

Policies and Procedures Manual

Title: **Membership**

Policy:

1. The provisions of Rule 2(1) and Part3 Division 1 of the Constitution must be adhered to by all members, associate members, persons applying to become a member or an associate member, those renewing membership and associate membership and when new applications for membership or the renewal of memberships are being processed.
2. In accordance with Rule 15 of the Constitution, the Committee may approve a provisional membership without charge to a person with particular qualifications or skills that are required for learning or other activities and which are not available from members.

In summary:

1. Only persons who are 45 years or older and who are not fully employed are eligible to apply to be a member or an associate member,
2. Applications for new membership or associate membership must be in writing and or in a form acceptable to U3A Knox Inc. Applications are not to be accepted unless accompanied by the annual or the applicable pro rata membership subscription as determined by the committee, and further, a joining fee if required,
3. Applications for new membership or associate membership must not be accepted unless the applicant has expressly indicated he or she has read and agrees with and agrees to be bound by the Rules of the Association.
4. Until an application for membership or associate membership has been approved by the committee, an applicant may participate in activities but is not entitled to vote at any meeting of the Association,
5. If an application for membership or associate membership is subsequently approved the Secretary must notify the applicant as soon as it is practicable to do so. The advice must include the date the new member is entitled to exercise the right to vote at meetings of the Association.
6. If an application for membership or associate membership is rejected, the Secretary must advise the applicant as soon as practicable of the decision and return any

monies that accompanied the application. The committee will decide if a reason is to be given to the applicant for the decision to reject the application. The Secretary must ensure any enrolment by the applicant in activities or classes are cancelled,

7. Once an application for membership, other than an associate membership, has been approved by the committee and 10 business days have passed since the application was approved, a member is entitled to vote at meetings.
8. An associate member cannot vote at meetings but may have other rights as determined by the committee or by resolution at a general meeting.
9. The rights of a member are not transferable and end when membership ceases.
10. The annual subscription for renewal of membership must be paid by the due date. If payment is not received by the due date all rights to participate in activities or to vote are suspended in accordance with rule 12(4) until payment is made.
11. In accordance with rule 18, the Secretary must maintain an up to date register of members,
12. The membership of a person ceases on resignation, expulsion or death. The Secretary must enter in the register the date the person ceased to be a member,
13. Resignation of membership must be in writing given to the Association. In the absence of a written resignation having been received by the association the committee may consider a member to have resigned if;
 - (1) the annual subscription is more than 12 months in arrears, or
 - (2) if an annual subscription is not payable and the Secretary has written to the member seeking confirmation that he or she wishes to remain a member and the member has not responded within 3 months.
14. Provisional memberships must only be granted for a specified purpose and time. A provisional member cannot vote but may have other rights as determined by the Committee. A person granted provisional membership must agree to be bound by any applicable policies and procedures relevant to the service being provided.