

# Membership Policy



<b>Policy Relevant to:</b>	All staff, Educators, families, and Board Members
<b>Last Reviewed:</b>	July 2022
<b>Next Review:</b>	July 2025

## Policy

This policy is a mandatory policy that is central to Adventure Patch governance framework. The purpose of this policy is to outline the categories of membership, terms of membership, and other important information regarding Adventure Patch membership.

The Board will regularly review the membership list and approve membership applications or provide for delegation to approve applications for membership.

## Becoming a member:

Under Adventure Patch Constitution the Board may provide categories of membership; there are currently three categories of membership

- Staff members:
  - All permanent staff members may apply for membership of the Company after successful completion of their probationary period.
  - Casual staff members may apply for membership after successfully completing six months of casual employment, including completing a shift in each of the three calendar months prior to submitting the application for membership.
  - Family Day Care Educators who have been providing Family Day Care through any of our Family Day Care services for at least three months.
- Parents utilising an AP Service:
  - This includes Long Day Care, Outside School Hours Care and Family Day Care Services. Upon enrolment with one of Adventure Patch's Services, the parent that is the CCS recipient for the enrolled child may apply for membership of the Company. In the case of a family not being eligible for CCS, the parent that is noted to be the primary parent may apply for membership. In the case that the CCS recipient wishes for another parent of the child/children's family to be the member, this must be noted on the membership application form, together with an explanatory reason. Should both parents wish to attain membership, one of the parents must apply for membership via the Community Member category.
- Community Member:
  - Community Members who have a keen interest in the organisation may apply for membership at any time.

## Membership Term:

Membership commences 31 days after the membership has been approved and is detailed in the notification that the membership application has been successful and continues until terminated in accordance with the Membership Cessation section below.

## Membership Cessation

- Staff:
  - For permanent staff, membership continues until such time as written notification to Adventure Patch is received that the staff member no longer wishes to be a

member OR the date that the staff member resigns from Adventure Patch, whichever is the sooner.

- In the case of casual staff, membership continues until such time as written notification to Adventure Patch is received that the staff member no longer wishes to be a member OR if the casual staff member has not performed a working shift for three (3) months, whichever is the sooner.
- In the case of a Family Day Care Educator, membership continues until such time as written notification to Adventure Patch is received that the family day care educator no longer wishes to be a member, OR the date that the Family Day Care Educator's registration ceases, whichever is the sooner.
- Parents:
  - Membership continues until such time as written notification to Adventure Patch is received that the parent no longer wishes to be a member OR until four (4) months after the parent's child/children attends the last session of care with Adventure Patch services, whichever is the sooner. The process prior to cessation of membership in this policy will be followed.
- Community Members:
  - Membership continues until such time as written notification to Adventure Patch is received that the person no longer wishes to be a member OR until 31st December in that year, whichever is the sooner.

### **Process prior to Membership Cessation:**

- Parents:
  - Adventure Patch will contact a parent member once we become aware that their child is ceasing care, or after their child/children have not attended a session of care for three (3) months to advise that membership will be cancelled in the next month. If the parent wishes to remain a member, they are required to apply for community membership.
- Community Member:
  - Adventure Patch will issue an invoice for community membership fees no later than 30<sup>th</sup> November each year for membership the following year. Should the membership fees remain unpaid on 31<sup>st</sup> January, a notice will be sent seeking payment within 14 days. If the invoice remains unpaid after 14 days, the CEO shall submit to the Board for cancellation of membership.

### **Eligibility Criteria & Application**

- Complete the required application form and submit to the Company Secretary or other such person that The Board or CEO delegates in accordance with the Delegation section of this policy.
- Based on applicant's membership category, acceptance will not be completed until any fees are paid and then deemed financial.

### **Membership Fees**

- The annual membership fee for members will be determined by the Board of Directors and different fee amounts may be determined for different membership categories.
- Fees may be reviewed by the Board as necessary.
- Categories of membership with annual fee, will be invoiced last quarter of the current year.
- Categories of membership with annual fee are not refundable if a member ceases their membership.

- Currently Staff and Parent categories have no membership fee.

### Benefits

All members are eligible to attend and vote at Annual General Meeting, provided the member is financial.

### Privacy & Confidentiality

All data that we collect is kept secure, private and confidential, and complies with the Australian Privacy Principles. Please see our Privacy Policy for more information.

### Membership Approval

- All memberships are subject to approval in accordance to Rule 10 of the Adventure Patch constitution.
- The Board here by delegates the power to approve memberships for the Staff and Parent Categories to the CEO. The CEO may, at their discretion further delegate the power to one or more other staff members, such delegation can be for either one or both Categories. The CEO must inform the Board of any such delegation prior to it being made.
- Should an application for Membership be received from someone who:
  - has previously resigned their membership;
  - has been expelled or
  - is from a parent other than the CCS recipient.then that membership application must be referred to the Board for approval.

- The CEO or anyone they so delegate, shall decide all membership applications within 14 days of receipt. Should they not approve the application within 14 days they shall refer the membership to the board for their consideration.
- The CEO shall provide to the Board every three months with a list of members approved.
- The power to approve Community Members shall remain with the Board.
- The Membership Approval process does not apply to membership applied for in accordance with the Transitional Provisions below.

### Membership Fees

As at the July 2022 policy review, the membership fees are as follows:

- Staff Membership: \$nil
- Parent Membership Fee: \$nil
- Community Membership Fee: \$20 per annum

## Review History

<b>Policy Reviewed By:</b>	Malcolm Guy	CFO	July 2022
<b>POLICY REVIEWED</b>	July 2022	<b>NEXT REVIEW DATE</b>	July 2025
Modifications	<ul style="list-style-type: none"><li>Removed transition section.</li><li>Added membership fees.</li></ul>		
<b>POLICY REVIEWED</b>	<b>PREVIOUS MODIFICATIONS</b>		<b>NEXT REVIEW DATE</b>

## Signed

<b>DCEO:</b>	
<b>Manager:</b>	