



# Healesville Community Renewable Energy Inc

## Person05 – Membership Policy

Policy Id	Person05	Version	1.0
Policy Type	Person	Subject	Membership
Approved	November 2020	Scheduled review	November 2023

### 1 Introduction

Healesville CoRE is a membership organisation that consists of local community volunteers working towards transforming the Healesville area into a renewable energy town.

The Healesville CoRE Central Committee has established this Membership Policy to set out the terms and conditions applicable to membership of the organisation.

### 2 Purpose

Members have rights and obligations under both the law that regulates the type of organisation they are a member of as well as the organisation's rules themselves.

The purpose of this Policy is to provide easy reference to information as set out in Healesville CoRE's Association Rules regarding membership of the organisation.

### 3 Policy

#### 3.1 Membership

Any person or organisation who supports the purposes of the Healesville CoRE is eligible for membership.

Membership of Healesville CoRE is by formal application and acceptance by the Central Committee at a Central Committee monthly meeting and payment of the annual membership fee. Membership is not guaranteed.

Becoming a member of the organisation demonstrates the person's commitment to the goals, values, policies and rules of Healesville CoRE.

Healesville CoRE maintains a register of members that includes:

- the member's name;
- the address for notice last given by the member;
- the date of becoming a member;
- the member category (individual, associate or business)
- the membership end date if applicable.

Healesville CoRE has three categories of membership:

- Individual member (15 years of age or older);
- Associate member (under the age of 15 years);
- Business member - a Business member must provide to Healesville CoRE secretary in writing the name of one person who will vote on behalf of the Business member.

#### 3.2 Members' Rights

Individual and Business members' rights include:

- (a) receive notice of general meetings;
- (b) submit items of business for consideration at a general meeting;
- (c) attend and be heard at general meetings;
- (d) vote at a general meeting if more than ten business days have passed since membership application was accepted and if the member's membership rights are not suspended;
- (e) provide a proxy vote if they will not be present at a general meeting;
- (f) have access to the minutes of general meetings and other Healesville CoRE administrative records, at the discretion of the President (Ref: Governance07 - Transparency & Accountability Policy);
- (g) inspect the register of members;

- (h) vote to remove office holders (which includes a member and the secretary of Healesville CoRE) by special resolution in accordance Rule 32 in the Association Rules (which can only occur when at least 75% of members voting agree to the change);
- (i) vote to change Healesville CoRE's Association Rules by special resolution in accordance with Rule 32 in the Association Rules (which can only occur when at least 75% of members voting agree to the change);
- (j) initiate a grievance procedure in relation to a dispute with another member, with the committee, or with the association in accordance with Rule 25 in the Association Rules;
- (k) request that access to their personal information on the members' register be restricted where there are special circumstances. Special circumstances could include where a member has had threats made against them, or if the fact that a member is a member of a certain group would reveal sensitive personal information (such as being a medical practitioner or a member of a support group for people with a certain disease).

Member rights are not transferable and end when membership ceases

### **3.3 Members' Responsibilities**

Each Healesville CoRE member must:

- (a) comply with Healesville CoRE Rules of Association and Policies at all times;
- (b) keep Healesville CoRE updated on any change of contact details; and
- (c) renew membership annually at the end of Healesville CoRE financial year, 30 June.

### **3.4 Membership Cessation**

A member's Healesville CoRE membership will cease when:

- (a) notice is given in writing to Healesville CoRE's Secretary;
- (b) the member's annual subscription is more than 12 months in arrears;
- (c) Healesville CoRE Central Committee revokes membership because the member is deemed to have not complied with member responsibilities; or
- (d) death of the member.

### **3.5 Healesville CoRE Rights**

Healesville CoRE interaction with members will include:

- (a) adding members to a mailing list and sending out regular newsletters and other information from the Central Committee. A member has the option to opt out of receiving mailing list correspondence by selection of an 'opt out' option on a mailing list distributed email; and
- (b) taking photographs and videos to use for social media and other marketing purposes. Healesville CoRE may also use photos or videos posted onto social media at their discretion. If a member does not want to have photos or videos taken of them, they must inform a Central Committee member.

### **3.6 Healesville CoRE Responsibilities**

Healesville CoRE has responsibilities to the members that include:

- (a) provide access to Healesville CoRE activities;
- (b) provide access to general meeting minutes.

If there is any conflict between a statement in this Policy and a statement in the Association Rules, then the statement in the Association Rules takes precedence.

## **4 Related Documents**

Finance07 - Membership Fees  
 Governance07 - Transparency & Accountability  
 Management01 – Central Committee Structure  
 Person03 - Bullying Policy  
 Person04 - Sexual Harassment Policy  
 Healesville CoRE Association Rules

## **5 Reference Documents**

Not-for-profit Law (Members) - <https://nfplaw.org.au/members> (Location: Vic)

Members Rights (Vic) 2018 - [https://nfplaw.org.au/sites/default/files/media/Members\\_rights\\_VIC\\_0.pdf](https://nfplaw.org.au/sites/default/files/media/Members_rights_VIC_0.pdf)