

2.0 Policy – Member

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1. Purpose

- 1.1 The purpose of this policy is to define the eligibility for Members and Subscribers of the Association, the membership and subscription categories with corresponding benefits, services and fees.
- 1.2 This policy is to be read in conjunction with the following policies of the Association:
 - (a) Code of Conduct
 - (b) Accreditation Policy
 - (c) ASMP Policy

2. Definitions

- 2.1 In this policy, unless the context otherwise requires:

Association means the Zoo and Aquarium Association Inc. (ABN 71 836 556 156).

Australasian region is described as New Zealand, Australia, Papua New Guinea and South Pacific Islands.

Board means the board of management of the Association.

Code of Conduct means the *Code of Conduct* setting out the standards of ethical and professional practice and conduct for Applicable Persons.

Committee means a committee of the Board established in accordance with clause 42 of the *Constitution*.

Constitution means the Constitution of the Association, as amended from time to time.

Executive Director means the Executive Director of the Association.

Member means a member of the Association, as defined in the Association *Subscriber and Members Policy*, and may include an employee, officer or agent of a Member of the Association.

Operating Expenses (OPEX) are taken to include all costs of operating and maintaining the institution, including costs associated with the administration, staffing, maintaining and marketing the institution, but excluding expenses associated with capital works (e.g. new exhibits), depreciation and debt servicing. Also excluded are ancillary activities including retail and catering operations, entertainment that is not wildlife-based (e.g. amusement park rides), and sponsorships/grants tied to activities outside the core business of the institution (e.g. research grants, etc.).

Organisation means an unincorporated entity or an entity incorporated under national, State or Territory legislation.

Subscriber means a subscriber of the Association, as defined by the Association's *Subscriber and Members Policy*.

ZAA means the Zoo and Aquarium Association Inc. (ABN 71 836 556 156).

3. Membership Year

The Association membership year is **1 January to 31 December**.

4. Approval

Please note that the Board reserves the right to exercise discretion over eligibility for Subscribers and Members and may make exceptions to this policy where deemed to be in the overall best interests of the Association.

5. Voting

In accordance with the Zoo and Aquarium Association *Constitution*, only Regional and Individual Members have the right to vote at general meetings. International Members, Subscribers and Business Members do not have voting rights.

6. Eligibility for Subscribers¹

The Subscribers categories support those organisations, individuals and other industry representatives who wish to have a professional association with the Zoo and Aquarium Association, Australasia. These fall into the following groups:

- (a) **Organisations that are not defined as zoos, aquariums or wildlife parks, are defined under the Business Category of the Association membership structure (see membership section for details) and can demonstrate relevance to zoos and aquariums. Typically, this will suit organisations such as those listed below:**
 - (i) Government departments (non-animal holding), libraries, other relevant associations*;
 - (ii) Tertiary and other training providers;
 - (iii) Corporate businesses/sponsors;
 - (iv) Mobile exhibitors/wildlife presenters* (does not include circuses, entertainers, or retail shops).

* Relevancy is determined by the Zoo and Aquarium Association Board.
- (b) **Zoos, aquariums or wildlife parks residing inside the Australasian region that are seeking a professional relationship with the Association.**
 - (i) An Australasian based zoo or aquarium wishing to become a new member of the Association; or
 - (ii) An Australasian based zoo or aquarium that is reapplying for membership after a membership has elapsed.
- (c) **Zoos, aquariums or wildlife parks residing outside the Australasian region that are seeking a professional relationship with the Association.**

¹ Please review **Section 8** for a complete list of eligibility criteria for each subscriber category.

- (i) Non-Australasian based zoos or aquariums that are already a member of their own regional zoo and aquarium association, wishing to become a new member of the Association; or
 - (ii) Non-Australasian based zoos or aquariums that are already a member of their own regional zoo and aquarium association that is reapplying for membership after a membership has lapsed.
- (d) Individuals seeking a professional association:**
- (i) Individuals employed by a Member zoo / aquarium wishing to become a new member; or
 - (ii) Who participate with an Association advisory group or committee; or
 - (iii) After leaving employment with a member organisation; or an
 - (iv) An individual who has relevance* to zoos / aquariums either within the Australasian region or International

* Relevancy is determined by the Zoo and Aquarium Association Board.

7. Eligibility for Members

7.1 Regional Eligibility

Regional Membership to the Association is restricted to those organisations residing in the Australasian region, described as New Zealand, Australia, Papua New Guinea and South Pacific Islands.

7.2 International Eligibility

Organisations outside of the Australasian region who wish to have a relationship with the Association should refer to the International Membership section (8.0) of this policy for options.

7.3 Individual Members

The Zoo and Aquarium Association describes eligible Individual Members as those who work for a Regional Member that meets the eligibility criteria listed below for Regional Members, or who participate in an Association specialist advisory group or on an Association Committee.

7.4 Regional Members

- (a) The Zoo and Aquarium Association describes eligible Regional Members as those who:**
- (i) Hold wildlife for the purposes of conservation education, presentation and breeding, operate primarily from a fixed site and are open to the community or are a specialist wildlife breeding centre;

- (ii) Holds a current operator’s licence/relevant permit, issued by the relevant government jurisdiction for the exhibition or keeping of animals/wildlife;
- (iii) Must commit to advising ZAA Executive Director within 14 days of any change in licencing/regulation/permit status (temporary or permanent), including notice of requirement to make changes in order to meet on-going compliance;
- (iv) Must be currently Accredited by the ZAA Accreditation Program.
- (v) Be prepared to consider free entry to Individual Members;
- (vi) Understand that any Australasian Species Management Program (ASMP) species held prior to membership will require a commitment to join and participate in the relevant ASMP Programs once membership is approved.

7.5 Material changes to operation, location or staffing

(a) Changes within the context of an existing licence to operate

In the event that a member organisation is subject to a change in ownership (but retains existing staffing and operational structure) or location (within the current jurisdiction) the Association will maintain the existing membership, with the following requirements:

- (i) **Change of ownership** – requires a letter from both the outgoing owner advising of such and the incoming owner signing off on the Association’s Code of Conduct.
- (ii) **Change of location** – requires a resubmission of the relevant Statutory Authority issued licence that reflects the new trading address.

(b) Transition between different operating authorities

In the event that a member organisation is subject to a change in licencing requirements (i.e. material change in scope of operations, change in jurisdiction or seeks to replace a significant proportion of the staff) the Association will require a new application which will be subject to the application criteria and associated fees.

- (i) Any decision for which this consideration applies will be managed by the Executive Director and may be referred to the Association’s Board for a decision.
- (ii) In the event that a Regional Member is required to re-apply for membership under 7.4 (b) above they will be required to re-join at a Regional Subscriber level. An additional fee may be charged where existing collection animals are part of the ASMP.

8. Membership and Subscriber Categories & Eligibility Criteria

A full list of benefits are listed in *Appendix I*.

	Category & Description	Eligibility Criteria
SUBSCRIBER CATEGORIES	Individual Subscriber	<ul style="list-style-type: none"> An individual currently employed by a Member zoo / aquarium, or who participate in an Association advisory group or on an Association Committee for a minimum of twelve months prior to being eligible for Individual Membership. An individual no longer working at a zoo or aquarium but who has relevance to zoos / aquariums and who are either within the Australasian region or International. An Individual Subscriber is not eligible to vote at General Meetings.
	International Subscriber A zoo or aquarium residing outside the Australasian region that is seeking a professional relationship with the Association. <ul style="list-style-type: none"> A zoo or aquarium wishing to become a new member of the Association. A zoo or aquarium that is re-applying for membership after a membership has elapsed. 	<ul style="list-style-type: none"> Non-Australasian based zoos or aquariums that are already a member of their own regional zoo and aquarium association. An International Subscriber is not eligible to vote at General Meetings.
	Regional Subscriber Zoos, aquariums or wildlife parks residing within the Australasian region that seek a professional relationship with the Association. <ul style="list-style-type: none"> A zoo or aquarium wishing to become a new member of the Association. A zoo or aquarium that is re-applying for membership after a membership has elapsed. 	<ul style="list-style-type: none"> Operate in the Australasian region. Hold a current operator's licence/relevant permit, issued by the relevant government jurisdiction for the exhibition or keeping of animals/wildlife. Completes the Association Application process. Must participate in the Association's Accreditation Program within 12 months. A Regional Subscriber is not eligible to vote at General Meetings.
BUSINESS MEMBERSHIP	Government/ Library/ or other Organisations who have a professional association with the Association and/or who may require access to services and products for legislative purposes.	<ul style="list-style-type: none"> A Government department (non-animal holding), library, or association that can demonstrate relevance to zoos and aquariums. Government, Libraries or other Business Members are not eligible to vote at General Meetings.
	Tertiary Educator Education provider who may require access to services, products and other intellectual property developed by the Association for development or training purposes.	<ul style="list-style-type: none"> A tertiary education provider that can demonstrate relevance to zoos and aquariums. Tertiary educator Business Members are not eligible to vote at General Meetings.

	Category & Description	Eligibility Criteria
MEMBERSHIP CATEGORIES	Corporate	<ul style="list-style-type: none"> A corporate entity whose business is related to or supports the zoo and aquarium industry. Corporate Business Members are not eligible to vote at General Meetings.
	Mobile Exhibitor	<ul style="list-style-type: none"> Individuals or organisations in the capacity of a mobile exhibitor or wildlife presenter i.e. not typically at a fixed facility (does not include circuses, magicians, farm shows or pet shops). Mobile Exhibitor Business Members are not eligible to vote at General Meetings.
	Individual Member Individuals who are employed by zoo and aquarium Members, and/or participate in an Association advisory group or on an Association Committee, maintain access to the resources and networks provided by the Association and receive member discounts in Association related activities.	<ul style="list-style-type: none"> Individual Members as those who work for a Regional Member. Have been an Individual Subscriber for a minimum of 12 months. Individual Members are eligible to vote at General Meetings after 12 months as a Subscriber.
	Regional Member Organisations who reside within the Australasian region and who wish to have complete access to the services and benefits offered by the Association. In particular, complete access to species managed within the Australasian Species Management Program (ASMP) is provided to this membership category.	To be eligible for Regional Membership an organisation needs to: <ul style="list-style-type: none"> Have been a Regional Subscriber for a minimum period of 12 months. Must be accredited by the ZAA Accreditation program. Regional Members are eligible to vote at General Meetings.
	International Member Organisations who reside outside the Australasian region and who wish to have some access to the services and benefits offered by the Association. International members are not eligible to vote at the Association General Meetings.	To be eligible for International Membership an organisation needs to: <ul style="list-style-type: none"> Have been an International Subscriber for a minimum period of 12 months. Successful annual Accreditation review. An International Member is not eligible to vote at General Meetings.

9. Fees

9.1 Payment of Fees

All fees are to be paid as outlined in the *Fee Schedule (Appendix II)*.

9.2 Annual Fees

- (a) Subscribers and Members are required to pay an annual fee charged at the commencement of each financial year.
- (b) Subscribers and Members outside of Australia or New Zealand are subject to the Australian fees (GST does not apply).

- (c) Fees for new subscribers, members and renewals are outlined in the *Fee Schedule*, which is updated annually.
- (d) The following in the first year will be charged a pro-rata fee rounded to the nearest month for the remainder of the year:
 - (i) Regional Member
 - (ii) International Member
- (e) Pro-rata fees are not available to the following categories:
 - (i) Regional Subscriber
 - (ii) International Subscriber
 - (iii) Business Members (all categories)
 - (iv) Individual Members
 - (v) Individual Subscribers

9.3 Calculation of Fees

- (a) All member and subscriber fees, apart from Regional Members, are set by the Board as part of the annual budget development and reflect the ongoing cost of providing quality and relevant services.
- (b) Regional Member fees are calculated at 0.5% of operating expenses plus GST in local currency or as reviewed by the Board. From time to time the Association may request a review of Member operating expenses.
 - (i) Minimum and maximum fees apply (as per *Fee Schedule*).
 - (ii) Members who believe their operating costs should be reduced can complete a survey to have their membership fee recalculated. The Association may at its discretion ask a member to complete a survey to clarify its membership fee.
 - (iii) Member and Subscriber fees are increased by Consumer Price Index (CPI), as set by the Australian Taxation Office (ATO) and the Inland Revenue Department (IRD), as applicable from the previous September.

9.4 Outstanding Membership Fees

Any membership fees that are outstanding for greater than 90 days without prior arrangement with the Executive Director will result in the matter being elevated to the Board's Finance, Audit and Risk Committee for consideration. This may result in the cancellation of membership.

Note: reminders of payment arrears will be sent at 30 and 60 days to the organisational finance point of contact and at 90 days to the organisational Director.

9.5 Refunds

All fees are non-refundable and non-transferable to another site. No fees will be refunded in the event that a member or subscriber withdraws from, or is no longer eligible as an Association Member or as a Subscriber.

10. Proviso

The intent of this policy is to provide a framework for the majority of activities undertaken by Association members/subscribers. Any issue/concern which arises that is not covered by this policy, but falls within the purpose of the policy, will be included and addressed by the Association Board, or their delegate, in the best interest of the Association and its membership.

11. Board Approval

This policy was accepted by the ZAA Board on 18/06/2014.

Revision Record

Approved/ Amended/ Rescinded	Date	Description
Approved by Board	18/06/2014	Divided membership policy into membership and subscriber categories, changed membership year, defined Accreditation as a requirement for Full Institutional membership.
Approved	03/01/2017	Combined subscribers, members and fee schedule into one policy. Added member eligibility clause: Material changes to operation, location or staffing. Added new category: Institutional Subscriber.
Approved	18/01/2017	Institutional Subscriber nominations required in application process amended to two (2).
Approved	21/05/2018	Updated to align with changes to the ZAA Constitution

This document should be reviewed within five years of the date of approval or last review.

Appendix I – Full List of Membership and Subscriber Benefits

ZOO & AQUARIUM ASSOCIATION MEMBERSHIP CATEGORIES								
	REGIONAL MEMBERSHIP		INTERNATIONAL MEMBERSHIP		INDIVIDUAL MEMBERSHIP		BUSINESS MEMBERSHIP	
	A zoo / aquarium residing inside the Australasian region		A zoo / aquarium residing outside the Australasian region		Individuals employed /contracted by a ZAA Regional member zoos/aquariums or other individuals; segmented as per below.		Government, tertiary educators, NGOs etc	
	REGIONAL MEMBER	REGIONAL SUBSCRIBER (NO ASMP / NON-VOTING)	INTERNATIONAL MEMBER (NON-VOTING)	INTERNATIONAL SUBSCRIBER (NON-VOTING)	INDIVIDUAL MEMBER	INDIVIDUAL SUBSCRIBER (NON-VOTING)	CORPORATE (NON-VOTING)	GOVERNMENT / NGO / RTO / MOBILE EXHIBITOR (NON-VOTING)
MEMBERSHIP TIER KEY DIFFERENTIATION	- ZAA Accreditation - ASMP, full access to native programs and full access to conservation and/or exotic programs	Minimum 12 month period, preparing for ZAA Accreditation Subscriber status to be endorsed by the ZAA Board	ZAA Accreditation. Annual Accreditation review (and pass) required for renewal.	Minimum 12 month period, preparing for ZAA Accreditation Subscriber status to be endorsed by the ZAA Board	An individual currently employed or contracted by a Regional member zoo/aquarium, or a SAG or ZAA Committee member (after 12 months as Individual Subscriber).	Minimum 12 month period prior to Individual Membership (if eligible). An individual with an interest in zoos/aquariums Subscriber status endorsed by the ZAA Board	Corporates involved with the Association via a service or sponsorship agreement. Member status endorsed by the ZAA Board	Government agencies, libraries, tertiary education institutions, non sector NGOs and Mobile Exhibitors, in organisations that can demonstrate relevance to zoos/aquariums. Member status endorsed by the ZAA Board (excluding Government and education applications)
CRITERIA	Has been a Regional Institutional Subscriber for a minimum of 12 months, and has successfully passed a ZAA Accreditation site review. - Criteria as per Subscriber plus: - Holds a current operator's license/relevant permit - ZAA Accreditation - Considers free entry to Individual Members - Existing Australasian species join ASMP at time membership approved.	A zoo or aquarium wishing to become a new member of the Association or is re-applying for membership after a membership has elapsed. Operates within Australasia. Holds a current operator's licence/relevant permit issued by the relevant government jurisdiction for the exhibit or keeping of animals / wildlife. Holds wildlife for the purposes of wildlife display, conservation and breeding. Operates primarily from a fixed site and is open to the community or are a specialist wildlife breeding centre.	Has been an International Subscriber for a minimum of 12 months, and has successfully passed a ZAA Accreditation site review. A non-Australasian based zoo/aquarium with current membership of their own region Holds ZAA Accreditation Holds wildlife for the purposes of wildlife display, conservation and breeding. Operates primarily from a fixed site and is open to the community or are a specialist wildlife breeding centre.	A non-Australasian based zoo/aquarium with current membership of their own regional zoo and aquarium association. Holds wildlife for the purposes of wildlife display, conservation and breeding. Operates primarily from a fixed site and is open to the community or are a specialist wildlife breeding centre.	Individual Members are those who work for (either employed by or are contracted by) a Regional Member. Individual Members have been an Individual Subscriber for a minimum of 12 months.	An individual with an interest in the zoo and aquarium industry either Regional or international.	A corporate entity whose business is related to or supports the zoo and aquarium industry.	A government department (non-animal holding), library or tertiary education provider that can demonstrate relevance to zoos and aquariums. Individual's or organisations in the capacity of a mobile exhibitor or wildlife presenter (ie not typically at a fixed facility (does not include circuses, magicians, farm shows or pet shops).
ASMP BENEFITS	Full access to all ASMP programs Eligible to host ASMP coordination roles	No access to ASMP exotic, native or conservation programs	Limited access to ASMP programs	No access to ASMP programs	N/A	N/A	N/A	N/A
FEES	Membership fees based on OPEX Min/Max Fee Caps apply per category	Flat Fees: AU/PNG: AU\$1,233 NZ: NZ\$1,168 Flat Fees are subject to CPI increase for 2019	Based on Country GDP and Admissions Range: AU\$1,200 - \$5,000 Plus annual Accreditation review costs	AU\$1,120 Flat Fees are subject to CPI increase for 2019	AU\$101.50 Flat Fees are subject to CPI increase for 2019	AU\$80.50 Flat Fees are subject to CPI increase for 2019	AU\$1,528 Flat Fees are subject to CPI increase for 2019	AU\$484 Flat Fees are subject to CPI increase for 2019
BENEFIT SUMMARY								
Belonging to the Australasian professional peak body	✓	✓	✓	✓	✓	✓	✓	✓
Conferences and training courses: discounts	✓	✓	✓	✓	✓	✓	✓	✓
ZAA e-newsletters and member communications	✓	✓	✓	✓	✓	✓	✓	✓
ZAA voting rights	✓ After 12 months as a Regional Subscriber				✓ After 12 months as an Individual Subscriber			
Election / appointment to the ZAA Board	✓				✓			
Election / appointment to any of ZAA's Committees	✓				✓			
Opportunity to join Specialist Advisory Groups (SAGs)	✓		✓		✓			
Participation in the Accreditation program	✓		✓					
ZAA logo for marketing assets	✓		✓					
Full access to the ZAA portal and general membership resources	✓	✓	✓	✓	✓			
Controlled access to the ZAA portal and general membership resources						✓	✓	✓
Full access / involvement in animal management and support (TAGs and ASMP)	✓							
Limited access / involvement in animal management and support (TAGs and ASMP)			✓					
Full access to the Collection Planning Online System (CPOS), annual reporting etc	✓		✓					
View only access to the Collection Planning Online System (CPOS), annual reporting etc		✓		✓	✓			✓ Government and TAFE's only
Representation to government agencies for import/export matters	✓							
Free entry to participating ZAA member institutions (conditions apply)					✓			
Institution profile ie conferences, website, publications, press releases etc	✓		✓				✓	✓
Corporate Members introduced to the membership via Newsletter							✓	
Regular notice about industry events and activities you might wish to attend or sponsor							✓	
Promote your organization as a Corporate Member of ZAA and supporter of the industry							✓	
Special rates on exhibition space at ZAA conferences / workshops							✓	✓

Appendix II – Fee Schedule

Fees are adjusted annually in the budget as approved by the Board.

Prices below are set for **2018**.

All fees charged in New Zealand and Australia are subject to country-specific GST if paying into the Association's New Zealand bank account or Australian bank account, respectively.

Fees paid online payment gateway from outside Australia are GST exclusive.

Credit card payments:

- Only Visa or MasterCard are accepted.
- Payments by credit card will incur a 0.5% merchant fee.

An exchange rate of 0.879 will be used in cases of exchanging AUD fees into NZD.

The 2019 Fee structure will be adjusted to match the changes in Member categories. The framework of the Fee structure is as follows. Note that 2019 Membership fees have been set with an estimate 2% CPI increase versus the current 2018 Fees. These fees will vary once CPI is confirmed in September 2018.

ZOO AND AQUARIUM ASSOCIATION MEMBERSHIP FEES											
MEMBER CATEGORY	COUNTRY	CURRENCY	MAX FEE CAP*	MINIMUM FEE CAP*			GST %	MAX FEE CAP*	MINIMUM FEE CAP* INC GST		
				NATIVE / AQUATIC	SMALL EXOTIC	LARGE EXOTIC			NATIVE/AQUATIC	SMALL EXOTIC	LARGE EXOTIC
REGIONAL MEMBER:	Australia	AUD\$	\$91,215	\$1,663	\$2,901	\$4,080	10%	\$100,336	\$1,829.31	\$3,191.29	\$4,488.00
FEE BASED ON % OF MEMBER OPEX (MIN / MAX CAPS APPLY)	New Zealand	NZ\$	\$90,945	\$1,814	\$2,892	\$4,068	15%	\$104,587	\$2,085.59	\$3,326.22	\$4,677.77
	PNG	AUD\$	\$91,215	\$1,663	\$2,901	\$4,080	N/A	N/A	N/A	N/A	N/A
MEMBER CATEGORY	COUNTRY CATEGORY (BASED ON GDP BRACKETS)	CURRENCY		MEMBERSHIP FEE			GST				
				Category 1	Category 2	Category 3					
INTERNATIONAL MEMBER:	Group I Countries	AUD\$		\$2,550	\$4,080	\$5,100	N/A		N/A	N/A	N/A
	Group II Countries	AUD\$		\$1,224	\$1,530	\$2,040	N/A		N/A	N/A	N/A
	Annual Accreditation (+ costs)	AUD\$		\$800 per day	\$1,000 per day	\$1,000 per day	N/A		N/A	N/A	N/A
MEMBER CATEGORY	COUNTRY	CURRENCY		MEMBERSHIP FEE*			GST		MEMBERSHIP FEE* INC GST		
				INDIVIDUAL	CORPORATE	GOVT NGO RTO			INDIVIDUAL	CORPORATE	GOVT NGO RTO
OTHER MEMBERSHIPS:	Australia	AUD\$		\$102	\$1,560	\$495	10%		\$112.20	\$1,716.00	\$544.50
	New Zealand	AUD\$		\$102	\$1,560	\$495	15%		\$117.30	\$1,794.00	\$569.25
	PNG	AUD\$		\$102	\$1,560	\$495	N/A		N/A	N/A	N/A
MEMBER CATEGORY	COUNTRY	CURRENCY		SUBSCRIBER FEE*			GST		SUBSCRIBER FEE* INC GST		
				REGIONAL	INTERNATIONAL	INDIVIDUAL			REGIONAL	INTERNATIONAL	INDIVIDUAL
SUBSCRIBERS:	Australia / International	AUD\$		\$1,258	\$1,142	\$92	10%		\$1,383.43	N/A	\$101.20
	New Zealand	NZ\$		\$1,191	N/A	N/A	15%		\$1,370.06	N/A	N/A
	PNG	AUD\$		\$1,258	N/A	N/A	N/A		N/A	N/A	N/A

* 2019 Fees include an estimate CPI increase of 2% versus the current 2018 fees. 2019 fees are subject to variation based on confirmation of CPI increase Sept-18