a manner to satisfy the requirements of the Constitution and the Act.
- (6) Report to the General Assembly at least annually. The annual report shall include a financial report.

- (7) Monitor and ensure the proper coordination of the work activities and reporting of Global Accreditation Cooperation Incorporated Committees, and the balance of interests within Committees is maintained.
- (8) Seek international cooperation with relevant international bodies, regional organisations, regulators and other relevant bodies.
- (9) Monitor the participation of Members to ensure the criteria they met when accepted initially as a Member continue to be met. This includes monitoring voting and meeting participation, that they are fully supporting the goals and objectives of Global Accreditation Cooperation Incorporated, and for Stakeholder Members that the stakeholder organisation requires accredited conformity assessment results only to be accepted.
- (10) Ensure close cooperation with all stakeholders and relevant organisations and bodies in the field of conformity assessment to enhance the confidence and trust in the Global Accreditation Cooperation Incorporated Arrangement and strategic development of Conformity Assessment Activities.

8.7.2 The Executive Committee may delegate any of the tasks in Paragraph 8.7.1 to the Secretary and the Secretariat under the surveillance of the Executive Committee.

8.7.3 Following approval by the General Assembly, the Executive Committee shall appoint the Secretary, being part of the Secretariat of Global Accreditation Cooperation Incorporated, and appoint the Treasurer and quality manager of Global Accreditation Cooperation Incorporated.

8.7.4 The Executive Committee shall establish the Secretariat, determine the tasks and activities to be performed by it, and monitor its performance.

8.8 Voting and Decision-Making in the Executive Committee

8.8.1 Every member of the Executive Committee shall be entitled to cast one (1) vote at a meeting of the Executive Committee.

8.8.2 A member of the Executive Committee may be represented by another member of the Executive Committee as a Proxy. A member of the Executive Committee issuing a Proxy to another member of the Executive Committee shall submit this Proxy in writing or electronically to the Secretariat. A member of the Executive Committee may hold only one (1) Proxy on behalf of another member of the Executive Committee.

8.8.3 On condition that all members of the Executive Committee are present or represented by a Proxy at a meeting of the Executive Committee, valid decisions may be taken on subjects raised and not listed in the agenda provided that they are made by a unanimous vote, even if the prescriptions given by the Constitution and these General Rules for calling and holding meetings of the Executive Committee have not been observed.

8.8.4 The Executive Committee may also take decisions without holding a meeting with votes cast in writing or electronically.

- 8.8.5 The provisions of Paragraphs 8.8.1 and 8.8.2 shall equally apply to Resolutions of the Executive Committee that are taken without holding a meeting.
- 8.8.6 A decision of the Executive Committee taken outside of a meeting shall be recorded by the Secretariat in writing in the form of a Resolution.
- 8.8.7 Subject to the provisions above, a member of the Executive Committee may, if the possibility is provided, also participate in meetings of the Executive Committee, speak, and cast a vote by electronic communication. For this purpose it shall be required that the member of the Executive Committee can:
 - (1) be identified,
 - (2) follow the proceedings at the meeting,
 - (3) participate in the proceedings, and
 - (4) exercise the right to vote.

8.9 Authority to enter into agreements

- 8.9.1 The Executive Committee shall have the authority to enter into agreements to purchase, dispose of or encumber registered property, and also to enter into agreements by which Global Accreditation Cooperation Incorporated commits itself as surety or a several co-debtor, give a guarantee for a third-party or bind itself as security for a debt of a third party and to represent Global Accreditation Cooperation Incorporated with regard to these acts.
- 8.9.2 The authority of the Executive Committee to enter such agreements is limited to an amount agreed in advance by the General Assembly. If such agreement exceeds this amount as calculated by the Treasurer and the Secretariat, the Executive Committee must obtain prior approval from the General Assembly for entering into such agreement. The absence of this approval may be relied on against third parties.

9. COMMITTEES AND STRUCTURE

- 9.1 The General Assembly shall define from time-to-time the committees and structure of Global Accreditation Cooperation Incorporated as needed to cover the strategic agenda of Global Accreditation Cooperation Incorporated.
- 9.2 The General Assembly shall approve the initial terms of reference for a Committee and any revisions. In the case of the Stakeholder Committee, the General Assembly must ensure that the interests of all conformity assessment activities under the Global Accreditation Cooperation Incorporated Arrangement are represented, and that the Stakeholder Members are represented in a balanced way and that no single group shall prevail.
- 9.3 The initial terms of reference and any revisions for a Sub-Committee shall be approved by the Executive Committee on the recommendation from the respective parent Committee.
- 9.4 Each member of Global Accreditation Cooperation Incorporated is entitled to nominate a representative for each of the Committees established by the General Assembly except for the

Arrangement Committee where only Full Members may be represented, and the Stakeholder Committee where only Stakeholder Members may be represented.

9.5 Members may participate as observers in Committees as follows:

- (1) Regional Cooperation Body Members and Associate Members may participate as observers in the Arrangement Committee.
- (2) The Stakeholder Committee may send up to three observers to the Arrangement Committee.
- (3) Full Members, Associate Members, and Regional Cooperation Body Members may send up to three (3) observers in total to the Stakeholder Committee.

9.6 A Member's nominated representative to Committees may be accompanied by a reasonable number of other persons nominated by the Member.

9.7 Each Committee will have a chair and a vice-chair elected by the General Assembly. The Arrangement Committee shall have a chair and vice-chair elected from the Full Members. The Stakeholder Committee shall have a chair and vice-chair elected from the Stakeholder Members. Other committees shall have chairs elected from Full Members and vice-chairs elected from Full or Stakeholder Members. Where possible, chairs shall come from different economies.

9.8 Nominated representatives for a Committee shall be admitted to meetings of the Committee. Observers may attend a meeting of a Committee with the approval of the Committee chair.

9.9 Committees may establish Sub-Committees for specific areas of Conformity Assessment Activities, and both may establish working groups, task forces etc. to deal with specific questions within the terms of reference of the Committee or Sub-Committee.

9.10 The structure of Global Accreditation Cooperation Incorporated is shown in Appendix 1 and includes:

- (1) Executive Committee.
- (2) Stakeholder Committee.
- (3) Financial Audit Committee.
- (4) Accreditation Committee (dealing with issues related to the application of ISO/IEC 17011 and other relevant general normative documents).
- (5) Arrangement Committee (dealing with all issues related to the Global Accreditation Cooperation Incorporated Arrangement).
- (6) Technical Committees.
- (7) Development Support Committee .
- (8) Communication Committee.

10. APPEALS BOARD

- 10.1 The General Assembly delegates the authority for managing appeals to the Appeals Board, composed of five (5) Members representing the Full Members membership category.
- 10.2 The General Assembly, on advice from the Executive Committee, is responsible for appointing members of the Appeals Board with the relevant expertise to deal with an appeal. An Appeals Board shall only be established for the duration of considering a specific appeal.
- 10.3 The Appeals Board is authorised to take decisions on appeals lodged by bodies:
 - (1) having an application for membership refused; or
 - (2) on suspension or termination of membership of Global Accreditation Cooperation Incorporated following a decision of the Members;
- 10.4 The Appeals Board's authority for managing appeals is limited to the decisions outlined in Paragraph 10.3 above.
- 10.5 The Appeals Board shall report directly to the General Assembly on its activities and decisions.
- 10.6 Decisions by the Appeals Board cannot be appealed to the General Assembly.
- 10.7 The decision that is the subject of the appeal remains valid and cannot be rescinded unless the Appeals Board determines otherwise.
- 10.8 Appeals against decisions related to the MRA shall follow the independent and impartial processes established by the General Assembly for the Full Members to make decisions on the signatory status of the Global Accreditation Cooperation Incorporated Arrangement as defined in the Constitution.

11. VOTING

- 11.1 Unless otherwise specified in the Constitution or these General Rules, Eligible Voting Members shall be entitled to cast a vote on a Resolution on any matter put to the Global Accreditation Cooperation Incorporated membership .
- 11.2 The calculation of the number of votes for each Member is defined in Appendix 2.
- 11.3 Decisions within the Arrangement Committee on MRA-related issues such as MRA signatory status and rules for the peer evaluation system shall be taken by Full Members only with Stakeholder, Associate and Regional Cooperation Body Members involved only as observers as approved by the Chair of the Arrangement Committee.
- 11.4 Decisions within the Stakeholder Committee shall be taken by Stakeholder Members only with Full, Associate and Regional Cooperation Body Members involved only as observers as approved by the Chair of the Stakeholder Committee.
- 11.5 A Regional Cooperation Body Member does not have a vote within Global Accreditation Cooperation Incorporated.

11.6 Voting at a Meeting of the General Assembly shall be in one or more of the following ways as determined by the Chair:

- (1) Vote in person on the show of hands or, on demand of the Chair or of 3 or more Members present, by secret ballot.
- (2) Vote by proxy.
- (3) Cast a vote by electronic means.

Notwithstanding the above, a vote on the election of persons to specific positions within Global Accreditation Cooperation Incorporated in accordance with Paragraph 7.4.1 or on Global Accreditation Cooperation Incorporated membership in accordance with Paragraph 4.10.6 shall be conducted by secret ballot.

12. PROXIES

12.1 The appointment of a Proxy shall be in writing or made electronically and is effective when received by the Secretariat.

12.2 An Authorised Representative shall inform the Secretariat immediately in writing or electronically of changes with regard to its Proxy.

12.3 Except where otherwise stated in these General Rules, an Authorised Representative, or a Proxy not being an Authorised Representative, may hold two (2) proxies on behalf of other Members.

13. ELECTRONIC COMMUNICATIONS

13.1 Global Accreditation Cooperation Incorporated may use electronic communication for communication with Members provided the electronically transmitted messages are sent to the address made known to Global Accreditation Cooperation Incorporated by the Member within its provided contact information. Electronically transmitted messages may notify the Member of an electronic ballot, accessible on the Global Accreditation Cooperation Incorporated website.

14. FINANCES

14.1 Accounts

14.1.1 The Secretariat shall keep up-to-date records of the capital position of Global Accreditation Cooperation Incorporated so that its financial position may always be known.

14.1.2 The General Assembly shall appoint an accountant to audit the Annual Accounts in accordance with the Act. If it does not do so the Executive Committee, or the Secretary or Treasurer if ordered by the Executive Committee, shall have this power.

14.1.3 The accountant referred to in Paragraph 14.1.2 shall report on the audit to the Secretariat and the Executive Committee by laying down the outcome of the audit in an opinion about the faithfulness of the Annual Accounts. For the benefit of the audit, the Secretariat and the Executive Committee shall be obliged to give the accountant all the information requested, to show the cash and the values if desired, and to make

available the books, documents and other data carriers of Global Accreditation Cooperation Incorporated for review.

- 14.1.4 Following endorsement by the Executive Committee, the Secretary shall submit the Annual Accounts of Global Accreditation Cooperation Incorporated to the General Assembly for approval, accompanied by a statement about their faithfulness made by the accountant. The Annual Accounts shall be signed by all members of the Executive Committee; if the signature of one or more of the Executive Committee is lacking, this shall be stated with the reasons.
- 14.1.5 The Annual Accounts shall be approved by the General Assembly at a meeting to be held no later than six (6) months after the Balance Date (which is 30 June in any given year). The approval of the Annual Accounts does not imply a discharge of the liability for the members of the Executive Committee.
- 14.1.6 After the proposal for approval of the Annual Accounts has been discussed, the General Assembly shall be given the proposal to grant discharge of the liability to the members of the Executive Committee for the policy conducted by them during the past Financial Year, in so far as that policy is based on the Annual Accounts or statements made about that policy in the General Assembly.
- 14.1.7 The Executive Committee shall be obliged to keep the accounting records for the current accounting period and for the last seven (7) completed accounting periods or as required by the Act.
- 14.1.8 The particulars placed on a data carrier, with the exception of the balance sheet and statement of income and expenditure committed to paper, may be transferred to and stored on another data carrier, provided that the transfer is made with the correct and complete representation of the data and these data are available during the entire period of storage and can be made legible within a reasonable period.

14.2 Budget

- 14.2.1 The Executive Committee shall propose the budget for the next Financial Year for approval by the General Assembly.
- 14.2.2 The General Assembly shall determine how any surplus should be allocated, doing so in accordance with the Act and other legal requirements in New Zealand and, as far as possible, in accordance with the Objectives of Global Accreditation Cooperation Incorporated.

14.3 Other Powers

- 14.3.1 In addition to its statutory powers, Global Accreditation Cooperation Incorporated may (subject to exercising the care and skill that a prudent person of business would exercise in managing the affairs of others) for the purposes of carrying on any operation within the scope of its Objectives:
 - (1) use its funds to pay the costs and expenses to advance or carry out its objects,
 - (2) employ or contract with such people as may be appropriate, and

- (3) invest in any investment.

15. REPRESENTATION

15.1 Global Accreditation Cooperation Incorporated may be represented by:

- (1) the Executive Committee, or
- (2) the Chair, or
- (3) the Vice-Chair, or
- (4) two (2) jointly acting members of the Executive Committee.

15.2 The Executive Committee may resolve to grant power of attorney to one or more members of the Executive Committee, the Treasurer, the Secretary, or third parties to represent Global Accreditation Cooperation Incorporated within the limits of that power of attorney.

16. RECORDS

16.1 A Member may at any time make a written request to Global Accreditation Cooperation Incorporated for information held by Global Accreditation Cooperation Incorporated.

16.2 The request must specify the information sought in sufficient detail to enable the information to be identified.

16.3 Global Accreditation Cooperation Incorporated must, within a reasonable time after receiving a request:

- (1) provide the information, or
- (2) agree to provide the information within a specified period, or
- (3) agree to provide the information within a specified period if the Member pays a reasonable charge to Global Accreditation Cooperation Incorporated (which must be specified and explained) to meet the cost of providing the information, or
- (4) refuse to provide the information, specifying the reasons for the refusal.

16.4 Without limiting the reasons for which Global Accreditation Cooperation Incorporated may refuse to provide the information, Global Accreditation Cooperation Incorporated may refuse to provide the information if:

- (1) withholding the information is necessary to protect the privacy of natural persons, including that of deceased natural persons, or
- (2) the disclosure of the information would, or would be likely to, prejudice the commercial position of Global Accreditation Cooperation Incorporated or of any of its Members, or
- (3) the disclosure of the information would, or would be likely to, prejudice the financial or commercial position of any other person, whether or not that person supplied the information to Global Accreditation Cooperation Incorporated, or

- (4) withholding the information is necessary to maintain legal professional privilege, or
- (5) the disclosure of the information would, or would be likely to, breach an enactment, or
- (6) the burden to Global Accreditation Cooperation Incorporated in responding to the request is substantially disproportionate to any benefit that the Member (or any other person) will or may receive from the disclosure of the information, or
- (7) the request for the information is frivolous or vexatious.

16.5 If Global Accreditation Cooperation Incorporated requires the Member to pay a charge for the information, the Member may withdraw the request, and must be treated as having done so unless, within 10 days after receiving notification of the charge, the Member informs Global Accreditation Cooperation Incorporated:

- (1) that the Member will pay the charge; or
- (2) that the Member considers the charge to be unreasonable.

16.6 Nothing in this rule limits Information Privacy Principle 6 of the New Zealand Privacy Act 2020.

17. AMENDMENTS TO THE CONSTITUTION OR GENERAL RULES

17.1 Alterations to the Constitution can only be made in accordance with the rules set out in the Constitution.

17.2 The General Rules may be changed based on the same rules as set out for alterations to the Constitution.

17.3 Amendment of the Constitution or General Rules shall only be made by a Resolution at a meeting of the General Assembly, called for this purpose with the statement that an amendment of the Constitution or the General Rules will be proposed at the meeting.

17.4 The persons who have made a call for a meeting of the General Assembly for discussion of a proposal to amend the Constitution or General Rules must make available for review by the Members a copy of that proposal, in which the proposed amendment has been included verbatim.

18. DISSOLUTION AND LIQUIDATION

18.1 Global Accreditation Cooperation Incorporated may be dissolved by a Resolution of the General Assembly in accordance with the requirements set out in the Constitution.

18.2 In the Resolution on dissolution, the General Assembly shall determine the use of any balance of the capital of the dissolved Global Accreditation Cooperation Incorporated after payment of the creditors on the understanding that any surplus assets of the dissolved Global Accreditation Cooperation Incorporated left after payment of the creditors shall be distributed in conformity with the Act.

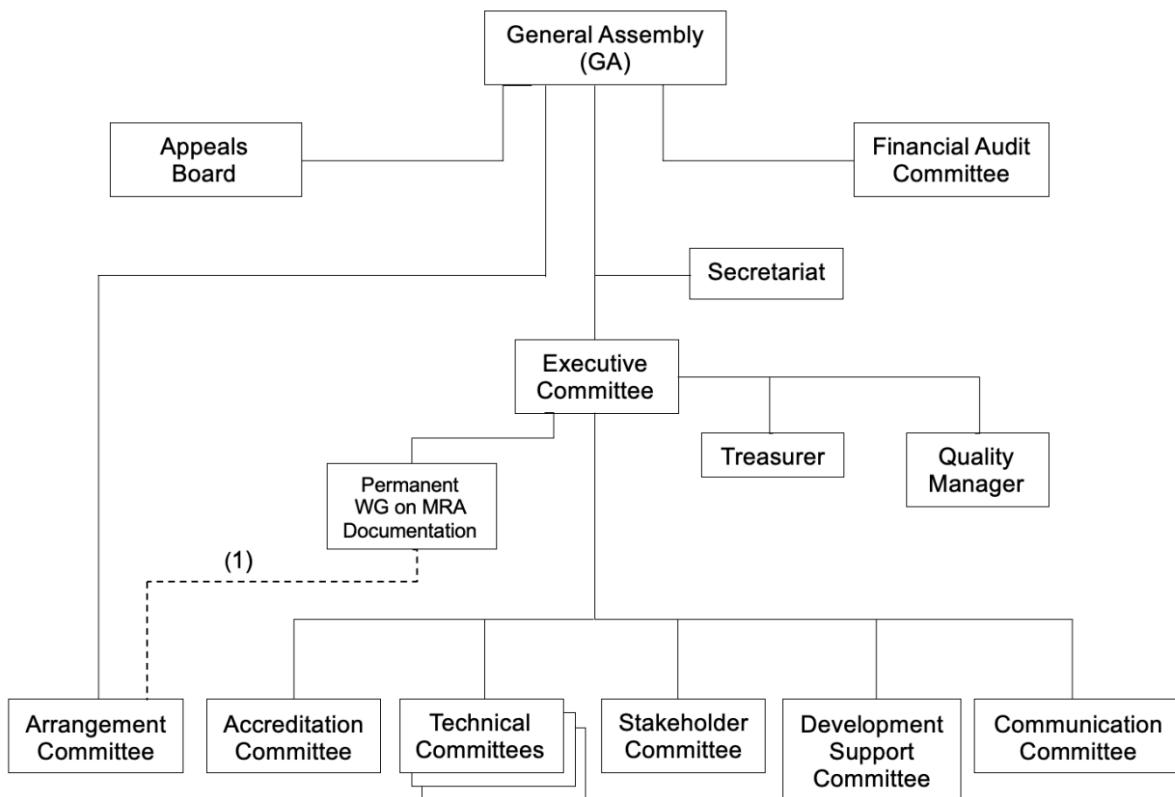
18.3 The books, documents and other data carriers of the dissolved Global Accreditation Cooperation Incorporated shall be kept for seven (7) years after Global Accreditation Cooperation

Incorporated has ceased to exist by the person designated for the purpose by the liquidators notwithstanding any lesser requirement of the Act.

19. AMENDMENT TABLE

Section	Previous Version	Summary Of Changes
All	Not applicable	Initial issue
All Clause 3.1 Clause 10.3	Version 1, dated 12 August 2025	<ol style="list-style-type: none">1. Insertion of full name of “Global Accreditation Cooperation Incorporated” instead of using an acronym2. Spelling changed to UK English3. Address added to Clause 3.1.4. Deletion of previous Clause 10.3 (3) as reconsideration of the outcome of a complaint investigation is now covered by procedure given in MS-004

APPENDIX 1 – GLOBAL ACCREDITATION COOPERATION INCORPORATED STRUCTURE



Note:

(1) For technical coordination.

APPENDIX 2 – VOTING

1. GENERAL

- 1.1 As defined in the Constitution, an Eligible Voting Member means a member in the Full Member or Stakeholder Member category whose membership is not suspended. Furthermore, unless otherwise specified in the Constitution or these General Rules, Eligible Voting Members shall be entitled to vote on a Resolution on any matter put to the Global Accreditation Cooperation Incorporated membership.
- 1.2 Each Eligible Voting Member may vote once in a vote on a specific Resolution. The weighting of the votes cast by each Eligible Voting Member is calculated by the application of a multiplier factor according to the rules defined below.
- 1.3 The calculation is updated by the Secretariat whenever the relevant data for the calculation changes and shall take place after each acceptance of a new Full Member or Stakeholder Member or change of status of Eligible Voting Members.
- 1.4 In the following paragraphs, the term “Eligible Voting Full Member” means a Full Member that is an Eligible Voting Member, and “Eligible Voting Stakeholder Member” means a Stakeholder Member that is an Eligible Voting Member.

2. FULL MEMBERS

- 2.1 If the number of Full Members in an economy is twelve percent (12%) or greater than the overall number of Full Members, a multiplier factor shall be calculated.

2.2 Multiplier Factor

- 2.2.1 The multiplier factor shall be one point one (1.1) if the number of Eligible Voting Full Members in an economy is between twelve percent (12%) and nineteen percent (19%) of all Eligible Voting Full Members.
- 2.2.2 The multiplier factor shall be increased by one tenth (0.1) if the number of Eligible Voting Full Members in an economy is between twenty percent (20%) and twenty-nine percent (29%) of all Eligible Voting Full Members, and a further increase of one tenth (0.1) each time the number of Eligible Voting Full Members in an economy increases by ten percent (10%) in relation to the total number of Eligible Voting Full Members.
- 2.2.3 In Table 1 below, the multiplier factors are shown where the number of Eligible Voting Full Members in an economy is between 12% and 69% of the total number of Eligible Voting Full Members in Global Accreditation Cooperation Incorporated.

% of Eligible Voting Full Members	0 – 11	12–19	20–29	30–39	40–49	50–59	60–69
Multiplier Factor	N/A	1.1	1.2	1.3	1.4	1.5	1.6

Table 1

2.3 Composite Multiplier Factor

- 2.3.1 If two or more economies each have twelve percent (12%) or more of the total of Eligible Voting Full Members, a composite multiplier factor shall be calculated and applied to votes cast by the Eligible Voting Full Members from economies each with less than twelve percent (12%) of the Eligible Voting Full Members.
- 2.3.2 A multiplier factor shall first be calculated separately for each economy in which there are twelve percent (12%) percent or more Eligible Voting Full Members (see Table 1). Then a composite multiplier factor shall be calculated by multiplying together the individual multiplier factors for each economy where there are twelve percent (12%) or more Eligible Voting Full Members.

2.4 Application of Multiplier or Composite Multiplier Factor

- 2.4.1 The multiplier factor calculated according to Paragraph 2.2, or the composite multiplier factor calculated according to Paragraph 2.3, shall only be applied to votes cast by Eligible Voting Full Members that have not contributed to the calculation of the multiplier factor (i.e. one (1) vote multiplied by the multiplier or composite multiplier factor).
- 2.4.2 After the appropriate multiplier factor has been applied to all Eligible Voting Full Members according to Paragraph 2.4.1, the total number of the votes of the Eligible Voting Full Members shall be calculated.

3. STAKEHOLDER MEMBERS

- 3.1 The number of votes of the Eligible Voting Stakeholder Members shall not exceed twenty percent (20%) of all votes.
- 3.2 If the number of Eligible Voting Stakeholder Members exceeds twenty percent (20%) of the total number of votes after any multiplier factors have been applied to Eligible Voting Full Members, an additional multiplier factor shall be calculated and applied to the number of votes of each Eligible Voting Full Member.
- 3.3 The additional multiplier factor is the lowest factor to one decimal place which increases in total the number of votes of the Eligible Voting Full Members so that the Eligible Voting Stakeholder Members possess a maximum of twenty percent (20%) of all votes.

4. EXAMPLES OF THE CALCULATION OF MULTIPLIER FACTORS

- 4.1 The following examples are given for information only.

4.2 Composite Multiplier Factor Example 1

If there are 13% of Eligible Voting Full Members in economy A and 21% of Eligible Voting Full Members in economy B, the composite multiplier factor is calculated as follows:

- Multiplier factor for economy A: 1.1
- Multiplier factor for economy B: 1.2
- Hence, composite multiplier factor: $= 1.1 \times 1.2 = 1.32$

The composite multiplier factor 1.32 shall be applied to each vote cast by Eligible Voting Full Members other than those from economy A and B.

4.3 Composite Multiplier Factor Example 2

If there are 15% of Eligible Voting Full Members in economy C, 12% of Eligible Voting Full Members in economy D, and 34% of Eligible Voting Full Members in economy E, the composite multiplier factor is calculated as follows:

- Multiplier factor for economy C: 1.1
- Multiplier factor for economy D: 1.1
- Multiplier factor for economy E: 1.3
- Hence, composite multiplier factor: $= 1.1 \times 1.1 \times 1.3 = 1.57$

The composite multiplier factor 1.57 shall be applied to each vote cast by Eligible Voting Full Members other than those from economy C, D and E.

4.4 Stakeholder Member Example 1

If the number of votes of the Eligible Voting Full Members is 150 and the number of votes of the Eligible Voting Stakeholder Members is 20, the votes of the Eligible Voting Stakeholder Members = $20/170 = 11.76\%$ of the total votes. Hence, no additional multiplier factor is required.

4.5 Stakeholder Member Example 2

If the number of votes of the Eligible Voting Full Members is 90 and the number of votes of the Eligible Voting Stakeholder Members is 30, the votes of the Eligible Voting Stakeholder Members = $30/120 = 25\%$ of the total votes.

Hence, an additional multiplier factor is needed, calculated as follows:

- The 30 Eligible Voting Stakeholder Members can only be 20% of total votes.
- Therefore the total votes must be 150 votes.
- The total votes for Eligible Voting Full Members must therefore be 120 votes ($150 - 30$ votes).
- To increase from 90 to 120 votes, a factor of 1.33 must be applied to the Eligible Voting Full Member votes.
- Hence, the additional multiplier factor = 1.4

The additional multiplier factor is applied to all votes cast by the Eligible Voting Full Members.