



FLC Membership and Entitlements Policy and Procedure

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Introduction:

As an incorporated association, Foundation Learning Centre Inc. (FLC) represents the interests and intent of its members. The rules relating to membership are captured in FLC's Constitution and reflected in this policy.

Purpose:

To define the process by which interested parties can apply for membership in FLC and acceptance as members, in compliance with FLC's constitution.



Definitions:

Member refers to a person who meets the eligibility criteria as prescribed in the Constitution and has been approved to Foundation Learning Centre Inc as a member

As defined in the Constitution:

- 1) *member means a member of the Association;*
- 2) *member entitled to vote means a member who under rule 13(2) is entitled to vote at a general meeting;*

Membership Categories:

1. Ordinary Membership

All members are entitled for one calendar year (January to December) the following:

- Voting rights on FLC matters at General Meetings, if 15 years of age or over.
- Members will be invited to attend FLC functions where appropriate.

2. Life Membership

The Life Membership confers upon the recipient all of the rights of an Ordinary member, without the need to renew the Membership annually.

The BOM may bestow Life Membership on persons as a reward for service rendered. This entitles the member to the benefits of Ordinary Membership without the payment of membership fees.

Conditions of Membership:

Members are only entitled to vote if more than 10 business days has passed since he or she has been confirmed as a member of Foundation Learning Centre Inc.

Membership Duration:

Ordinary Memberships will expire at the end of the calendar year (January to December) and must be renewed annually.

Life Memberships will automatically renew each year.



Membership Cessation:

(1) The membership of a person ceases on resignation, expulsion or death.

(2) If a person ceases to be a member of the Foundation Learning Centre Inc, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

In relation to Life Members:

The Board may, in its discretion:

(a) remove the life membership granted to a member, in which case clause 14(3) of the Constitution will cease to apply in respect of that member and clause 12(4) of the Constitution will apply in respect of that member; or

(b) vary the rights of life membership

Membership Eligibility and Criteria:

Any person who supports the purposes of the Association, including students, is eligible for Ordinary Membership.

Prospective members shall have current or previous involvement within the local Community.

Prospective members shall not have a conflict of interest.

Prospective members shall be able to provide a reason for wanting to be a FLC Member.

Annual Membership Subscription:

Membership subscription fees are set annually at the AGM and are NOT pro-rata. Membership subscription fees are not discounted.

Annual Membership Subscription is \$5.

The rights of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid.



Joining Fees:

Joining fees are nil.

Membership Application Process:

Application Process

Prospective members must complete the Application Form, which is reviewed for approval by the BOM.

Applications for membership will open on 01 January and are to be submitted by no later than 14 days prior to the final Board meeting of the calendar year.

1. To Apply

Membership is applied for by completing a Membership Form together with payment of the appropriate fee. This form is located on the Board & Governance page on our website (link TBC). Hardcopies can be obtained from FLC Reception if needed.

Applicants will be required to complete personal information including name, date of birth, address, email and contact number. An emergency contact will also need to be provided.

Applicants will need to answer questions regarding their community involvement, why they want to be an FLC member, their employment status and any referral information.

Applicants will need to have read the policies listed on the Membership Page, indicate their agreement to the policies and to a range of conditions of membership to complete the application.

Applicants will be required to pay, via card, the Annual Membership Subscription Fee at the time of application. This is integrated into the application form.

2. Board Review & Notification Process

The FLC Executive Assistant will conduct due diligence on prospective members and highlight any problematic findings. The FLC Executive Assistant will collate findings and present recommendations to the Board to accept or reject the members and provide a list of member names. Application forms to be handled in accordance with Privacy Act.

The Board will review the recommended members, conduct its own due diligence, and vote on acceptance of the application.



The Board Secretary will record status of membership in the minutes, findings to be distributed to the FLC Executive Assistant by the CEO.

FLC Executive Assistant will contact each applicant via email to inform them of the outcome of their application. A 'welcome pack' will be emailed to all new members, and all new members will be added to the appropriate Mailing Lists and enrolment confirmed in the Membership Register.

Membership Renewal Process:

The FLC Executive Assistant will email all existing members a reminder that their membership is due for renewal. This will be sent on 01 October each year, to ensure all renewals are completed by 31 December.

This reminder email will include a link to a renewal application form, which will also be available on the Board & Governance page of the FLC website.

Members wishing to renew their membership will need to complete the Renewal Form and pay their Subscription Fee.

A list of membership renewals will be provided to the Board as they become available.