

NZAIA Memberships policy and procedures

1.1 Types of membership

NZAIA has three types of memberships: Standard, Student or Recent Graduate, and Low Income.

A Student or Recent Graduate must be either a current enrolled (full or part time) as a student in a tertiary institute, or have graduated within the last two years.

Low Income memberships cover people who are:

- Retired
- Unemployed or have little income who want to maintain memberships (e.g. someone who is between jobs, a parent who is taking time off for childcare/returning to work, etc.)
- People who work in the non-profit sector.

Everyone else is a Standard member.

NZAIA works on an honesty system and expects people to choose the appropriate membership. The Core Group reserves the right to issue free or honorary memberships.

1.2 Length of term

The membership is for a calendar year – 1 January to 31 December.

Someone who joins as a **new** member in the final three months of the year (from 1 October) receives a membership for the following calendar year (to 31 December of the year following the one they join in), otherwise their membership applies to the year they join.

1.3 Renewals

Membership renewal notices are first sent in late January each year. Renewal notices are sent via our Mailchimp platform, and invite members to fill in a web-based form. The web-based form must be filled in, or an email received confirming payment, prior to 28 February.

Someone who renews a membership is paying for a membership covering 1 January-31 December of that year.

Two followup notices will follow, the first at the beginning of March and the second at the beginning of April.

1.4 Removing a member

A member is removed from the membership database if:

- They ask to cease their membership by contacting us directly via our contact form or at admin@nzaia.org.nz (*note opting out of Mailchimp emails is insufficient to cease membership*). No refund of part membership will apply for those who withdraw during the year, or
- They have failed to fill in the membership subscription renewal form on the website after receiving a renewal notice and two reminders. If there is no response by the end of April they will be removed subject to a decision by the Core Group in their May meeting of that year, or

- We remove the membership in line with our constitution.

1.5 Communications with members

We primarily communicate with membership via the Mailchimp database. New members are added to this database as they join.

Your email provider may send Mailchimp emails to your junk folder, so be sure to add admin@nzaia.org.nz as a contact!

Members can opt out of receiving regular Mailchimp emails (eg the monthly e-news). However, this is not sufficient to revoke membership. "Opted out"/unsubscribed members will still receive membership renewal notices and AGM information.

1.6 Privacy and security of members information

Access to the membership database is restricted to the Chair, Secretary, Membership Coordinator, and Treasurer. Other core group members who are responsible for specific tasks that requires them to check membership status may be granted restricted access to the membership database as stated in the Privacy Policy.