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Policy No. 22

SubClub/ Branch Membership Refusal/ Cancellation Policy

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On behalf of Board:	Denis Moroney President
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TITLE

Sub Club/ Branch Membership Refusal/ Cancellation Policy

PURPOSE

This policy governs the procedure to be adopted in circumstances where a SSAA (Vic) sub club (club) or Branch finds the need to either refuse a membership application or to cancel an existing membership.

SCOPE

SSAA (Vic) Branches and Sub Clubs.

OBJECTIVE

To provide guidance to Branches and Sub Clubs in situations where they need to deal with the expulsion of a member or the refusal of an application to join.

The policy seeks to balance the rights and interests of individuals and Sub Clubs and Branches, while recognising that such matters are regarded as being essentially internal matters for resolution by the respective SubClub or Branch, given that membership refusals and/or cancellations are likely to be best resolved by a committee which is familiar with the circumstances of a refusal/cancellation. Consequently, it is preferable that the Board does not become directly involved.

The policy is largely based on the Consumer Affairs Victoria Model Rules for an incorporated association, with minor amendments to accommodate SSAA (Vic) sub clubs and branches.

POLICY AND GUIDELINE DETAILS

New Membership

1. Application for membership

- (a) To apply to become a member of a sub club, a person must submit a written application to a committee member stating that the person—
- (i) wishes to become a member of the Association;
 - (ii) supports the purposes of the club; and
 - (ii) agrees to comply with club rules.
- (b) The application—
- (i) must be signed by the applicant; and
 - (ii) may be accompanied by the joining fee (if any), as determined by the club.

2. Consideration of application

- (a) As soon as practicable after an application for membership is received, the Committee must decide by resolution whether to accept or reject the application.
- (b) The Committee must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- (c) If the Committee rejects the application, it must return any money accompanying the application to the applicant.
- (d) No reason need be given for the rejection of an application.

3. New membership

- (a) If an application for membership is approved by the Committee—
 - (i) the resolution to accept the membership must be recorded in the minutes of the committee meeting; and
 - (ii) the Secretary must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.
- (b) A person becomes a member of the club and is entitled to exercise his or her rights of membership from the date, whichever is the later, on which—
 - (i) the Committee approves the person's membership; or
 - (ii) the person pays the joining fee.

Cancellation of Membership

4. Grounds for disciplinary action

- (a) The club may take disciplinary action against a member in accordance with this section if it is determined that the member—
 - (a) has failed to comply with these rules;
 - (b) refuses to support the purposes of the club; or
 - (c) has engaged in conduct prejudicial to the club.

5. Disciplinary subcommittee

- (a) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- (b) The members of the disciplinary subcommittee:
 - (i) may be Committee members, members of the Association or anyone else; but
 - (ii) must not be biased against, or in favour of, the member concerned.

6. Notice to member

- (a) Before disciplinary action is taken against a member, the Secretary must give written notice to the member:
 - (i) stating that the Association proposes to take disciplinary action against the member;

- (ii) stating the grounds for the proposed disciplinary action;
 - (iii) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action;
 - (iv) advising the member that he or she may do one or both of the following:
 - a) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
 - b) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
 - (v) setting out the member's appeal rights under clause 8.
- (b) The notice must be given no earlier than 28 days and no later than 14 days before the disciplinary meeting is held.