

MEMBERSHIP PROCEDURES

Purpose of Procedure:

To outline the process for applying to become a member of the Maldon Neighbourhood Centre Inc. Association membership is open to all who apply, on a non-discriminatory basis.

Definitions:

Member means a member of the Association; A person becomes a member of the Association and, is entitled to exercise his or her rights of membership from the date, whichever is the later, on which—

- (a) the Committee approves the person's membership; or
- (b) the person pays the joining fee.

Responsible Parties:

Committee of Management is responsible for considering membership applications

Secretary is responsible for managing the register of members and communicating to members that their membership application has been accepted.

Staff and Reception Volunteers are responsible for administering membership applications.

Procedure:

Note: Memberships are due on 1 July of each year. Subscription is payable each financial year. The fees are outlined in the membership schedule and set by the Association at the AGM.

- If the person wishes to **join or renew** their membership ask them to fill in a 'Membership Application Form'.
- Once the person has filled in their form and paid their subscription, write them a receipt and fill in the 'Office Use Only' section of the membership form.
- All new applications for membership are taken to the next Committee of Management meeting for consideration and are accepted or rejected by a resolution and recorded in the minutes.
- The Secretary must notify the applicant in writing of its decision as soon as practicable after the decision is made via a welcome email.
- the Secretary must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.

Related Documents

Membership Policy

Membership schedule

Maldon Neighbourhood Centre Rules of Incorporation