



Citizen Science Association (Association) Membership Manual December 8, 2016

1. Introduction

The Citizen Science Association (Association) was established in 2014 with the vision of a world where people understand, value, and participate in science. As of November 2016, over 5,000 members from 81 countries had indicated their support for the Association and this vision by signing up for complimentary membership. Members participate in citizen science in both paid and volunteer roles, and represent program managers, researchers, evaluators, associated scientists, data managers, educators, participants and many others. Together, they represent a variety of disciplinary fields, types and models of citizen science, and diversity of thought and knowledge.

1.1. Purpose, Scope, and Authority

This manual outlines the process by which membership to the Association is administered. The policy applies to all members of the Association as specified by the [bylaws](#) of the Association.

This manual is maintained by the Association Board of Directors. The policies described in this manual pertain to the inaugural year in which the Association will require membership dues: January 1st, 2017 to December 31st, 2017. Following this inaugural trial year, this manual will be reviewed and updated as deemed appropriate by the Association Board of Directors utilizing feedback from Association Members.

1. 2. Definitions

Article V of the Association bylaws provides an overview of the Association's members. The bylaws stipulate that the Association has members who have voting rights. However, the various terms and conditions regarding Association membership have been determined by the Board in its sole and reasonable discretion as follows:

1.2.1. Member. A member is an individual or organization (e.g. unincorporated organization, institution, for-profit or not-for-profit corporation, partnership, governmental entity or otherwise) that has been granted membership to the Citizen Science Association according to the stipulations of the Association bylaws and the guidance of this membership manual. In accordance with Section 5.2 of the Association's bylaws, Association membership shall be comprised of a single class of members with one vote per member. The minimum age of a member (in the absence of unusual circumstances) shall be 16 years of age. An organizational member, similar to an individual member, shall have one vote.



2. Membership Responsibilities and Procedures

In Accordance with Section 5.2 of the Association bylaws, the process for applying for membership is as follows:

- (1) An entity or individual desiring to become a member of the Association shall:
 - (a) complete the Association's membership application which shall include the applicant's agreement to abide by the Association's mission and goals;
 - (b) submit said application and payment of the annual membership dues (in USD) for review to the Association's Board of Directors (or, at the Board's option, to a non-Board committee appointed by the Board Chair consisting of at least two persons, which can consist of one or more Association members).
- (2) The board (or a special committee) shall then (in its sole discretion) approve or not approve the application within a one month period; and
- (3) if the application is not approved, then the dues payment shall be returned to the individual or organization.

2.1 Membership Application

Membership applications will be submitted through an online form available on the Association's Website <http://citizenscience.org/>

All membership applications will be considered as they are received. However, the Association does not need to give any reason for rejecting an application.

2.2 Membership Subscription and Fees*

Membership is open to both individuals and organizations.

Applications for membership to the Association will be administered on a continual (rolling) basis throughout the year. An affiliate discount is available for any category (20%) if the applicant is a current, fee paying member of the European Citizen Science Association (ECSA), the Australian Citizen Science Association (ACSA), or any other organization with which the Citizen Science Association has an MOU or formal collaboration/partnership. If you believe you qualify for a discounted membership, please contact the Citizen Science Association Membership Committee (at membership@citizenscience.org).



In all cases, the following fees will be applied annually for individuals and entities:

Category	Annual Dues*
Exploratory (limited benefits)	\$0
Individual Level 1 (Under \$30,000 annual self-declared salary)	\$30
Individual Level 2 (\$30,000 - \$60,000 annual self-declared salary)	\$60
Individual Level 3 (\$60,000+ annual self-declared salary)	\$90
Organization: Non-profit/Government/Educational (up to 5 staff)	\$400
Organization: Corporate (up to 5 staff)	\$600
Organization: Institutional (6+ staff; includes students)	\$1500

*All dues are in US dollars

2.3 Membership Term and Renewal

A Member shall be entitled to all of the benefits available to individual or organizational members for a twelve-month period, commencing on the date of the Member's enrollment. Members can renew their membership during or after the membership term by forwarding the relevant fee to the Association. The Association reserves the right to change or cancel the terms and conditions of this policy at any time, with or without notice to any Member.

2.4 Membership Benefits

Membership dues directly support the Association's overarching mission.

Dues support costs associated with operating the Association, including salary for staff, website development and maintenance, and the development of programs or resources that advance the Association's mission to:

- *Promote the value and impact of citizen science.*
- *Establish a global community of practice for citizen science.*
- *Advance the field of citizen science through innovation and collaboration.*
- *Provide access to tools and resources that further best practice.*
- *Support communication and professional development services.*
- *Foster diversity and inclusion within the field.*

Specific member benefits for both individuals and organizations include:

- 1) Networking, Coordination and Professional Development Opportunities
 - Discounted registration to conferences, workshops and meetings.



- Member-preferred advanced access to professional development opportunities (e.g., workshops, webinars).
 - Networking opportunities including through participation in Association-sponsored events, discussion lists, regional or thematic chapters, and working groups.
 - Access to shared workspaces to support chapters and working groups.
 - Access to and inclusion in mapped, online member directory.
 - Mentoring opportunities.
- 2) Enhanced Participation and Access to Association Resources
- Access to member only portion of website (e.g., containing archived webinars, map-based member directory, Board of Directors minutes/Annual report with financials).
 - 10% member discount on journal publication fees for *Citizen Science: Theory and Practice*.
 - Eligibility to be nominated for and receive awards for noteworthy accomplishments.
- 3) Opportunities to Engage in Association Development and Operations
- Participate and vote in General Assembly and other elections.
 - Initiate, join and participate in chapters and working groups.
 - Eligibility to be nominated for and elected to the Board of Directors.
- 4) Access to Promotional Opportunities
- Organizational members will be recognized on the Association website.
 - Corporate members will be granted access to the Association member directory once per year for marketing purposes.¹
 - All members will be eligible to receive citizen science souvenirs, wearables and gifts (SWAG) on an as-available basis.
- 5) Access to Apply for Scholarship Funds
- Eligibility to apply for scholarships to mitigate the costs of attending an Association-sponsored conference, workshop or event.
 - Eligibility to apply for and receive scholarships to reduce or eliminate costs of publishing in *Citizen Science: Theory and Practice*.

2.5 Cancellation of Membership

An individual or organization's membership in the Association will be considered inactive if the membership dues are not paid by the renewal date, which is exactly one year from date of initial or previous renewal payment for any given year. Members may request cancellation of

¹ Individual members may opt out of this directory.



membership at any time by emailing a request to membership@citizenscience.org. However, membership dues will not be refunded. If a member cancels their Association membership or fails to pay their annual membership dues by the renewal date, they will no longer receive the benefits of dues paying members.

2.6 Expulsion of a Member

In accordance with Section 5.2 D of the Association bylaws, in the event that a member has undertaken inappropriate conduct (including, without limitation, a violation of this Membership Policy Manual), which is more than insubstantial and which is not in the best interests of the Association, then the Board of Directors shall have the right in its sole discretion to remove the individual or organization as an Association member. In such event, the Board of Directors shall promptly send Notice to said individual or organization regarding the removal.