



# Membership requirements for Media Members

This guide provides an overview of the primary requirements of membership. It does not replace the CAB rules, but offers a useful checklist for publishers to follow. Please refer to the current Rules, By-Laws and Reporting Standards or your auditor for clarification.

## Requirements

- Membership is by individual publication
- Audit periods are: 1st April to September 30 and 1st October to 31st March
- A CAB audit determines the average net distribution ('AND') per issue over a nominated audit period.
- The 'AND' verifies the number of copies wrapped and will include every copy circulated, other than office and voucher copies that can be accounted for and reported by distribution method.
- The Initial Audit shall cover a full, half yearly CAB audit period
- Membership cannot be claimed until the Initial Audit has been completed and released by the Board.
- New publications that have not been in existence for the required six (6) months may apply for a 'Preliminary Audit' on a minimum of two (2) issues.
- A Preliminary Audit may take place at any time, however the publication must complete an 'Initial Audit' to claim full membership. The publisher will be issued with a certificate but can only claim 'Membership to CAB is pending' until the Initial Audit is completed.
- Publications issued more frequently than twelve (12) times per year must be audited twice a year for each regular audit period.
- Publications issued up to twelve (12) times per year are required to be audited once per year. A Publisher's Statement must be submitted for the alternate audit period.
- Requirements for audit are detailed in CAB's Print Distribution Audit Reporting Standard.
- A sample copy of the publication and payment for the annual membership subscription must accompany applications for membership.
- Annual membership is \$495.00 (\$450.00 plus \$45.00 GST) for the membership period July 1 2010 to June 30 2011. New members auditing from April 1 are required to have membership to the CAB from January 1 (i.e. half year fees).