

# Membership Policy

## Policy statement

### Purpose

This document outlines the membership policy for Aged Rights Advocacy Service (ARAS) and should be read in conjunction with the ARAS Rules.

If there is a conflict or dispute arising from inconsistency and contradiction between this policy and the Rules, then the Rules shall override this policy and the Rules shall prevail.

### Defined terms

Person or entity: includes a natural person, a partnership, corporation, trust, association, unincorporated body, authority or other entity

Secretary: the Chief Executive will act as public officer and Secretary

Special General Meeting: means any general meeting of Members, except for the Annual General Meeting, convened in accordance with the Rules

## 1. Membership protocol

1.1 Membership is open to organisations and individuals

1.2 The number of members is unlimited

1.3 The term of membership is unlimited subject to payment of annual membership fees

1.4 The following entities are not eligible for membership:

1.4.1 Political parties or party political entities

1.4.2 ARAS Staff

## 2. Membership categories

Further details of membership categories and the rules pertaining to each is contained within Clause 5 of the ARAS Rules.

### 2.1 Ordinary members

[Refer Clause. 5.4 of ARAS Rules]

Ordinary membership is open to organisations and individuals who support the objects of the Association.

### 2.2 Associate members

[Refer Clause. 5.5 of ARAS Rules]

Associate membership is open to any person or entity who supports the objects of the Association. And who in the opinion of the Board is appropriate for admission as an Associate Member rather than an Ordinary member.

### **3. Member rights**

- 3.1 Ordinary Members have full voting rights, including at Annual General Meetings and Special General meetings
- 3.2 Decisions by ARAS are by majority vote and each member has one vote
- 3.3 At Annual General Meetings, Ordinary Members may nominate candidates for the Board, including the role of Chair
- 3.4 Associate Members do not have voting rights.

### **4. Member benefits**

Member benefits across all categories will be as determined by the ARAS Board from time to time.

### **5. Members' responsibilities**

#### **5.1 Membership fees**

[Refer Clause. 5.6 of ARAS Rules]

- 5.1.1 All Members are required to contribute financially to the operations of ARAS through annual membership dues
- 5.1.2 Membership dues are payable on 1 July each year
- 5.1.3 Fees are not pro-rated for new Members whose membership takes effect after July
- 5.1.4 ARAS will issue all Members with an invoice for payment of dues by 1 July
  - 5.1.4.1 ARAS will remind the Member twice about payment of annual fees and if still in arrears by 30 September will proceed with discipline, suspension or expulsion of Member, in accordance with 5.9 of the Rules
- 5.1.5 The Board will set the membership fees for all categories from time to time and may waive fees for different classes of Members and for individual Members, in its absolute discretion from time to time.

### **6. Special General Meetings**

[Refer Clause 6. ARAS Rules]

- 6.1 Member meetings are held routinely throughout the year and held pursuant to Clause 6 of ARAS Rules, and all Members are eligible to participate in each meeting. Members can attend meetings in person or via video teleconferencing, or other electronic medium
- 6.2 An **Annual General Meeting** will be held pursuant to Clause 6.1 of the ARAS Rules
- 6.3 Meetings may be hosted via teleconference where necessary
- 6.4 Ordinary Members can recommend any issue relevant to the purpose of ARAS for examination, discussion and action.

### **7. Conflicts of interest**

ARAS Members are required to declare any interests that could constitute an actual, potential or perceived conflict of interest with respect to their participation in ARAS. Such declarations must be made when applying for membership and in relation to specific agenda items at the start of each meeting.

### **8. Confidentiality**

All information disclosed by a Member ("disclosing Member") to other Members during, or in relation to the ARAS meetings or activities, will be treated as confidential and must not be

disclosed by the Chair or another Member to its employees, officers or third parties without the written consent of the disclosing Member.

## **9. Membership register**

Members will contribute to the accuracy of the membership register by regularly updating their contact details and any other relevant information.

## **10. Applying for membership**

An application for membership in any category can be made at any time by following the membership application process.

- 10.1 Meet the eligibility criteria for the relevant membership category (with supporting documentation)
- 10.2 Complete the written application (online or hard copy), by an individual or the organisation seeking membership
- 10.3 Submit the application to ARAS
- 10.4 The ARAS Membership team will check and process the application according to the agreed internal controls and present to the CE (as Public Officer) for approval/decline
- 10.5 The CE would bring any applications for query or decline to Governance & Performance Committee or Finance Audit & Risk Management Committee for a decision
- 10.6 Once membership is approved, the applicant will be notified in writing and issued with an invoice for membership dues
- 10.7 Membership takes effect once membership dues are paid
- 10.8 Membership renewal is subject to payment of annual fee due 1<sup>st</sup> July each year
- 10.9 New members will be provided access to all membership benefits within a month of membership taking effect.

## **11. Ceasing membership**

[Refer Clause 5.8 ARAS Rules]

### **11.1 By a Member**

- 11.1.1 A Member may resign from ARAS by giving one months written notice of resignation to ARAS
- 11.1.2 The resignation takes effect one month after the date of notice of resignation, unless a later date is stated in the notice
- 11.1.3 ARAS will issue the Member a written receipt of the resignation notice, and cause the notice of resignation to be tabled at the next Board meeting
- 11.1.4 A Member who resigns can re-join ARAS at any time by following the membership application process
- 11.1.5 Resigning Members are encouraged to provide feedback in their letter of resignation on their decision, to support ARAS in further developing its membership policy and process
- 11.1.6 Membership ceases if a Member is in arrears by three months.

## 11.2 By ARAS

[Refer Clause 5.9 ARAS Rules]

The ARAS Board may vote to suspend or terminate a membership if the Member has:

- not complied with the Rules or Membership Code of Conduct
- membership dues in arrears for six months
- brought ARAS into disrepute through its actions
- failed to disclose a conflict of interest that significantly affects ARAS

11.2.1 ARAS must notify the affected Member in writing of the intended action and give the Member full and fair opportunity to demonstrate why their membership should not be terminated.

11.2.2 Should termination of membership proceed, ARAS must give the Member written notice of the decision and the process for appeal. There will be no refund of membership fees upon termination.

## 12. Appeal process

[Refer Clause. 5.10 ARAS Rules]

A Member whose membership has been suspended or terminated, may give ARAS written notice of its intention to appeal against the decision within one month of the decision.

If ARAS receives a notice of intention to appeal, ARAS must convene a General Meeting within 21 days after the date on which ARAS received the notice.

## 13. Disclosing ARAS membership

Membership of ARAS will be disclosed publicly through (but not limited to):

- the ARAS website, and other on-line platforms
- presentations, collateral and other communication materials.

## Related documents

*ARAS Rules*


*Member Code of Conduct*

*ARAS Privacy Policy*

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**Monitoring, Evaluation and Review**

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|---------------------------|-------------------|----------------------|----------------------------|
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Signed

Name

Anne Burgess AM

Date 29/5/23