

MEMBERSHIP POLICY

1. Introduction

The Australian and New Zealand Society of Palliative Medicine Ltd (ANZSPM) is a specialty society for medical practitioners with an interest in palliative medicine.

As a membership organisation, ANZSPM has a responsibility to its members. The ANZSPM Council (Council) has authority to determine the requirements and responsibilities of membership as provided in the ANZSPM Constitution (Constitution).

2. Purpose

The purpose of this Policy is to set out the requirements and responsibilities of ANZSPM membership under the authority contained in the Constitution.

3. Categories of membership

The categories of membership as set out in the Constitution are:

- (a) Full Member;
- (b) Trainee Member;
- (c) Honorary Life Member;
- (d) Retired Member;
- (e) Associate Member; and
- (f) such other class or classes of members as the Council may from time to time determine.

Council has determined a Student Member category of membership with effect from the 2020-21 membership year.

4. Membership eligibility criteria

Applicants for membership of ANZSPM must, at the commencement of a membership year, meet the requirements of membership outlined in the Constitution as well as the criteria for membership for the relevant category of membership set out in this Part.

4.1 Full Member

To be eligible for full membership, an individual must:

- be a Registered Medical Practitioner; and
- be able to demonstrate an interest in Palliative Medicine, through clinical practice, research, education or administration in Palliative Medicine.

4.2 Trainee Member

To be eligible for trainee membership, an individual must:

- be a Registered Medical Practitioner; and
- be involved in or interested in Palliative Medicine; and

- be in training posts or have completed training within the past 12 months (or a longer period at discretion of Council) and be in transition from a trainee to a specialist role.

4.3 Retired Member

To be eligible for retired membership, an individual must:

- have been a full member of ANZSPM for at least [10] years (or a shorter period at discretion of Council);
- be either:
 - no longer registered to practice as a Medical Practitioner; or
 - a current Registered Medical Practitioner retired from full-time practice; and
- maintain a keen interest in palliative medicine.

Note: persons who are taking extended leave (for reasons other than retirement from full time practice) but intending to return to practice may still be eligible for reduced membership rates – refer Part 7 of this Policy.

4.4 Honorary Life Member

Honorary Life Membership is the highest honour bestowed by ANZSPM and is awarded very rarely. Members may be nominated for honorary life membership at the complete discretion of the Council.

The criteria for honorary life membership that the Council will have regard to in considering a member for Life Membership include:

- a member who has been a full member of ANZSPM over an extensive period;
- a member who has had an exceptional career in Palliative Medicine in Australia or New Zealand;
- a member who is widely respected both in the community and in the specialty of Palliative Medicine;
- a member who has made an outstanding contribution to ANZSPM or to the specialty of Palliative Medicine.

Nominations for the award of honorary life membership can only be made by the Council. Honorary Life Members will have ongoing membership subscriptions to ANZSPM waived and will maintain full voting rights as Voting Members under the Constitution.

4.5 Associate Member

To be eligible for associate membership, an individual must:

- be a Registered Medical Practitioner; and
- be either:
 - a General Practitioner who demonstrates an interest in Palliative Medicine, but does not wish to have full membership rights;
 - a Medical Officer whose primary vocation may be in a field other than Palliative Medicine, but who demonstrate an interest in Palliative Medicine and do not wish to have full membership rights; or



- a Medical Practitioner who is primarily resident in a country other than Australia or New Zealand and who demonstrates an interest in Palliative Medicine, but does not wish to have full membership rights.

Under the Constitution Associate Members are not Voting Members of ANZSPM. Associate Members are not entitled to vote in general meetings and are ineligible to be elected to Council or Council committees.

4.6 Student Member

To be eligible for student membership, an individual must:

- be enrolled at a recognised tertiary institution in Australia or New Zealand studying full-time to become a medical practitioner; and
- have an interest in palliative medicine.

Student Members are not Voting Members of ANZSPM under the Constitution. Student Members are not entitled to vote in general meetings and are not eligible to be elected to Council or Council committees.

On completion of their studies, Student Members shall be entitled to transfer their membership to Full or Associate Membership, having regard to their individual circumstances.

5. Application for membership

The Constitution requires members to be nominated for membership in accordance with any requirements laid down by the Council and in the form determined by Council from time to time.

5.1 Nomination for membership and form of nomination

A nomination of a person for membership of ANZSPM must:

- be made by a Full, Honorary, Life or Retired member of ANZSPM; and
- be made in writing in the form determined by the Council from time to time and lodged with the Secretary of ANZSPM as prescribed in the Constitution (refer 5.2).

The Council has determined that membership applications should be made using an online membership form made available via the ANZSPM website. The online form requires the applicant to identify the name and contact details of the ANZSPM member nominating the person for membership.

Applicants who are unable to identify a current member of ANZSPM as described above should contact the ANZSPM Secretariat (info@anzspm.org.au) for assistance with their application. Where a current member cannot be identified to nominate the applicant, additional supporting documentation may be requested to support the application for membership and for consideration of the Council, whose members may in their complete discretion agree to nominate the applicant. Additional supporting documentation may include a practitioner registration number, a current curriculum vitae, or evidence of enrolment at a tertiary institution (in the case of student membership).



5.2 Privacy considerations

The membership application form requires the applicant to provide personal and other information to enable the application to be assessed and in support of ANZSPM's activities and functions. This includes maintaining ANZSPM's member register for legal purposes, facilitating the provision of member services and communications, and providing statistical information that supports ANZSPM's research, policy and advocacy activities. Information disclosed on the form is handled by ANZSPM in accordance with the ANZSPM Privacy Policy.

5.3 Consideration of applications

The ANZSPM Secretariat ensures applications for membership submitted via the online system meet the requirement for nomination. All applications are then forwarded to the Council for consideration.

5.4 Admission fee

Where a membership application is approved by the Council, the person is required to pay an Admission Fee as determined by the Council in accordance with the Constitution and published on the ANZSPM website from time to time.

6. Membership subscription fees

An annual Subscription Fee is payable by all members to retain the benefits of membership of ANZSPM.

The annual Subscription Fees for each category of membership are determined by Council and published on the ANZSPM website from time to time.

Renewal notices are sent out in April each year for the following financial year and are due by 1 July.

If a member's Subscription Fee remains unpaid for three (3) calendar months after it becomes due, they will no longer be considered to be financial members and all member benefits will cease. Members may become financial again by paying the outstanding Subscription Fee. Refer also Clause 8 regarding lapsed membership.

7. Concessional membership

ANZSPM wants to ensure that members who may be under financial burden are still able to stay connected with the organisation. In addition to Retired Membership, special consideration of reduced membership rates is provided in special circumstances.

7.1 Full Member Concessional Rates

Under certain circumstances full members who are financial at the time of application may apply for special consideration of a concessional membership for the following membership year. A concessional membership provides the rights of full membership at a reduced membership rate, but excludes the member from eligibility to apply for grants or awards during the period of concessional membership.

Examples of circumstances where special consideration may be given include:

- a full member who is going on maternity/parental leave and not working;
- a full member taking long term leave from work due to illness or other special circumstances that prevent the member from working;
- a full member who is taking a sabbatical period and not working.

Concessional membership will generally only be made available for one year of membership, except in exceptional circumstances.

To access a concessional membership, members should contact the ANZSPM Secretariat (info@anzspm.org.au), along with any supporting documentation. Requests will be reviewed on a case-by-case basis and applicants notified of the outcome via email.

7.2 Associate Member Concessional Rates

Associate Membership is available to Medical Practitioners who primarily reside in a country other than Australia or New Zealand and demonstrate an interest in Palliative Medicine, but do not wish to have full membership rights.

Special consideration of a concessional rate of Associate Membership may be given to a Medical Practitioner permanently residing in a developing country specified in the List of Least Developed Countries (reviewed every three years by the United Nations Economic and Social Council).¹

Prospective members interested in a concessional rate of Associate Membership should contact the ANZSPM Secretariat (info@anzspm.org.au), along with any supporting information or documentation. Requests will be reviewed on a case-by-case basis and applicants notified of the outcome via email.

8. Lapsed membership

Members whose Subscription Fees remain unpaid for two years will receive a final reminder in March. If the Subscription Fees remain unpaid, they will be removed from the Members Register from 1 July and if the member wishes to rejoin ANZSPM after that time, they are required to reapply for membership, including payment of any Admission Fee.

9. Resignation of membership

In accordance with the Constitution, members seeking to resign are required to pay all amounts payable in respect of their membership and must provide one month's notice in writing of their intent to resign. On the expiration of this period, the member will cease to be a member and will be removed from the Members' Register.

Members considering resigning because they are retiring and no longer in full time paid work, may be eligible for a retired membership. Maintaining a membership in retirement can help members to stay in touch with what's happening in the specialty and may also lead to opportunities for members to share their experience and knowledge with

¹ <https://unctad.org/en/pages/aldc/Least%20Developed%20Countries/UN-list-of-Least-Developed-Countries.aspx>

industry colleagues and less experienced members.

Similarly, members considering resigning their membership to take a career break, for example for parental leave or full-time study, are encouraged to consider applying for a concessional rate for the year rather than losing the benefits and privileges of ANZSPM membership.

10. Responsibilities of members

Members are required to comply with the Constitution, any relevant legislation applying to ANZSPM, applicable professional standards and any codes of conduct approved by Council from time to time.

11. Membership benefits

Benefits of membership of ANZSPM include:

- Discounted member rates to attend ANZSPM events;
- Regular communications containing information about news and events relevant to the Palliative Medicine sector;
- Access to member only content on the ANZSPM website;
- Reduced subscription fees on select journals relevant to Palliative Medicine;
- Opportunities to network with other practitioners sharing an interest in Palliative Medicine and to contribute to shaping the future of ANZSPM and the specialty of Palliative Medicine.

Additional member benefits will be promoted to members from time to time and published on the ANZSPM website.

Benefits of membership are not transferable to another person.

12. Changes to this Policy

ANZSPM may update this Policy from time to time. Any updated versions will be posted on our website and distributed to members via our standard communication channels.

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