



## Membership Policy

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## **1 MEMBERSHIP TYPES & ELIGIBILITY**

### **1.1 FULL MEMBER**

A person is eligible to apply to be a Full Member if the person has an Authorised Mine Surveyors Certificate (WA), is a Registered Mining Surveyor (NSW), is a Registered Surveyor with a Mining Endorsement (QLD) or holds a Certificate of Competence as a Mine Surveyor (NZ).

The Institute shall consist of an unlimited number of Members.

Membership shall not be transferable or transmissible.

The qualification, methods and terms of admission, privileges and obligations of members including liability to expulsion, removal of name from the Institute on suspension and conditions of resignation from Membership, shall be such as the By-laws of the Institute shall direct.

The Board shall issue to every Member a Certificate of Membership.

Full Members of the Institute shall be entitled to describe themselves as "Member of the Australian Institute of Mine Surveyors" which shall be designated by the letters A.I.M.S. (Member).

### **1.2 RETIRED MEMBER**

A person is eligible to apply to be a Retired Member if the person has previously been a Full Member and has retired permanently from the workforce, or is issued with a Certificate of Meritorious Service by the Board of Surveying and Spatial Information (NSW), or is Registered as an Emeritus Surveyor by the Surveyors Board of Queensland.

### **1.3 AFFILIATE MEMBER**

A person is eligible to apply to be an Affiliate Member if the person is employed in the spatial information industry or in an industry that relates to and interacts with surveying, including both Australian and international locations; or

A person engaged in part-time study that would lead to a qualification which would entitle the person to Membership of the Institute; or

A person who has retired permanently from work within the surveying or spatial information industry and wishes to continue as an Affiliate Member.

An Affiliate may neither vote on any matter nor nominate to hold office in the Institute but shall receive such benefits and services from the Institute as may be determined from time to time by the Institute.

Procedures governing Affiliate Members shall be as determined by the Institute. The Board may approve persons for affiliate membership at its discretion. The Board shall issue to every Affiliate a Certificate of Membership.

A person who is eligible to be a Full Member is not eligible to apply as an Affiliate Member.

Affiliate members of the Institute shall be entitled to describe themselves as "Affiliate of the Australian Institute of Mine Surveyors" which shall be designated by the letters A.I.M.S. (Affiliate).

## 1.4 STUDENT MEMBER

A person is eligible to apply to be a Student Member if the person is engaged in full-time study that would lead to a qualification which would entitle the person to Membership of the Institute.

A Student may neither vote on any matter nor nominate for nor hold office in the Institute but shall receive such benefits and services from the Institute as may be determined from time to time by the Institute. Procedures governing Students shall be as determined by the Institute. The Board may approve persons for Student membership at its discretion.

The Board shall issue to every Student a Certificate of Membership.

## 1.5 FELLOW

A member may only attain this class of membership on the recommendation of the Council of the Division of which he is a member and election at the following AIMS Annual General Meeting. They shall have had continuous service in a responsible surveying position and have given meritorious service to the Institute and the Profession of Surveying.

The Fellows of the Institute shall be entitled to describe themselves as "Fellow of the Australian Institute of Mine Surveyors" which shall be designated by the letters A.I.M.S. (Fellow).

A certificate will be issued to all Fellows.

## 1.6 HONORARY MEMBER

A person may only attain this class of membership on the recommendation of the Council. They shall have had continuous service in a responsible surveying position and have given meritorious service to the Institute and the Profession of Surveying.

The Honorary Member of the Institute shall be entitled to describe themselves as "Honorary Member of the Australian Institute of Mine Surveyors" which shall be designated by the letters A.I.M.S. (Honorary Member).

A certificate will be issued to all Honorary Members.

## 2 FEE STRUCTURE

### 2.1 Membership Fees

All Membership fees are based on calendar years, i.e. extending from 1<sup>st</sup> January to 31<sup>st</sup> December each year, regardless of the initial joining date or the actual renewal date, except where specified below.

Membership Fees will be divided into the following classes:

Membership Type	Membership Fee
Full Member	\$220
Retired Member	\$20
Affiliate Member	\$120
Student Member	\$5
Honorary Member	No Fee
Fellow	No Fee

## **2.2 Payment of Membership Fees**

Initial membership fees are payable in full as part of the application process through the AIMS website. An application will not be considered by the Board without receiving full payment.

Approved membership applications received after 30<sup>th</sup> September each year will receive a membership term that includes the following calendar year.

Payment is only accepted online using the secure PayPal/Credit Card facility provided.

## **2.3 Payment of Renewal Fees**

Membership Renewal Fees are payable online through the AIMS website at the same amount as the initial Membership Fees according to the type of membership. Membership renewal fees for the following calendar year are due on 1<sup>st</sup> January but early renewals can be made online from 1<sup>st</sup> October each year.

The renewal fees must be paid in full by 1<sup>st</sup> March at the latest each year to avoid suspension. Membership suspension includes an immediate loss of access privileges to extended website content and all other member benefits such as voting rights and discounted event prices.

Suspended members are able to re-join online at any time to reinstate their membership for the current calendar year. No pro-rata discount is available when membership is re-instated during each year unless approved and advertised by the AIMS Board. Members re-joining after 30<sup>th</sup> September each year, however, will receive a membership term that includes the following calendar year.

Student members are required to provide proof of continued full-time enrolment when renewing their membership to confirm ongoing eligibility.

## **3 APPLICATION FOR MEMBERSHIP**

An applicant for membership shall:

- a) Complete and submit the online application at the AIMS website
- b) Upload supporting documentation as required, including;
  - i. Full resume/ CV
  - ii. Copy of proof of registration/authorisation and/or tertiary qualifications if applicable
  - iii. Copy of student enrolment form if applicable
- c) Applications are submitted electronically and initially assessed by the Membership Coordinator for eligibility and compliance. Once satisfied the AIMS Board will be notified of the application for their consideration. Applications will be accepted if a minimum of four (4) AIMS Directors indicate approval.
- d) During the application assessment period the applicant is deemed to be a provisional member and may be eligible for immediate member benefits whilst awaiting the outcome.
- e) The Secretary or Membership Coordinator shall submit a report to the Board at its next meeting, of all applications received and their outcome, for inclusion in the minutes.
- f) If the applicant is successful, the Secretary or Membership Coordinator shall notify them in writing (or via email) and shall ensure that the Register of Members of the Institute is updated.
- g) If the applicant is unsuccessful the Secretary or Membership Coordinator shall notify the applicant in writing (or via email) and arrange for the prompt refund of the fee paid by applicant.
- h) Where an application for membership has not been processed within one month from the date it was submitted the applicant may appeal to the Board.

- i) Where an application is rejected the applicant may appeal to the Board.

Successful applicants for membership shall be informed in writing of:

- I. The date of acceptance of membership by The Board.
- II. Their membership number.
- III. Their rights and financial obligations arising from membership.
- IV. The circumstances, and the manner, in which a member may resign from the Institute.

## **4 MEMBERSHIP VARIATION**

Members may apply online to vary their membership class once during each membership year without paying (or receiving a refund) for the difference between their current membership fee class and the proposed membership fee class. The variation application process shall be consistent with the process for membership applications outlined above.

A member who applies to vary their membership class must:

- a) Complete and submit the online application at the AIMS website, and
- b) Upload supporting documentation as required.

## **5 RESIGNATION FROM MEMBERSHIP**

A member of the Institute may resign from membership by written notice addressed and delivered to the Secretary or via email. No pro-rata refunds are applicable.

## **6 TERMINATION OF MEMBERSHIP**

Any class of member shall immediately cease to be a member when: -

- a) The member is expelled; or
- b) The member has not paid renewal fees by 1<sup>st</sup> March in the current year.

Where the Board terminates a person's membership, the Secretary shall notify the person by mail or e-mail addressed to the last known address of the member as shown in the Register.

## **7 REGISTER OF MEMBERS**

The Secretary with the assistance of the Membership Coordinator, shall keep an up-to-date Register.

The Register will include the following details for each member:

- a) Full name
- b) Postal address
- c) Email address
- d) The date of admission into the Institute;
- e) Name and address of current employer (if applicable)

The Register shall be kept up to date and available for production to any Relevant Officer of the Institute and to such other authorised persons or organisations authorised by the Board.

The Secretary or Membership Coordinator shall also keep a list of the names, addresses and occupations of all Officers of the Institute.