

<b>Number:</b>	Pol 027	<b>Version</b>	1.3		
<b>Subject:</b>	Membership	<b>Distribution:</b>	External		
<b>Authorised by:</b>	Board of Directors	<b>Approved Date:</b>	26 Aug 2023	<b>Review Date:</b>	Aug 2026

## Purpose and Scope

This document sets out the policies and procedures that apply to the administration and management of membership of the Urological Society of Australia and New Zealand (USANZ). It addresses timeframes and mechanisms for invoicing and payments of subscriptions, processes and conditions for accessing concessions in membership fees, and member benefits entitlements. It also sets out the consequences of non-payment of membership and the processes and fees for seeking reinstatement.

The policy applies to existing and lapsed members as well as to non-members seeking admission to USANZ.

The policy does not apply to concessional member registrations that are made available to USANZ events or other activities.

## Policy

### 1. Constitution

The classes of USANZ membership as well as the rules governing eligibility for membership, disciplining members or cessation of membership, and members' voting rights are established by the [USANZ Constitution](#). In the event of any inconsistency between this Policy and the Constitution, the Constitution prevails.

The classes of ANZAUS membership are set out in the ANZAUS Articles of Association.

### 2. Admission into membership

#### 2.1 USANZ

The eligibility criteria for each membership class are set out in the USANZ Constitution and are available on the USANZ website. When submitting an application for USANZ membership, the applicant will be required to sign a written declaration that they agree to be bound by the USANZ Constitution and USANZ's [Privacy Policy](#).

All applications for membership require the approval of the USANZ Board of Directors (Board).

Application for membership forms can be downloaded from the [USANZ website](#).

#### 2.2 ANZAUS

All Full Members of USANZ automatically become members of the Australian and New Zealand Association of Urological Surgeons (ANZAUS), subject to payment of the ANZAUS membership fee.

When submitting an application for USANZ membership as a Full Member, the applicant will be required to declare their agreement to be bound by the [Rules of ANZAUS Association Inc.](#)

### **3. Responsibility of Members to Advise of Changes to Contact Information**

Members are responsible for advising the USANZ office about any change to their contact details, including their email address, postal address, billing address and telephone number.

Members may advise USANZ of any change through their [Member Dashboard](#) when they log into the USANZ website.

USANZ will not be held responsible for a member not receiving a notice, correspondence, invoice or any other document because the member has failed to keep their contact details up to date.

### **4. Membership fees – invoicing and payment processes**

#### **4.1 Annual subscription fees**

The annual subscription fees are set by the Board during the annual budget process. USANZ strives to ensure that fee increases are limited to the annual CPI. The applicable CPI figure is the weighted average of the eight Australian capital cities for the September to September Quarter for all groups CPI as published by the Australian Bureau of Statistics.

Members may access their invoices and payment details through their Member Dashboard when they log into the USANZ website.

#### **4.2 Components of a standard USANZ annual membership subscription**

##### **4.2.1 Base membership subscription fee**

<i>Fee component</i>	<i>Payable by</i>
Base membership fee	All member classifications
GST	Australian resident members of all member classifications

##### **4.2.2 Section Fees**

The Base membership fee for Full Members includes a Section fee component. The Section fee is 4% of the Base membership fee (ex GST).

Section fees are accounted for separately within the USANZ Finance system. In the case of the NZ Section, the fees collected by USANZ are remitted to the Urological Society of Australia and New Zealand Trust – New Zealand Section on a quarterly basis.

Members who are on a USANZ membership concessional rate are not required to pay a Section fee. Refer to Clause 6 below.

#### **4.3 Annual ANZAUS membership subscription fee – Full Members**

##### **4.3.1 ANZAUS membership subscription fee**

All Full Members are automatically entitled to membership of the Australian and New Zealand Association of Urological Surgeons (ANZAUS).

USANZ issues renewal notices for the ANZAUS annual membership fee when it issues the USANZ membership renewal notice. ANZAUS membership fees collected by USANZ are remitted to ANZAUS on a quarterly basis.

In setting the amount of the fee payable in any subscription period, the ANZAUS Board has resolved to adopt the pricing principles applied by the USANZ Board as set out in Clause 4.1.

Under the ANZAUS Articles of Association, ANZAUS members who reside permanently in Australia are voting members. ANZAUS members who reside permanently in New Zealand are non-voting members of ANZAUS. The ANZAUS Board has resolved that New Zealand members receive complimentary ANZAUS membership.

<i>ANZAUS fee component</i>	<i>Payable by</i>
ANZAUS membership fee	Full Members – Australian resident only
GST	Full Members – Australian resident only

#### 4.3.3 ANZAUS membership fee for USANZ members on a USANZ concessional rate

The ANZAUS Board has resolved that members who receive complimentary USANZ membership, or who are paying an approved USANZ concessional membership, will not be required to pay an ANZAUS membership fee. This has no impact on their status as voting or non-voting members of ANZAUS.

### **4.4 Reinstatement Fee**

#### 4.4.1 Authority

Contacting members for payment of outstanding fees diverts resources from the work carried out for the benefit of the entire membership. The Board has determined to impose the Reinstatement Fee to recoup the costs of such work. The USANZ Constitution provides for the Board to impose penalties, fees and other fines.

A former member who was removed from the membership register for non-payment of subscription fees may be reinstated by the Board, provided they meet the criteria for USANZ membership, subject to payment of:

- Any subscription fees outstanding as at the date of their removal from membership;
- A reinstatement fee; and
- Any other amounts owing to USANZ.

Example: A member was removed from the register in December 2020 for non-payment of their 2020 membership subscription. The member applies for reinstatement in January 2021. Reinstatement will be contingent upon the member paying the 2020 outstanding membership subscription and the reinstatement fee (2021 Rate: \$350, incl GST).

#### 4.4.2 Reinstatement Process

Former members may seek reinstatement by submitting an application to the Board via the email: [secretary@usanz.org.au](mailto:secretary@usanz.org.au). Applicants are not required to complete a new applicant form.

### **4.5 Subscription period, invoicing and reminder process**

The subscription period is a calendar year, commencing 1 January and ending on 31 December.

Invoices and reminder notices will typically be issued according to the timeframe set out in the table below.

<i>Action</i>	<i>Details</i>
Membership Renewals	Invitations to renew a membership will be issued in the December preceding the commencement of the subscription period and will fall due on 31 December. Invitations will be issued electronically. The invitation becomes a Tax Invoice / Receipt upon payment.
Reminder 1	A Reminder Notice will be issued electronically to any member whose subscription remains unpaid as

	at the end of January. The first Reminder Notice will generally be issued in February.
Reminder 2	A second Reminder Notice will be issued electronically to any member whose subscription remains unpaid as at the end of March.
Final Reminder	<p>A Final Reminder Notice will be issued to any member whose subscription remains unpaid as at the end of May. This reminder notice will be issued both electronically and in hard copy and be sent to the primary postal address recorded in the USANZ member register.</p> <p>The notice will be accompanied by advice to the member that failure to pay by 30 June will result in their removal from membership in accordance with the processes set out under clause 5 below.</p>
Notification to USANZ Board	On or about 1 June, the Board will be notified of: the names of members with outstanding membership fees; confirmation that the required reminder process has been completed; and advice that those members will cease to be members of USANZ as at 30 June if the fees remain unpaid.

#### **4.6 Payment methods accepted**

USANZ accepts payments of membership fees by BPAY, Mastercard, Visa and American Express.

#### **4.7 Changes to membership class or fee concessions applied mid subscription period**

The membership subscription fee for a member who transitions between two membership classes, or who has been approved for a concessional fee during a single subscription period, will be charged at the applicable rates on a pro rata basis, by day. The basis for calculating the pro rata rates may result in the member receiving two or more invoices during a single subscription period.

The applicable date for membership class changes requiring the approval of the Board, will be the date of approval.

The applicable date for concessional fee changes, will be the date at which the circumstances that give rise to the eligibility for a concession commences, as set out in clause 6.1 (Eligibility criteria for concessions.)

### **5. Cessation of Membership**

#### **5.1 Disciplinary action and involuntary cessation of membership**

The authority and processes that apply to disciplinary action and involuntary cessation of membership are set out in Clauses 26 - 33 of the USANZ Constitution.

#### **5.2 Resignation**

Any member may at any time resign his or her membership of USANZ by notice in writing to the Secretary at [secretary@usanz.org.au](mailto:secretary@usanz.org.au).

### **5.3 Removal for failure to pay membership subscription fee**

Section 4.5 above sets out the minimum processes that will be followed to ensure members are reminded of any unpaid membership fees that are due.

Members who fail to pay their membership subscription fee by 30 June of the current membership period may be removed as members of USANZ without further notice.

Any person whose membership has ceased because of non-payment of membership fees may apply for reinstatement in accordance with the Constitution and this policy.

### **5.4 Refunds**

If any person for any reason ceases to be a member of USANZ, that person will not be entitled to receive a refund of fees or subscriptions paid by that person to USANZ on account of that person's membership.

### **5.5 ANZAUS**

A person who ceases to be a USANZ member will automatically cease to be a member of ANZAUS, as they will no longer meet the eligibility requirements set out in the ANZAUS Constitution.

A USANZ member in a member class that gives rise to an entitlement to ANZAUS membership, but who does not pay the ANZAUS membership fee, ceases to be a member of ANZAUS.

## **6. Membership fee concessions**

USANZ recognises that members' circumstances change over time and has established a range of concessions to meet specific needs.

### **6.1 Eligibility criteria**

The eligibility criteria for each concession type is set out under the relevant heading below. The following principles apply to all concession types.

- Only one concession type is available to a member at any one time.
- Applications for refunds for prior periods will not be considered.
- The date at which a concession will commence will be either the date the application is approved by the relevant USANZ approval authority (ie the Board or CEO); or a date after the approval date where the application has been made in advance of the circumstances that give rise to the concession.
- The Chief Executive Officer (CEO) has the discretion to vary concession commencement date to ensure alignment with internal business processes and system requirements.

### **6.2 Loyalty Concession (the 30 year rule)**

#### Eligibility

Members of any classification who have been members of USANZ for 30 years are eligible for the Loyalty Concession, provided they have not retired (refer to clause 6.3 below).

Accessing the Loyalty Concession has no impact on a member's voting rights or entitlement to member benefits.

#### Rate

The rate for a member accessing the Loyalty Concession will be calculated as follows:

4% x Full Member base membership fee, excluding GST.

### Procedure to Access Loyalty Concession

USANZ aims to implement the Loyalty Concession proactively and advise qualifying members. Any member who has not been contacted by USANZ but believes they are entitled to a Loyalty Concession may apply by submitting a request in writing to the Secretary at [secretary@usanz.org.au](mailto:secretary@usanz.org.au).

### Relevant Date for calculating 30 years membership entitlement

Where the data is available, the 30 years membership will be calculated with reference to the original date the member joined USANZ. Where this data is not available, the 30 years membership will be calculated with reference to the date the member's FRACS (Urol) was awarded, unless the member is able to provide documentation substantiating an earlier date on which they became a member of USANZ.

## **6.3 Retired Member's Concession**

### Eligibility

Full Members, Associate Urological Members and Associate Members are eligible for designation as a retired member.

A retired member's concession is available to:

- A member who was a medical practitioner but is no longer practising or registered as a medical practitioner by their country's medical regulator; or is categorised as 'non-practising'; or
- A member who was not a medical practitioner, who has retired from paid work and does not intend to return to paid work in the future.

Members who are practicing or working part-time, are not eligible for the retired member's concession.

### Rate

Members who meet the definition of retired member and have submitted the appropriate information to USANZ are not required to pay an annual membership subscription.

### Procedure to Access Retired Member Concession

Members can apply for retired status by submitting a request in writing to the Secretary at [secretary@usanz.org.au](mailto:secretary@usanz.org.au).

### Limitations on Retired Member entitlements

Upon taking up the retired member concession, the member acknowledges that they will no longer have access to the member benefits and entitlements of accessing BJUI Knowledge. They will retain other entitlements relevant to their membership classification under the USANZ Constitution.

## **6.4 Overseas Concession**

### Eligibility

Full Members and Associate Urological Members are eligible for a concessional rate if they are temporarily resident in a country other than Australia or New Zealand, and if the absence is for a continuous period of more than six months.

Accessing the Overseas Concession has no impact on a member's voting rights or entitlement to member benefits.

### Rate Calculation

The rate for an overseas member will be calculated as follows:

15% x Full Member base membership fee, excluding GST.

GST is not payable on the concessional invoice issued to the member as the services are being provided overseas.

#### Procedure to Access Overseas Concessional Rate

The member must apply in writing to the Secretary at [secretary@usanz.org.au](mailto:secretary@usanz.org.au) and include the following information:

- the purpose for which the member will be overseas (ie fellowship training);
- the length of time of the overseas posting (from date until date);
- overseas contact details, including postal address, billing address, email and telephone;
- the position and location where the member will be working; and
- attach a form of official verification of the overseas posting, such as a letter of acceptance or letter of appointment from a hospital.

The concession will only be applied for the period covered by dates set out in the official verification accompanying the application to access the concession, after which the member will immediately revert to the full subscription rate applicable to their relevant membership classification.

### **6.5 Research Concession**

#### Eligibility

Full Members and Associate Urological Members are eligible for a concessional rate if they are undertaking a full time university research higher degree in a field related to urology. Each member is limited to a total of three years' research concession during their lifetime. Accessing the Research Concessional rate has no impact on a member's voting rights or entitlement to member benefits.

#### Rate Calculation

The rate for members accessing the Research Concession will be equivalent to the membership subscription fee payable by the Associate Member classification.

#### Procedure to Access Concessional Rate

To access the concession, the member must apply in writing to the Secretary at [secretary@usanz.org.au](mailto:secretary@usanz.org.au) and include the following information:

- the research higher degree enrolled in;
- the length of the course;
- the concession period applied for (to a maximum of 3 years); and
- official verification such as the proof of enrolment from the tertiary institution.

The concession will only be applied for the period covered by dates set out in the official verification accompanying the application to access the concession, after which the member will immediately revert to the full subscription rate applicable to their relevant member classification.

If the member withdraws or suspends their enrolment, they must immediately advise USANZ and will revert to the full subscription rate, effective from the date of withdrawal.

### **6.6 Parental Leave Concession**

#### Eligibility

Members in all classes of membership may be eligible for a parental leave concession if the member:

- has been a financial member of USANZ for at least 12 months before the date on which parental leave would commence;
- is a (or the) primary care giver of an infant under 12 months or has recently adopted a child under 16 years of age; and
- has provided documentation required under the procedure to access the concession stated below.

Accessing the Parental Leave Concession has no impact on a member's voting rights or entitlement to member benefits.

#### Rate Calculation

Members who have been approved to access the Parental Leave Concession will not be required to pay a subscription for a 12 month period.

#### Procedure to access concession

To access the concession, the member must apply in writing to the Secretary at [secretary@usanz.org.au](mailto:secretary@usanz.org.au) and include proof of birth (such as birth certificate, Newborn Child Declaration which is generally provided by your doctor or with hospital discharge documents) or proof that the child has recently come into your care. The application should state the proposed commencement date of the concessional rate.

### **6.7 Corresponding Member – UAA Concession**

#### Eligibility

A member in the class of Corresponding Member (CO) may be eligible for a concessional rate if the member is a practising urologist who is a Full Member of the Urological Association of Asia (UAA) and who has an interest in urology in Australasia.

#### Rate Calculation

The rate for a Corresponding Member with the UAA concessional rate will be calculated as follows:

25% x Corresponding Member Rate, excluding GST.

GST is not payable on the concessional invoice issued to the member as the services are being provided overseas.

#### Procedure to access concession

The concession will be applied by USANZ upon acceptance as a Corresponding Member by the Board of Directors and submission of proof of UAA Full Membership, such as an invoice/receipt of payment of a membership subscription or a letter of membership currency from the UAA.

### **6.8 Special Consideration Concession**

In exceptional circumstances the Board may exercise a discretion to offer an individual complimentary membership for all or part of a subscription year. Exceptional circumstances may include where there are compelling compassionate reasons or an individual would experience financial hardship if required to pay all or part of the membership fee.



## 7. **Member Services & Benefits**

### 7.1 **Overview**

USANZ provides a number of services and benefits to its members. Some benefits are restricted to certain classes of membership. The benefits available to all members include:

- UroNews: USANZ's weekly electronic newsletter. It covers topics of interest, promotion of events and Society news and opportunities for members;
- UroScope: a quarterly report to members from the Board of Directors;
- USANZ Supplement: The BJUI Supplement is produced in partnership with the British Journal of Urology International (BJUI) is a bi-annual supplement of papers submitted by USANZ members;
- BJU International Journal: The BJUI Journal is the official USANZ journal. USANZ members pay reduced subscription rates;
- BJU International Compass Journal: USANZ members may be entitled to a discount on the article processing charge when they submit an article for publishing. Members should check under "other Discount" when completing payment information during the submission process;
- The USANZ Affinity Program with medical defence organisation, Avant, including their Doctors' Health Fund;
- Reduced registration fees to USANZ's Annual Scientific Meeting; and
- Free of charge advertising of employment vacancies.

### 7.2 **Member Directory**

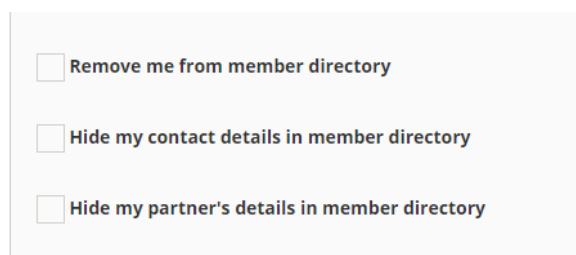
To facilitate collaboration and support, USANZ publishes an online Member Directory which accessible to all USANZ members.

#### Data Published

Data published in the Directory includes members' primary postal address; work and home phone numbers; membership classification; year of admission as a member (except in the case of Trainee members); website address; and any partner name, if provided to USANZ. Contact details of Trainee Members, other than their name and member classification, are not published.

#### Member Directory Preferences

Members can access the Opt-out options available to them through their Member Dashboard.



Remove me from member directory

Hide my contact details in member directory

Hide my partner's details in member directory

#### Confidentiality

This information is confidential and is not to be provided to any other person and is not to be used for any other purpose.

### 7.3 UroChat and other member communities

The Board intends to establish a number of member-only communities to enable members to discuss clinical and research issues, to ask questions and share information with their colleagues.

The first community which has been established is UroChat, the replacement to Netwit. All USANZ members, and only members, are eligible to access and post to UroChat. Members who subscribe and participate in UroChat are currently eligible to earn up to 20 CPD points annually towards the requirement of Maintenance of Knowledge & Skills as described in the Royal Australasian College of Surgeons (RACS) CPD Program Guide. USANZ notes that the requirements set out in the RACS CPD Program Guide may change from time to time. The RACS CPD portal is accessible here: [RACS CPD](#)

#### Managing your access to UroChat

On their first log-in to the communities tool, members will be required to agree to terms and conditions that set out the rules and etiquette for participation. These rules include the requirement to protect the privacy of members and patients and an obligation for members to contact the USANZ office immediately if they believe an individual's private health care information (including a patient's name or any other identifying characteristics) has been disclosed without authorisation.

Members must use the same email for UroChat that they use for their log-in to their profile on the USANZ website.

Further assistance to get started on UroChat is available on the USANZ website: [5 Steps to Getting Started](#) or by emailing the [secretary@usanz.org.au](mailto:secretary@usanz.org.au).

### 7.4 BJUI Knowledge (BJUIK)

USANZ provides access to BJUI Knowledge (BJUIK), a Continuing Professional Development (CPD) portal. For each module completed, a member is currently awarded 1 CPD point. USANZ notes that the CPD value of each module may change from time to time. BJUIK uploads CPD points earned for completed modules directly to members' CPD profiles managed by RACS on a quarterly basis.

Access to BJUIK is available for urologists for the following member classifications:

- Full Members
- Trainee Members; and
- Associate Urological Members.

Members who have retired are not entitled to BJUIK access as a member benefit.

#### Procedures to Access the Benefit

USANZ will remove a member's authorisation to access BJUIK if the member ceases to be eligible for access (for example by ceasing to be a member of a membership class entitled to access), or if the member submits a request to USANZ to be removed.

However, under the agreement with BJUIK, reconciliation with the subscription lists maintained by BJUIK is only carried out on a quarterly basis and therefore changes will not take effect until the next reconciliation period.

#### Support to members with existing access

BJUIK is responsible for the administration of the BJUIK portal. Members having difficulty in accessing the portal should contact BJUIK support directly via the BJUIK website at [bjuiknowledge.bjuinternational.com](http://bjuiknowledge.bjuinternational.com) or by emailing the support at [support@bjuiknowledge.org](mailto:support@bjuiknowledge.org).

## 7.5 EAU Membership

USANZ has an agreement with the European Association of Urologists (EAU) to pay the EAU membership fee on behalf of certain classes of members. The EAU membership benefit is available to members in the following classifications:

- Full Members
- Trainee Members; and
- Associate Urological Members.

### Procedures to Access the Benefit

USANZ will add members to the EAU membership list when they become eligible for access and will remove members if they are no longer entitled to access.

However, under the agreement with EAU, reconciliation of the membership list maintained by the EAU is only carried out on a six-monthly basis and changes will not take effect until the next reconciliation period.

### Support to members with existing access

EAU is responsible for the administration of EAU membership and benefits available through its program. Members having difficulty in accessing the EAU membership should contact the EAU support directly via the EAU website at [uroweb.org/membership](http://uroweb.org/membership) or by emailing the support at [info@uroweb.org](mailto:info@uroweb.org).

## 7.6 Free Advertising of Urological Jobs and Fellowship Positions

USANZ advertises urological jobs and fellowship positions free of charge as a service to Members. Eligible positions must be targeted at urologists, trainees, or researchers working on an aspect of urology. Positions will be listed on the publicly accessible “Current Positions Vacant” page on the USANZ website. Advertised positions may also be promoted through additional USANZ communications channels such as UroNews and relevant social media channels.

### Procedures to Access the Benefit

Requests to advertise a position must be lodged through the USANZ website or by emailing a request to [communication@usanz.org.au](mailto:communication@usanz.org.au) and must include:

- Type of position: ie Fellowship, Urologist, Unaccredited registrar, Urologist: Area of Need
- Position title and location
- A link to an existing role description or online advertisement providing the details of the position; or text to a maximum of 350 words providing details of the position
- A closing date, unless the position is being advertised as an Area of Need position. [Refer Duration of Advertising below].

### Duration of Advertising

- Area of Need Positions: USANZ will assist members or external parties applying for Area of Need classification by advertising positions on the USANZ website for a minimum of 4 weeks. The advertisement may remain on the website for up to 12 months. The member or external party requesting the advertisement is responsible for their own documentation to demonstrate the Labour Market Testing and Evidence of Need requirements under the relevant jurisdictional for Area of Need policy.

- All other positions: Other positions will be advertised until the closing date. Advertisers may provide instruction to remove listings, prior to the closing date.

### **7.7 Discounted registrations to USANZ Events**

The Annual Scientific Meeting and other USANZ events offer discounted pricing for USANZ members. The amount of the discount is set out in the Terms and Conditions for each event.

### **7.8 Access to USANZ Media Advisor**

USANZ may be able to assist members approached to comment on urological matters in the media by providing access to the USANZ Media Advisor. For assistance, and to discuss your needs, contact the office or email [secretary@usanz.org.au](mailto:secretary@usanz.org.au).

### **7.9 USANZ Members Logo**

Fellows and Full Members are entitled to use the USANZ Member's logo.



The text "Member of the Urological Society of Australia and New Zealand", the crest and the specified colours constitute the USANZ Members' Logo. It must not be manipulated, redrawn or changed in any way. The Members Logo is available for members to download from the USANZ website.

### **7.10 SIU Membership (AUF Benefit)**

The Australian Urological Foundation (AUF) has entered into an agreement with the Society Internationale d'Urologie (SIU) to pay the SIU membership fee on behalf of USANZ members. This is an AUF initiative and is not a benefit managed by USANZ. Any USANZ member wishing to access the AUF/SIU initiative should contact the SIU directly at [membership@siu-urology.org](mailto:membership@siu-urology.org). Members may be asked for a copy of their USANZ membership invoice for the current membership period as proof of eligibility.

### **7.11 25 Year Membership Pin**

Members who have maintained their membership of USANZ for 25 years will be issued with a USANZ membership pin to acknowledge their contribution to the Society.

## **8. Letters confirming membership**

USANZ receives numerous requests from members for letters confirming their membership status or standing. These may be for a range of purposes including supporting documentation for applications for membership to international societies, visas and/or international licences.

USANZ will only provide letters that confirm membership and attest to a member's good standing in respect of that membership.

Members requiring a letter attesting to their medical qualifications, Continuing Professional Development (CPD) status or medical registration should be directed to RACS or the relevant regulatory authority, such as the Australian Medical Council (AMC), Medical Council of New Zealand (MCNZ), or the Australian Health Practitioners Regulatory Agency (AHPRA).

### **8.1 Submitting a request for a letter confirming membership**

Any member may submit a request for a letter confirming membership. Requests should be sent to the Honorary Secretary at [secretary@usanz.org.au](mailto:secretary@usanz.org.au). Letters will be provided if the following criteria are met:

- the request includes the purpose for which the letter is required;
- the member has paid all debts due to USANZ at the time the request is lodged; and
- the member’s status is not currently under review by the Board of Directors in relation to a matter which may lead to their censure, suspension or expulsion from membership in accordance with the USANZ Constitution.

Letters confirming membership will generally include statements confirming:

- that they are a member of USANZ;
- the relevant membership classification;
- whether they are in good standing with USANZ; and
- where relevant and substantiated by RACS, that they hold a FRACS (Urol).

In the event the criteria listed above are not met, the Honorary Secretary has the sole discretion to issue a qualified letter.

USANZ will not provide letters to international societies, health providers, regulatory authorities or other external parties without the member’s express consent, unless required or authorised to do so by law.

## 8.2 Requests from the public

From time to time, USANZ receives a request from the public asking for information about an individual member. USANZ staff will only confirm verbally whether an individual is a member and provide the membership classification. The public may be directed to the RACS website “Find a Surgeon” function, the Medical Council of New Zealand (MCNZ) or Australian Health Practitioners’ Regulation Authority (AHPRA), or to any publicly available information.

No information will be provided regarding competence, expertise or skill as a surgeon.

Written confirmation of membership will not be provided to members of the public except as authorised or required by law or in accordance with our Privacy Policy.

## Roles and responsibilities

- USANZ Board of Directors: approving membership .
- CEO: approving variations to the concession periods.
- Governance & Secretariat Coordinator: implementing and recording concessions in accordance with this policy.
- Members: responsible for notifying USANZ of their current contact details and should their circumstances and entitlements under this policy change.

## Related policies, documents and legislation

- USANZ Constitution
- USANZ Privacy Framework incorporating Privacy Policy and Higher Logic Terms and Conditions
- ANZAUS Articles of Association/ Constitution

## Definitions

- USANZ member: a person who has formally been accepted by the Board of Directors as a member of the Urological Society of Australia and New Zealand.
- ANZAUS Member: A full member of USANZ who has paid the ANZAUS membership fee for the relevant period and who is not disentitled to be an ANZAUS member.
- Subscription Period: The annual membership subscription period is 1 January to 31 December.

## Superseded documents

- Pol 008 Membership Discounts Policy
- Pol 016 Letters Confirming Membership
- Policy 010 Advertising Jobs and Fellowship Positions
- Netwit Policy and Procedures.

## Revision history

Version	Date	Notes	By
1.0	30.9.2018	Approved in principle. Authorised LG to finalise following members' vote on Constitution.	Board of Directors
1.1	23.07.2021	Approved for release to members	Leadership Group, under delegation.
1.2	21.09.2021	Minor Amendment to include BJUI Compass discount benefit	CEO
1.3	26.8.2023	Amended to include 25 year membership pin	Board of Directors

## Review date

This policy will be reviewed every 3 years. The next review date is in 2026.

## Contact

Michael Nugara, Chief Executive Officer

Email: [michaelnugara@usanz.org.au](mailto:michaelnugara@usanz.org.au)