

PROCEDURE Membership of Senses Australia

1. PURPOSE

The purpose of this procedure is to ensure that a person wishing to be a Member of Senses Australia is admitted as a Member in accordance with the Senses Australia's constitution.

2. SCOPE

This procedure relates to any person wishing to be a Member of Senses Australia and all types of Membership of Senses Australia in accordance with the constitution.

This procedure relates to all employees of Senses Australia.

3. DEFINITIONS

Nil.

4. PROCEDURAL DETAILS

4.1 Membership

Categories of Membership

The categories of Membership are:

- general Members; and
- life Members.

Additional categories of Members may be created from time to time by the Members in a general meeting on the recommendation of Directors.

Criteria for general Membership

Any individual who is not less than 18 years of age at the date of application; and is not currently an employee of Senses Australia is able to apply for general Membership.

Any Body Corporate can apply for general Membership

Criteria for life Membership

Any individual general Member, who in the opinion of the Directors has given outstanding service to the Company and who is approved as a life Member by an ordinary resolution of the board of Directors.

Admission to Membership

Admission as a general Member is dependent on the following:

- meeting the criteria for general Membership

- completion of a valid application form
- payment of the annual subscription
- approval of the application for Membership by a simple majority vote by the board.

Admission as a Life Member is dependent on the following:

- meeting the criteria for Life Membership
- nomination of the person for life Membership by two financial Members of the Company; and
- approval of the application for life Membership by a simple majority vote of the Directors.

Form of application

An application for Membership must be:

- in writing in a form approved by the Directors;
- signed by the applicant;
- signed by the proposer and seconder, each of whom must be Members; and
- accompanied by any other documents or evidence as to qualification for the type of Membership applied for which the Directors require.

If the applicant is a body corporate it must nominate 1 person to represent it in the Company. The application form must:

- state the name and address of the nominated representative; and
- be signed by the nominated representative.

Process for admission to Membership

- The Directors must consider an application for Membership within sixty days of its receipt and determine, in their discretion, the admission or rejection of the applicant.
- The Chief Executive Officer must notify all applicants of the outcome of their application for Membership.
- The Directors need not give any reason for the rejection of an application.

If an application for Membership is rejected:

- the annual subscription must be refunded to the applicant
- the individual cannot reapply again for Membership within three months from the date of refusal
- a rejected person may, within 21 days, apply in writing to speak to the board to seek to have the decision reviewed at the next board meeting.

If an applicant is accepted for Membership,

- the Chief Executive Officer must notify the applicant and
- the name and details of the Member must be entered in the Register.

Register of Members

The Finance Department must keep a Register of Members and the following must be entered in the Register in respect of each Member:

- the full name of the Member;
- the residential address, facsimile number and email address, if any, of the Member;
- the category of Membership;
- the date of admission to and cessation of Membership;
- the date of last payment of the Member's annual subscription;
- in the case of a corporate Member, the full name, address, facsimile number and email address of its nominated representative; and
- any other information as the Directors require.

The name of a person who dies or ceases to be a Member must be deleted from the register of Members.

The register must be kept and maintained at the premises of Senses Australia

Annual subscriptions

The annual subscription payable by a Member is determined by the Directors from time to time and approved at a general meeting.

All annual subscriptions are due and payable in advance on 1 July in each year.

If a person is admitted to Membership during the months of January to June inclusive the Directors may reduce the annual subscription payable by the applicant in any manner they see fit.

No annual subscription is payable by any life Member.

Unpaid annual subscriptions

If the annual subscription of a Member remains unpaid for 2 months after it becomes payable; and a notice of default is given to the Member following a resolution of the Directors to do this; the Member ceases to be entitled to any of the rights or privileges of Membership but these may be reinstated on payment of all arrears if the Directors see fit.

Cessation of Membership

Resignation

A Member may resign from Membership by giving written notice to the Chief Executive Officer.

The resignation of a Member takes effect on the date of receipt of the notice of resignation or any later date provided in the notice.

A resigning Member remains liable to pay the amount of any annual subscription due and payable by that person but unpaid at the date of resignation.

Failure to pay

If a Member has not paid all arrears of annual subscriptions when he resigns or, if paid, the Member's rights and privileges are not reinstated:

- the Member remains liable for all the obligations and liabilities of Membership until the expiration of 6 months after the date of notification and
- the Member ceases to be a Member and Member's name must be removed from the Register at the expiration of the 6 month period.

Cessation of Membership

An individual Member ceases to be a Member:

- on the death of the Member; or
- if the Member is expelled.

A corporate Member ceases to be a Member:

- if the body corporate is wound up or is otherwise dissolved or deregistered; or
- if it is expelled

A life Member ceases to be a Member if the Directors, for any reason, request in writing the resignation of the Member and the Member does not resign within 2 months after the request is sent.

4.2 Processing of new subscribing Memberships

When a completed Membership form is received in the office any cash or cheques are forwarded to the Finance Department with a copy of the application form, and the original application is forwarded to the Chief Executive Officer.

Chief Executive Officer

The Chief Executive Officer must deal with the application within the timeframe determined within this procedure. The Chief Executive Officer can either deal with the application by circular resolution to the Board or present the application to the Board at the next Board meeting. In either case, a resolution with the application for Membership is put to the Board.

The Board of Senses Australia is required to approve or reject the application for Membership.

The application for Membership is progressed as follows once the Board has approved the application.

Membership application rejected

If the application for Membership is rejected by the Board, a letter is sent to the applicant by the Chief Executive Officer advising that Membership is denied.

A copy of the letter of denial is forwarded to the Finance Department and any annual subscription is refunded to the applicant.

Membership Approved

Following approval of the Membership application by the Board, a letter is sent by the Chief Executive Officer to the applicant advising that Membership is approved.

A copy of the letter of approval along with the original application is forwarded to the Finance Department.

A copy of the letter of approval along with a copy of the application is forwarded to the Marketing Department.

Life Membership

The Chief Executive Officer will place the matter of Nominations for Life Membership on the Board Meeting August agenda with the names and resume of any recommendations for Life Membership. The Board makes its deliberations in accordance with the constitution and any Life Members are announced at the Annual General Meeting and the individual advised in writing by the Chief Executive Officer.

A copy of the letter of advice is forwarded to the Finance Department.

Finance Department

Upon receipt of the not yet approved application, the Accountant will process any cheques or cash and take no further action until the application is approved.

Upon receipt of the denied application for Membership, the Accountant will ensure that all monies already processed in relation to the application are returned to the applicant. The Accountant will also ensure that the name of the applicant does not appear on the register of Members.

Upon receipt of approved application for Membership, the Accountant processes the credit card or cheque payment and sends a receipt to the new Member.

The Accountant then records the new Member on the Register of Members.

Upon receipt of advice of a Life Member, the Finance Department records the advice on the Register of Members and ensures that this person is not invoiced for any annual subscriptions.

Communications and Marketing Department

Upon receipt of the copy of the letter to the Subscribing Member advising that his/her application has been approved, the name and details of the approved Member are placed on the fundraising data base as a supporter. The Member is then to receive newsletters, direct mail, and other Senses Australia literature unless they request otherwise.

4.3 Processing of Membership renewals

The Finance Department is responsible for sending Membership renewals to all current Subscribing Members during the second week of May each year.

Life Members are not required to pay the annual subscription and no renewals notices are sent to Life Members.

All annual subscriptions are due and payable in advance by 1 July in each year.

If a person is admitted to Membership during the months of January to June inclusive the Directors may reduce the annual subscription payable by the applicant in any manner they see fit.

If a Member has not paid their annual subscription by 1st July their failure to pay will be dealt with in accordance with this procedure.

4.4 Membership records

The Finance Department is responsible for maintaining the Register of Members and ensuring that it remains current at all times.

5. RESPONSIBILITIES

It is the responsibility of each employee to ensure that they remain informed regarding Senses Australia procedures which impact upon their duties, and to work within them.

6. CONTINUOUS IMPROVEMENT

All Senses Australia employees are encouraged to provide feedback on this procedure to their supervisor, to ensure that it remains relevant and continues to reflect the actual manner in which activities are undertaken.

RELATED FORMS
FORM Application for Senses Australia Membership

RELATED QMS DOCUMENTS
Nil.

RELEVANT LEGISLATION AND STANDARDS
Nil.