



BIAZA

BRITISH & IRISH ASSOCIATION
OF ZOOS & AQUARIUMS

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REQUIREMENTS FOR MEMBERSHIP OF BIAZA

Under Article 1.2.1 Membership of the Charity is open to any collection which meets the requirements prescribed by the Trustees from time to time:

These are the requirements as of 12th December 2022

1. All members undertake:

- 1.1 To abide by The Association's Memorandum and Articles of Association.
- 1.2 To comply with all relevant regulations and legislation.
- 1.3 Not without the consent of the Board in writing, to use or permit or suffer to be used in evidence in any legal proceedings any of the following, viz: notes about membership, communications from The Association or reports of inspectors of The Association, and not to plead in any defence that it is a member of The Association.
- 1.4 Not to represent BIAZA in the media or other public forums without the prior consent of the BIAZA Executive Office.
- 1.5 To ensure payment of the membership fees promptly in accordance with the BIAZA fee structure. BIAZA will maintain confidentiality of all data gathered for the purposes of calculation of the membership fees and will not release details of individual member's visitor numbers or ticket sales without written permission of the members involved. If membership fees have not been paid within 90 days of invoicing, membership will be suspended until such time as the outstanding fees have been paid. If membership fees have not been paid in full by the end of the calendar year BIAZA membership will be terminated.
- 1.6 To act in a professional and respectful manner towards BIAZA and its members, not to bring BIAZA or its members into disrepute, and where necessary enable the governance structure of BIAZA to resolve any matters between or about members.
- 1.7 To ensure all staff members are provided with and have ongoing access to the appropriate staff login details to access the BIAZA member's website.

2. Election, inspection and termination

- 2.1 The election of members to The Association shall be by the Board, on the advice of the Membership & Licensing Committee, and at the Board's uncontrolled discretion and no Institution, Society, Company or person shall become a member of The Association unless and until so elected nor shall the Board be required to give any reason for the non-election of the applicant.

- 2.2 The Association also reserves the right to inspect any member on an ad hoc basis in special circumstances and, if necessary, review their status.
- 2.3 If at any time any member shall fail to comply with the provisions laid down in the Memorandum and Articles and Requirements of BIAZA, or shall otherwise be considered by the Board not to be a fit and proper person or body to remain a member of The Association, or to have acted to the prejudice of The Association's objects and policies, the Board may by resolution communicate it to the member in writing, stating the grounds on which it proposes to act. It may call upon any member to resign from The Association and if the member does not resign within 28 days after being so called upon, the Board may by resolution terminate their membership. Before coming to any decision, the Board shall give the member affected proper facilities for stating their case to it either orally or in writing as the Board may determine.
- 2.4 The Board reserves the right to suspend a member during the period of investigation resulting from a report that a member is not complying with the requirements of membership in line with BIAZA's sanctions policy. The suspension shall last for the period of investigation and may result in the reinstatement of the member, a request for resignation or a termination of membership.
- 2.5 Under Article 1.6.1 Membership can be terminated if the Member concerned gives through an Authorised Representative written notice of resignation to the Charity. The Board requests that six months' notice be given, and that the proportion of the membership fees for that year will be paid up until the end of the period of notice of termination of membership.

3. Full and Provisional Members further undertake:

- 3.1. To abide by all sanctionable BIAZA policies
- 3.2. To maintain a high standard of animal care with a strong programme of veterinary medical care at both preventive and curative levels.
- 3.3. To participate, where possible, in approved co-operatively managed breeding programmes at British & Irish (B&I), European (EEP) and global levels for all species held in its collection for which such a programme exists, and to follow the recommendations of Regional Collection Planning.
- 3.4. To maintain and regularly review an Institutional Collection Plan (at least every five years), identifying the purpose for all the species in their care.
- 3.5. To participate in the provision of educational programmes and, where appropriate, to do so by close co-operation with external education providers.
- 3.6. To maintain a programme of training for animal keeping staff including exchanges between members where appropriate. To provide, when appropriate, training facilities for wildlife and zoo personnel.
- 3.7. To act in accordance with the ideals and goals of the modern zoo as articulated in the current *World Zoo and Aquarium Conservation Strategy*.
- 3.8. To demonstrate direct involvement in, and the support of, conservation activities, both locally and internationally and provide evidence of these activities to The Association at least annually.
- 3.9. To demonstrate direct involvement in, and/or assistance with, one or more field

programmes and provide evidence of these activities to The Association at least annually.

- 3.10. To contribute to the advancement of biological knowledge of species which they hold and, where practical, carry out relevant scientific study and provide evidence of these activities to The Association at least annually.
- 3.11. For those inspected under zoo legislation, to provide BIAZA with copies of the most recent Inspection Report, any responses given and current issued licence including conditions and/or directions. The member must notify BIAZA of any Special Inspections carried out under licensing legislation. On the third notification by the Office of a member's failure to submit these documents BIAZA membership will be suspended, if these documents are not received within a further 30 days, BIAZA membership will be terminated. Any agreed conditions and/or directions and associated timeframes stipulated during an inspection, particularly those relating to animal welfare concerns or relevant legislation, must be initiated at the point they are raised by the inspectors and not upon receipt of the zoo licence.
- 3.12. To provide to The Association, such information about the animals and the premises as the Board may at any time require; this includes completion of the BIAZA annual questionnaire sent to members. If you do not submit these documents by 31st March, BIAZA membership will be suspended, if these documents are not received within a further 30 days, we will assume you no longer wish to be a BIAZA member and membership will be terminated.
- 3.13. To notify The Association immediately of any investigations, formal complaints, disciplinary actions or actions affecting their membership status from other zoo associations, and to provide The Association such information as the Board may at any time require regarding these.
- 3.14. To display prominently and publicly on its premises the fact that the collection is a member of The Association.
- 3.15. To notify The Association of the reasons they are refused accreditation if they apply to be members of EAZA or WAZA and their application is unsuccessful.
- 3.16. To notify the BIAZA Office within 24 hours of the following animal escapes:
 - Any animal that escapes from the zoo premises
 - Any Category I animal that escapes from its enclosure
 - Any escapes that may be picked up by the media e.g. during opening hours when visitors are present.

3.1. Applications and change of ownership

- 3.1.1. Applications for membership are on a site basis and the benefits of membership only apply to the site for which membership has been approved. Multi-site organisations that wish to have the membership benefits for more than one site must apply for each site separately.
- 3.1.2. An application for membership must be made on the appropriate form and signed by the CEO (or equivalent). The application must be supported by two sponsors from different organisations who are already full members of The Association. Statements from the sponsors and any additional referees should be attached to the application along with any additional documentation.
- 3.1.3. Applicants for membership, and existing members not within the jurisdiction of operational zoo legislation, will be inspected by The Association. Arrangements will be made to inspect the collection and premises of such applicants and members and these inspections will follow

the same procedures as laid down by GB legislation and will be at the expense of the applicant or member. Inspections should take place at least every six years. The SSSMZP (or any revision or replacement) attached to the Zoo Licensing Act will be applied to those members who are not within the jurisdiction of any comparable zoo legislation. Applicants will receive a copy of any Inspector's report. All applicants for membership may be asked to pay a fee to meet the expenses of inspection.

- 3.1.4. Any applicant aggrieved by the refusal to grant membership shall have the right to appeal to the Board which may, if it considers it necessary, arrange for an inspection and report (for which the applicant must pay). After consideration of this report, and any representations made by the applicant in writing, the Board's decision shall be final.
- 3.1.5. All applicants may be granted the status of Provisional Member. The Association shall, in conjunction with the Provisional Member, draw up an action plan with time scales not exceeding three years. The action plan will be designed to enable the Provisional Member to reach full compliance within an agreed time-frame (at least one year and not more than three years). The membership fee will be the same as that for a Full Member. The Provisional Member will have the same benefits as a Full Member BUT will not have any voting rights or be eligible to stand as a trustee. The Provisional Member will not be allowed to use The Association's logo and may only describe itself as having Provisional Membership of The Association. A provisional member failing to receive membership within the three-year period would not normally be allowed to re-apply for three years.
- 3.1.6. Full membership will only be granted to those zoos and aquariums which, in the opinion of the Board, maintain suitable standards of management and animal care, conservation, education and research and apply all other membership criteria to the Board's satisfaction.
- 3.1.7. No zoo or aquarium can be a member if a serving member of staff or member of the governing body/trustee has been found guilty of an offence listed in relevant zoo and animal welfare legislation or legislation pertaining to the trade in endangered species.
- 3.1.8. BIAZA Policy On Change of Ownership or CEO.
A member must inform The Association of any changes in the ownership of or licence holder of the organization. A member must also inform The Association of any change of Director or CEO.

In the event of a change of ownership of or licence holder of an organisation, the BIAZA Office, or a relevant member of the BIAZA Board or the Membership & Licensing committee, will undertake a visit to the organisation within the first year. In the event of a change in CEO, BIAZA reserves the right to visit the Member in the first 12 months.

Procedure:

- The Member must inform the BIAZA Office if there is a change in ownership, CEO or Licence holder.
- This communication will be circulated to MLC (Membership & Licensing Committee).
- MLC will ask the Member to confirm who is named on the zoo licence and whether there is any intention to change this.
- The Member will be asked to confirm in writing that the mission and aims and objectives of the organisation will remain the same, or inform The Association of proposed changes.
- The new owners, CEO or Licence Holder must commit in writing to BIAZA standards and any changes in mission, aims or objectives must be in line with those standards. In addition, they must confirm that they are in receipt of all BIAZA affiliated documentation and have read and understood these.
- The membership will then be informed of the change in ownership / management and

the commitment of the new owner / management to continue to uphold the standards of The Association.

- Any responses from the members will be reported to MLC for action or further consideration.

4. ASSOCIATE MEMBERSHIP

- 4.1. Any person or body not eligible for full membership of The Association may apply to become an associate by application signed by or on their or its behalf. No person or body shall become an associate until elected by the Board at its own uncontrolled discretion and the Board shall not be required to give any reason for non-election of an applicant.
- 4.2. Any person or body not eligible for full membership but keeping a collection of exotic species may only apply for Under Construction Associateship, Accredited Associateship or Educational Associateship of The Association.
- 4.3. Under Construction, Accredited and Educational Associates with animals must: maintain a high standard of animal care with a strong programme of veterinary medical care at both preventive and curative levels; participate, where possible, in approved co-operatively managed breeding programmes at British & Irish (B&I), European (EEP) and global levels for all species held in its collection for which such a programme exists, and to follow the recommendations of Regional Collection Planning; and maintain a programme of training for animal keeping staff including exchanges between members where appropriate. To provide, when appropriate, training facilities for wildlife and zoo personnel.
- 4.4. All Associates must abide by the declarations signed during the application process.
- 4.5. All Associates with animals subject to a licence under the Dangerous Wild Animal Act must submit copies of their biennial DWA licence and any associated inspection reports or communications to BIAZA.
- 4.6. Associates may attend (without any voting rights) such conferences and meetings to which the Board may invite them, and such views as are expressed by them shall be considered by the Board of The Association.
- 4.7. Honorary Associates shall be elected by the Board, at its discretion, in recognition of their contribution to the aims and objectives of The Association or of *The World Zoo and Aquarium Conservation Strategy* and will receive the same benefits as Associates. N.B. A person holding a private animal collection may only become an honorary associate if they had previously been an Accredited Associate member and will continue to be inspected as per Accredited Associates. The Board reserves the right to revoke honorary associate membership for any reason.

Associate Membership Categories

Basic Associate

Criteria: Applications must be supported by sponsors; either two current Associates of any category or one sponsor if they are a CEO/Director of a Full Member.

Professional Associate

Criteria: Employed in an appropriate position directly or indirectly connected with zoos or an allied profession.
N.B. This category is **not** open to staff of institutions that are eligible for full membership but are not members of BIAZA. Applications must be supported by 2 sponsors; one of which has to be a bona fide representative of a Full Member and the other an existing Professional or Accredited Associate or two bona fide

representatives of Full Members (but not from the same Member).

Accredited Associate

Criteria: An Associate who holds a private exotic animal collection (definition of what constitutes a private animal collection and what does not is at the discretion of the Membership & Licensing Committee, but the collection would not open to the public for over seven days per year and therefore would not require a zoo licence). Applications must be supported by two sponsors, both of whom have to be bona fide representatives of Full Members (but not from the same Member); and subject to approval following an inspection of the private animal collection which must take place no more than three months prior to the application. Inspections thereafter will take place every three years.

The inspection for accreditation is *gratis* with an appropriate inspector volunteering their time free of charge and only charging for travelling and subsistence.

Corporate Associate

Criteria Corporate Associate Membership of BIAZA is open to businesses that may (or may not) trade with BIAZA members, and Companies operating on a local, national or global basis. No company that deals in the trade of animals for exhibit may apply to become a Corporate Associate Member of BIAZA. This category of membership is NOT open to those who own or hold animals as a function of their business.

Educational Associate

Criteria: Educational Associate Membership of BIAZA is open to Registered Educational Institutions. These can operate on a local, national or global basis. It is anticipated that many may seek membership for a department or part of a department or for individual members of staff. Please note that individuals must be permanent members of staff and be named.

Education Institutions holding live exotic collections, that are not open to the public for more than seven days per year, may apply for Educational Associate membership. Applications must be supported by 2 sponsors, both of whom have to be bona fide representatives of Full Members (but not from the same member); and subject to approval following an inspection of the private animal collection which must take place no more than 3 months prior to the application. Inspections thereafter will take place every three years.

Under Construction Associate

Criteria: A site/organisation/company who are an animal attraction who do not house exotic animals (or house a small number but are not yet required to have a zoo licence) but who are intending to expand their collection and apply for a zoo licence.

Applications must be supported by two sponsors, both of whom have to be bona fide representatives of Full Members (but not from the same Member); and subject to approval following an inspection of the animal collection which must take place no more than three months prior to the application. Inspections thereafter will take place every three years.