



MEMBERSHIP TERMS OF REFERENCE

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TABLE OF CONTENTS

1. Introduction	3
2. Membership Subscriptions	3
3. Code of Ethics	3
4. Outstanding Membership Subscriptions	3
5. Lapsed Membership Subscriptions	4
6. Unfinancial Members	4
7. Reinstating Membership Subscriptions	4
8. Student Members	4
9. Student Fund*	5
10. New Member Welcome	5
11. Member Benefits	5
11.1 Corporate Member Benefits.....	6
11.2 Fellows.....	6
11.2 Honorary Fellows.....	6
12. Deceased Members	6

1. Introduction

The Membership Terms of Reference should be read in conjunction with the ARPS Constitution.

The ARPS Constitution (May 2006) details the membership grades, minimum requirements and the nomination and approval process to become a member. The membership grades include:

- Honorary Fellow
- Fellow
- Life Member
- Member
- Associate
- Affiliate
- Student Member; and
- Corporate Member

2. Membership Subscriptions

The subscription period for membership is 1 January to 31 December annually.

Membership renewal invoices shall be issued via email, to all members, no later than 1 December in the year preceding the next period.

Subscriptions must be paid within 30 days.

Second and third reminder invoices are issued at 60 and 90 days.

All memberships are processed via the ARPS website.

3. Code of Ethics

All members, upon approval by the Executive, are bound by the ARPS Code of Ethics.

ARPS members of all grades are to conduct themselves in accordance with the ARPS Code of Ethics. Actions considered by the Executive to constitute a breach of ethics may constitute grounds for termination of membership.

4. Outstanding Membership Subscriptions

The Secretariat will endeavour to collect all membership subscriptions with 30 days.

After 30 days, a report detailing unpaid members will be provided to the Executive committee for review.

The Executive Committee, in association with the respective Branch Committees, are encouraged to make personal contact with unpaid members, to ascertain if they wish to remain a member for the new subscription period. Often members misplace their invoice or are unable to locate the renewal email.

Where an issue is identified, upon receiving notification, the Secretariat will re-issue the invoice and re-commence the accounts receivable process.

5. Lapsed Membership Subscriptions

Membership subscriptions that remain outstanding for greater than 90 days will be suspended, with the member ineligible to receive any member benefits including financial discounts at ARPS events.

An email will be sent to the member, advising them of the suspended status of their membership and that membership will cease should they remain unfinancial. Members will be encouraged to renew their membership and to continue to enjoy the benefits of membership.

6. Unfinancial Members

Where a member is unfinancial for more than 6 months, the subscription will cease, and the members details removed from all registers.

An email notification will be issued to the member, advising them that their subscription has ceased. Members will be again encouraged to renew their membership and to continue to enjoy the benefits of membership.

7. Reinstating Membership Subscriptions

Members whose subscription has lapsed or has become unfinancial for up to 12 months, may be reinstated upon payment of membership fees owing in full, for the annual renewal period.

Members who have been unfinancial for greater than 12 months, must reapply as detailed in the Constitution. A join fee is applicable. No fees in arrears will apply.

8. Student Members

Student Members are eligible for free membership subscription for up to two years. For each student membership the following applies:

- a. The definition of a 'student' be '*a person studying in a full-time capacity at a secondary or tertiary education institution.*'
- b. for the purposes of the application, students are required to provide evidence of full-time enrolment with their application, and expected completion date.
- c. For the purposes of ARPS membership, students are equivalent to an affiliate level.
- d. Student fees:
 - i. free if part of an affiliate society; or
 - ii. if not part of an affiliate society, half the cost of the affiliate fee
- e. An Affiliate Society including QUT Physics Society (refer [Physics Society \(qutguild.com\)](http://qutguild.com))

9. Student Fund*

The ARPS have established a Student Fund to enable ARPS to provide financial support to students to foster their radiation protection interests.

The following are examples of how funds may be used to support students:

- financial support to conduct work experience for a radiation protection industry
- attendance at an ARPS conference or workshop (both national and State)
- attendance at another radiation protection related conference, training course, or workshop
- annual subscription to Health Physics journal
- annual membership to SPERA
- professional development training
- financial support to complete certain radiation protection subjects or projects

Funding preferences will be directed towards works and studies in practical radiation protection in the minerals industries.

Applications for funding support must be made by completing the Student Fund Application Form. The Executive will consider all applications.

** The Student Fund was jointly established by ARPS and the Operators Radiation Committee.*

10. New Member Welcome

New members must apply for membership by completing a Membership Application form, located on the ARPS website. All requests for membership are considered and approved by the Executive Committee, as detailed in the Constitution.

New members of ARPS are confirmed by way of a welcome letter and provided with an ARPS membership certificate, detailing their join date. The Welcome Letter template is located in the ARPS Dropbox masters file.

The ARPS member details are retained in a database that forms part of the ARPS website. New members are added to the member database by the Secretariat and/or the ARPS Webmaster.

Members can maintain their contact details by accessing their member account via the ARPS website.

11. Member Benefits

The benefits for members include:

- Quarterly Newsletters
- Discounted ARPS event and conference tickets
- Regular webinars and technical events.
- Subscription to the ARPS Journal: Radiation Protection in Australasia, including online access.
- Access to the ARPS website Member zone.
- Updates on relevant events and opportunities for professional advancement.
- Awards, prizes, and scholarships including conference awards and prizes, and student funds.
- Use of the postnominals "MARPS", designating Member of the ARPS.

11.1 Corporate Member Benefits

Corporate membership entitles an organisation to:

- Quarterly Newsletters
- Discounted ARPS event and conference tickets.
- Regular webinars and technical events.
- Subscription to the ARPS Journal: Radiation Protection in Australasia, including online access.
- Updates on relevant events and opportunities for professional advancement.
- Access to the ARPS website Member zone.
- Discounted advertising rates in the journal and on the website.
- Logo placement on the website, acknowledging their support.

11.2 Fellows

Fellow members receive all member benefits detailed in section 10, and may use the postnominals “FARPS”, designating their Fellow status of the Society.

11.2 Honorary Fellows

Honorary Fellow members receive all member benefits detailed in section 10, and may use the postnominals “Hon.FARPS”, designating their Honorary Fellow status of the Society.

12. Deceased Members

Deceased members are acknowledged by the Society in the form of a Vale.

The Vale is generally formed by gaining input from those members who have fond memories or stories of association with the member. A member representative who knew the member well normally co-ordinates and collates the Vale, however, this may be a joint effort by those who nominate to assist.

Vales are published in the ARPS journal and are accompanied by a photo of the member, if one can be obtained.

Deceased members are also acknowledged by a roll, published on the website, detailing their year of passing.