

# LAPSED MEMBERSHIP POLICY



AUSTRALIAN AND NEW ZEALAND  
COLLEGE OF VETERINARY SCIENTISTS

Procedures number	1.8	Version	1
Drafted by	M. Hiscutt	Approved by Council on	23 June 2020
Responsible person	CEO	Scheduled review date	1 June 2021

## Purpose

The purpose of this policy is to outline the eligibility for reinstatement of members of the Australian and New Zealand College of Veterinary Scientists whose membership has lapsed, and detail the procedure for reinstatement.

If there is any uncertainty about any aspect of this policy, contact the CEO or College Manager through the College Office.

## Policy

The Australian and New Zealand College of Veterinary Scientists values its members and encourages them to maintain membership. In the event that a member becomes unfinancial they may apply to the College for reinstatement to the register, addressing the criteria listed in the procedure to follow.

Applications may be made using the attached form (Appendix 1)

# LAPSED MEMBERSHIP PROCEDURES

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## Responsibilities

The Chief Executive Officer is responsible for assessing all applications for reinstatement of membership. Applications for renewal of membership after a lapse of five years or greater will be reviewed by the Chief Executive Officer who will make a recommendation to Council regarding reinstatement.

## Procedures

- Applications for reinstatement must be made in writing (email).
- Applications for reinstatement after a lapse of five years or more must include:
  - A letter stating the reasons for the lapse in membership subscription
  - A description of activities undertaken to maintain the applicant's competency at the level of a Member of the College
  - An up-to-date Curriculum Vitae showing the applicant's professional history with respect to employment, awards, publications, presentations and scientific meeting attendance etc.
  - A letter of recommendation from a Member of the ANZCVS from the same Chapter or same subject area, stating that the individual has a demonstrable level of knowledge and skill in the chosen field to be able to give sound advice in this field to veterinary colleagues
- Applications from applicants with lapsed membership of less than five years will be assessed by the Chief Executive Officer.
- Applications from applicants whose membership has been lapsed for five years or more will be initially reviewed by the Chief Executive Officer (or another nominated representative), who may request further information or documentation as appropriate, and who will make a recommendation to Council regarding reinstatement.
- Fees payable will be:
  - The current annual subscription fee, and
  - An administration fee of 50% of the current subscription fee.
- Applicants will be notified within 14 days following the decision of the Chief Executive Officer (lapsed less than five years) or after the next scheduled Council meeting (lapsed five years or more).

# APPENDIX 1

## REINSTATEMENT OF MEMBERSHIP APPLICATION FORM

### 1. Applicant Details

Full Name:

Postal Address:

Telephone No.  Mobile No.

Email address:

### 2. Description of activities undertaken to maintain competency at the level of a Member of the College:

### 3. I have included (*Applicant must identify fulfillment of reinstatement criteria below*)

	YES	NO
<i>Membership lapsed less than five years:</i>		
• A letter stating the reasons for the lapse in membership subscription	<input type="checkbox"/>	<input type="checkbox"/>
<i>Membership lapsed more than five years:</i>		
• A letter stating the reasons for the lapse in membership subscription	<input type="checkbox"/>	<input type="checkbox"/>
• An up-to-date CV (showing professional history with respect to employment, awards, publications, presentations and scientific meeting attendance)	<input type="checkbox"/>	<input type="checkbox"/>
• A letter of recommendation from a Member of the ANZCVS from the same Chapter or subject area	<input type="checkbox"/>	<input type="checkbox"/>

### 4. Declaration

Name of Proposer:

Signature:  Date:

### 5. Submission of Application

Post or email your completed application form to:

The Chief Executive Officer  
ANZCVS  
Garden City Office Park, Building 3  
2404 Logan Road  
EIGHT MILE PLAINS QLD 4113  
Telephone: (07) 3423 2016  
Email: [admin@anzcvs.org.au](mailto:admin@anzcvs.org.au)