

## MEMBERSHIP POLICY

**Introduction:** As an incorporated body, the Maldon Neighbourhood Centre Inc. is an association of members. Membership is open to those who support the purpose of the Association and who are prepared to follow the Maldon Neighbourhood Centre Rules of Incorporation and associated Policies.

**Purpose of Policy:** The purpose of this policy is to outline benefits, rights and responsibilities of membership to the Maldon Neighbourhood Centre Inc. and how the Association communicates with their membership.

**Scope:** This policy applies to current and prospective members of the Maldon Neighbourhood Centre Inc.

### **Responsible Parties:**

Committee of Management is responsible for approving applications for membership

Secretary is responsible for managing the register of members

The Association is responsible for setting the membership fee and the date it is due.

### **Policy:**

The Maldon Neighbourhood Centre Inc. Rules of Incorporation apply to all members.

### Rights

To receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and

(b) to submit items of business for consideration at a general meeting; and

(c) to attend and be heard at general meetings; and

(d) to vote at a general meeting; and

(e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 75; and

(f) to inspect the register of members with exceptions as prescribed by the Associations Incorporation Reform Act 2012.

The Rules set out the rights of members including voting and participation in general meetings.

Members are entitled to vote and participate in general meetings.

Policy Reference Number: POL2019001

Date of endorsement: 23 July 2019

Date last reviewed:

Date for next review: 23 July 2022

### Responsibilities

Members must support the purposes of the Maldon Neighbourhood Centre Inc. which are –

To manage the facility owned by the Shire of Mount Alexander for the purpose of running a neighbourhood Centre. The Centre has as its mission, the conduct of a community directed meeting place, delivering effective and responsible social, recreational, educational, health and support services to the community of Maldon and its surrounds. Association membership is open to all who apply, on a non-discriminatory basis.

Members must abide by all Maldon Neighbourhood Centre policies and procedures

### Benefits

- 25% discount on Venue Hire
- 25% discount on Equipment hire
- 25 % discount on copying and printing

### Communication

The Maldon Neighbourhood Centre Inc Coordinator and Committee use email (and mail if no email address is supplied) to communicate with members.

Members will be notified of membership renewals, sent MNC Newsletters, invitations to member events including the Annual General Meeting (AGM), invitations to volunteer with us and email updates on in-house activities and programs.

### Register of Members

The Register of Members is maintained in accordance with the Associations Incorporation Reform Act (2012) Part 5, Division 3.

Members may request the Secretary to restrict access to their personal information and this is provided for on the Membership Application Form. All requests to restrict access to personal information will be accepted.

### **Related Documents**

Maldon Neighbourhood Centre Rules of Incorporation

Membership procedures

Membership Brochure

Membership Application Form

Policy Reference Number: POL2019001

Date of endorsement: 23 July 2019

Date last reviewed:

Date for next review: 23 July 2022