

## Procedures for joining EARAZA

1. The Institution that is willing to join EARAZA sends an official email addressed to EARAZA President (email address is available at the EARAZA website [www.earaza.ru](http://www.earaza.ru)), stating the intention to become EARAZA member.

2. The applicant downloads the accreditation questionnaire (available both in English and Russian) from the official EARAZA website [www.earaza.ru](http://www.earaza.ru) (section "Documents"-- «EARAZA Membership») and fills it out.

3. The applicant sends an application letter (in free form) for joining EARAZA to [earaza@mail.ru](mailto:earaza@mail.ru), attaching the following documents:

- 1) Institution bylaws or similar constitutive document (scanned pdf-copy in Russian or English);
- 2) Institution details (official address and bank details);
- 3) Filled out survey and the information on the zoo or aquarium collection;
- 4) Recommendations from two EARAZA members with justification of the recommendation (in free form).

4. EARAZA Executive Direction forms an Accreditation Inspection Team that carries out the inspection of the applicant institution.

*The exceptions are Full WAZA Members and members of the associations of zoos and aquariums that are WAZA Association Members; such institutions should only provide the Executive Direction with the necessary documentation (application form, Bylaws, filled out questionnaire, information on their animal collection and two recommendations).*

5. The Accreditation Team prepares a report on the results of their visit and submits it to the Membership and Ethics Committee.

6. Membership and Ethics Committee studies the report, contacts the applicant (if necessary), and sends their recommendation to EARAZA Presidium for consideration and making decision.

7. EARAZA Presidium makes a preliminary decision  
In case of the positive decision, EARAZA Executive Direction informs all EARAZA Members.

8. During 30 days EARAZA Members can send their reasoned objections to the EARAZA Presidium.

9. EARAZA Presidium makes a final decision.

10. The applicant pays its entrance and membership fees.

11. EARAZA Executive Direction includes the institution in list of EARAZA members.

12. New EARAZA member makes a short presentation at the EARAZA Annual Meeting.  
Ceremonial presentation of the Membership Certificate to the new EARAZA member.