



# Membership Policy

## Background

Consistent with the Beaconsfield Neighbourhood Centre Constitution, all persons participating in Centre activities must complete a membership application form and pay the associated membership fee prior to commencement of a course, Children's Room activity or a workshop. Members shall support the purpose of the Centre and agree to comply with its rules.

## Purpose

The aim of this policy is to:

- To clarify when, how much, and by whom a membership fee is paid.
- To ensure that the Centre meets the requirements of the Constitution regarding membership.

## Policy Statements

- Persons participating in Centre activities must complete a membership application form and pay the appropriate fee.
- The Committee of Management will decide to accept or reject membership applications as soon as practicable after receipt.
- Membership is valid only for the calendar year in which the activity is initially undertaken and expires at midnight on December 31st.
- Membership fees are to assist in covering the Centre's operating costs.
- There will be only one annual membership fee required per family per calendar year. Family includes related people living at the same address.
- The annual membership fee requirement will be clearly publicised on all program brochures.
- The Constitution details conditions of membership and membership eligibility, nomination procedures, resignation, suspension or expulsion procedures, and membership annual subscription determination, will be in accordance with the Constitution.

## Types of membership

### Associate Membership:

The most common membership is for regular users of the Centre who do not wish to become full members for voting and meeting purposes.

### Workshop Membership:

A workshop membership is like an associate membership for any person wishing to attend a one-day workshop only.

### Full Membership:

Full membership may be requested by any interested member and is compulsory for members of the Committee of Management. It entitles members to vote and to receive notice of, attend and be heard at general meetings. It also allows access to minutes and other documents and to submit items of business for consideration at a general meeting. Due to voting on the distribution of government funding and affecting decisions for the licensed childcare service, checks will be performed based on the Safety Screening requirements for Committee of Management members.

**Volunteer Membership:**

People wishing to participate as volunteers and not attend any courses at the Centre (excepting the Committee of Management) are required to complete an associate membership form but are excused from paying any fee.

**Personal Details**

All information collected on membership forms will remain confidential. Staff will not share any contact details without the consent of the member. A register of members will be kept and maintained. Any member who is entitled to vote (full membership) may, at a reasonable time and free of charge, inspect the register of members. It is an offence to make improper use of information about a person obtained from the register. Access to information contained in the register may be restricted in certain circumstances under Section 59 of the Associations Incorporation Reform Act 2012.

**Fees**

An annual membership fee is payable at or prior to the commencement of the first course or activity undertaken by an individual/family in the calendar year. The Committee of Management determine the fee. Any change to the amount of the annual membership fee or workshop fee may be determined by the Committee only for the next calendar year.

From January 1, 2024, annual associate and full membership fee is:

\$15 for individual/family enrolments

\$12 concession (health care card, student card or seniors card holders)

Any individual/family enrolling in a class for the first time in Term 4 will be eligible for a reduced membership fee of:

\$8 for individual/family

\$6 concession (health care card, student card or seniors card holders)

The annual membership fee is non-refundable except in the event of a person enrolling for a course that is cancelled by the Centre.

From January 1, 2024 workshop membership fee is \$4.00 per person.

Up to four individual workshop membership fees may be paid after which an annual membership will be recorded prior to participating in a fifth workshop. If the person who has paid a workshop membership fee wishes to do a course later in the calendar year or has completed four workshops and wishes to do a fifth, the workshop membership fees paid to date will be deducted from the full membership fee.

**Entitlements**

Membership entitles the member to:

- Attend activities, courses, or programs at the Centre.
- have free use of the Public Internet Access computers (excluding printing).
- enjoy free tea, coffee, biscuits, and use of the foyer area.
- freely access the Book Corner library area.
- be eligible to join the Committee of Management or Sub-committees.
- receive emailed copies of the term program brochures (if consent received).
- be invited to attend the Annual General Meeting.
- help our valuable, local community organisation (BNC) to continue operating.

## Roles and Responsibilities

Management	<ul style="list-style-type: none"><li>Review and approve of new membership applications and record in minutes of meeting.</li></ul>
Centre Coordinator	<ul style="list-style-type: none"><li>Present new membership applications to the Committee of Management at each meeting for acceptance.</li></ul>
Staff, Tutors, Volunteers	<ul style="list-style-type: none"><li>Ensure all participants of programs at the Centre have filled in a membership form and paid the associated fee.</li><li>Manage the filing of forms, update of member register and ensure privacy and confidentiality is maintained.</li><li>Ensure information recorded in digital files is correct and updated as soon as practicable after notification.</li></ul>

## Associated Documents

Members Code of Conduct  
Constitution  
Membership Forms  
Privacy & Confidentiality Policy  
Safety Screening Policy

## Document History

Version	Title	Author	Authorised	Date	Changes to Previous
1	Membership Fee Policy	President	COM	April 2002	Original
2	Membership Policy	Centre Coordinator	COM	October 2004	Yes
3	Membership Policy	Centre Coordinator	COM	June 2013	Yes
4	Membership Policy	Centre Coordinator	COM	February 2018	Yes
5	Membership Policy	Centre Coordinator	COM	June 2023	Review & Update