



To advance the  
profession of editing

## **WP4**

# **PROJECT FOR TRANSITION OF IPEd MEMBER SOCIETIES TO THE DIRECT MEMBERSHIP MODEL**

**MEMBERSHIP PROJECT TEAM**

**WHITE PAPER TO SOCIETY MEMBERS**

**SEPTEMBER 2015**

## **White Paper, Proposed Membership Structure**

### **To be read in conjunction with Membership Issues Paper**

#### **Executive summary**

The Membership project team was set up to:

- define and develop national membership categories, fees and benefits, including a national freelance register (or editorial services directory), branch involvement in application approvals and other operational matters related to membership
- achieve consensus agreement between the societies, and with IPED Council, as to the membership structure, fee levels and benefits, taking into consideration the various, and sometimes conflicting, feedback received on the preceding Green Papers
- achieve fairness for both small and large societies
- provide sufficient income for IPED to achieve its objectives
- minimise administrative complexity where possible.

The team held 14 meetings by teleconference between May 2014 and August 2015. It considered questions raised through the 2013 'Membership and shared functions' discussion paper, questions raised subsequent to the November 2013 vote, and feedback received in response to earlier drafts of the proposed membership structure and policy. It also developed this White Paper, comprising the proposed structure and related policy matters, and the related Issues Paper, endorsed by WP4 and IPED Council. It then considered feedback from all society committees and members, further revising both papers as a result, with compromise required in the case of conflicting responses. Under the agreed more gradual approach to transition, the national membership structure and administration through MemNet is central, as it allows the many centralised functions proposed under DMM.

#### **Team members:**

Kerry Davies, Qld (team leader)      Rosemary Noble, Vic (Project Manager)  
Anna Boots, CSE (to 11.03.15)      Bronwen Perry, Vic (to 25.08.14)  
Geoff Dawson, CSE (from 11.03.15) Alexandra Davies, WA (to 15.08.15)  
Adele Walker, SA

#### **Summary of membership structure**

Membership of the national body is via a 'home' branch and is offered in two classifications, Voting and Non-voting members. Categories within those classifications are intended to reflect the various levels of qualification and experience of editors, and commensurate financial circumstances, as they develop professionally, for example from Student to Associate to Professional membership. It is understood that, in life and work, members may become eligible for these categories in a different order and that situations change.

For that reason, concessions, including for retired members or those requiring temporary leave, are available at any individual category in both classifications, and members may apply for hardship consideration at any level. Honorary Life Membership will be maintained. Corporate membership will be available at three levels, depending on the number of editorial employees, within the Non-voting classification.

All current membership categories will transfer to the equivalent category for Full or Professional and Associate members. Other existing categories (such as Student or Concession for some societies) will be assessed under the national criteria, and new categories (such as Student for those societies that currently do not offer that category) will need to be applied for.

## Proposed membership structure and related policy considerations

Classification	Category	Criteria	Documentation	Definitions and policy considerations	Fee
Voting member	Professional	IPEd Accredited Editor, or	Checked against IPEd register	<p><b>Eligible qualification:</b> undergraduate or postgraduate award (certificate, diploma or degree) for a course of study at a recognised institution, which covers substantially all types of editing (see list of course providers, <a href="#">IPEd website</a>).</p> <p>A person who meets the criteria for Professional membership is expected to apply for or renew membership as such.</p> <p>However, personal circumstances may lead a member to apply to transfer their membership to another classification, category or subscription type.</p> <p>Professional members may be referees but they must provide a work-related reference (i.e. the applicant's work must be known to the referee).</p>	\$180
		An <b>eligible qualification</b> , and cumulative work experience equivalent to one year of full-time professional editing, and continuation of substantial and regular work as a professional editor, or	Documentation of eligible qualification Curriculum vitae Two work-related references		
		Cumulative work experience equivalent to two years of full-time professional editing, as assessed from submitted CV, and continuation of substantial and regular work as a professional editor, as attested to by applicant	Curriculum vitae Two work-related references		
Voting member	Honorary Life	Members who have made significant contributions to their branch, to IPEd or the editing profession, nominated by two Voting members and endorsed by 75% of members present at any branch general meeting and endorsed by IPEd Council, or nominated by IPEd Council and endorsed by that member's branch	Statement of eligibility from those members submitting the nomination	Existing Honorary Life members will remain as such.	\$0

Classification	Category	Criteria	Documentation	Definitions and policy considerations	Fee
Non-voting member	Associate	Anyone with an interest in editing and publishing, or A person whose work includes an element of editing, but who does not meet Professional criteria, including substantial, regular and ongoing editorial work	None	Members qualified as Professional but without substantial, regular and ongoing editorial work may apply for a transfer to Associate.	\$135
Non-voting member	Student	Any student, full time or part time, enrolled in an <b>eligible course</b> , and who is not eligible for Professional membership	Proof of current enrolment (not a student card) Curriculum vitae	<b>Eligible course:</b> undergraduate or postgraduate award course (certificate, diploma or degree) at a recognised institution, which covers substantially all types of editing (see list of course providers, <a href="#">IPed website</a> ). It is expected that students who qualify for Professional membership by level of experience or qualification should apply as such, not as student members. Submission of an applicant's CV should attest to their eligibility for Student membership.	\$65
Non-voting member	Corporate	Publishing companies and other businesses and organisations that support the aims of IPEd	Documentation of the number of editors employed or under contract in-house in Australia	Corporate members receive admissions at member rates to branch events, such as general meetings, social events and professional development workshops, the number of admissions per event being equal to the maximum number of editorial staff in each of the three categories, and registrations at member rates for the biennial IPEd national conference, the number of registrations being equal to the minimum number of editorial staff in each of the three categories. Does not include registration for the accreditation exam.	2–3 editorial staff \$360 4–6 editorial staff \$720 7–10 editorial staff \$1260 For more than 10, additional categories will apply

## Other policy matters

### Joining and administration fee

New members, lapsed members applying to rejoin after 12 months and those applying to change membership to a higher category (except for students applying for Associate membership) are required to pay an administration fee of \$30. The fee will not be applied to members seeking retired or temporary leave subscriptions, concessions or hardship rate.

### Payment of fees

Payment of fees is required annually but may be allowed in quarterly instalments, payable by direct debit only, if requested by a member.

### Subscriptions for specific circumstances

The following subscription types will be offered to members of any category. Member benefits will remain as for the category of membership current when the member applied for retired or temporary leave status, concessional membership or hardship consideration.

#### Retired members and temporary leave (subscription type)

Individual members of any category who are **retired** (65+ years) or who are taking **temporary leave** (minimum six months) from work are eligible for a concessional rate of \$85, regardless of whether they hold an eligible concession card. As a general guideline, they should not be working substantially in any capacity. The intent of this subscription is to ease the financial burden on members who are genuinely retired or are taking a minimum of six months' leave. An online claim form, in which the member will give a signed declaration of their circumstances, will be required.

#### Concession-card holders (subscription type)

Individual members of any category who hold an **eligible concession card** and provide a scan of the card may apply for a concessional fee of \$65. Eligible concession cards include Commonwealth Seniors Health Card, Centrelink-issued Pensioner Concession Card or Health Care Card (now issued by the Dept of Human Services), Veterans Affairs Pension Card.

### Hardship (subscription type)

Individual members of any category undergoing **personal or financial hardship**, and who do not hold a concession card, may apply for a hardship fee of \$65. This will be considered on a case-by-case basis on application, with an online claim form in which the member will give a signed declaration of their circumstances. The member may nominate whether it is to be assessed by the relevant branch Executive, or the IPEd Membership Officer, who will make that assessment with due respect for confidentiality and consideration of the likely duration of the situation. The branch Executive will then inform the IPEd Membership Officer, or vice versa.

### Editorial services directory

All voting members are eligible to subscribe for an entry in the Editorial Services Directory for an annual fee of \$40. Inclusion of Associate members in a register of Associates Available, accessible to members only, for an annual fee of \$20, will be considered at a later date.

### Term of membership

The term of membership is 12 months from the date of joining or renewal. For new members of categories that require the supply of documentation for the approval process, the 'subscribed until' date of their initial term is the anniversary of the date on which their membership is approved.

### Lapsing of membership

Membership renewal is due on the anniversary of joining and is considered unfinancial if not renewed 30 days from that date. All paid memberships lapse when the payment of the subscription is overdue by 90 days. At the end of that period, the member is deemed to have resigned, and the membership shall be recorded as inactive. Quarterly payments will also be subject to the 90-day grace period.

If a lapsed member has an entry in the Editorial Services Directory that entry will also be made inactive, regardless of the date of payment for the entry.

### **Lapsing of membership (cont.)**

If a lapsed member of any paid category pays the subscription due before it becomes 12 months overdue, the membership may be reinstated. However, the term of the reinstated membership shall remain unchanged; that is, the 'subscribed until' date shall be that of the overdue subscription.

If a member wishes to rejoin more than 12 months after the end date of their last active membership subscription, they shall be required to meet the membership requirements as if they were joining for the first time, including payment of the joining fee.

### **Branch membership**

Membership of any one branch will give reciprocal rights from any other branch, or sub-branch, including member discounts for professional

development and access to a future national newsletter and the member-only section of the national website. Members may nominate their home branch. Those with existing multiple memberships must nominate a single branch.

### **Regional members**

No distance or regional membership is offered but branches will offer concessions to regional members for professional development in face-to-face workshops only.

### **Code of ethics (to be developed in 2016)**

Members are required to comply with the eligibility requirements specified in the constitution (Clause 6.1).

---

## **Assessment**

Assessment of all applications, except for hardship consideration, will be undertaken by the IPEd Membership Officer (MO) in consultation with the relevant branch Membership Officer, President or other committee member as designated by the branch.

Requests for hardship consideration should be made to the relevant Branch Executive or IPEd MO, as nominated by the applicant. Assessment will be based on individual circumstances and likely duration, attested to

in an online claim form, in which the member will give a signed declaration of their circumstances. If approved the branch will inform the IPEd MO, or vice versa, as nominated by the applicant.

New Honorary Life members nominated by a branch must also be endorsed by Council; those nominated by IPEd Council must be endorsed by the relevant branch.

---

## **Application processing**

All applications (other than for Honorary Life members) are submitted through the online membership system, with uploading of any documentation. Application assessed by the Membership Officer (MO) according to policy, new member lists (approved and not approved) distributed to branches and to the Membership Committee of Council for final endorsement.

**New Honorary Life members:** Nominations may be submitted to the branch committee, or to the Council if the nomination is substantially for service to IPEd as a whole. Branch nominations to be approved by branch

general meeting as described; Council nominations approved by Council after receiving a branch recommendation. MO coordinates the process.

**Retired, temporary leave and concession:** Applicant submits documentation, including an online claim form, if applicable, to MO for processing.

**Hardship:** Application through an online claim form to the branch committee for approval and then referred to the MO, or vice versa, as directed by the applicant