



## Membership Policy & Procedures

<b>Title</b>	Membership Policy	<b>Policy No</b>	PN-0017
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<b>Pillar Area</b>	Governance	<b>Scheduled review date</b>	2025

### Introduction

As a membership organisation Australian Dragon Boat Federation (AusDBF) has a responsibility to its members. This policy lists the membership requirements and eligibility requirements to gain membership for each membership category and the benefits for each membership category once a member.

### State of Principle

AusDBF is committed to providing services and benefits to its members which are relevant, fair and consistent with the objectives of the Association Constitution, Strategic Plan and Roles and Responsibility matrix.

### Purpose

This policy sets out the membership requirements pursuant to clause 5 of the Constitution.

### Membership Categories

Membership of to AusDBF shall fall into one of the following categories:

- a. Member States – have voting rights
- b. Life Members – do not have voting rights
- c. Affiliate Members – do not have voting rights excluding Dragons Abreast Australia
- d. Individual Members – do not have voting rights
- e. Club Members - do not have voting rights
- f. Such other category of Member as may be created by the Board.

### Admission of Members

1. Only upon meeting the criteria applicable to the relevant category of membership and provided the natural person and/or legal entity has signed an application in which they undertake to:
  - a. Be bound by these Rules, the Statutes and Regulations and By-Laws and Policies;
  - b. Pay the fees and subscriptions determined to apply to the Member; and
  - c. Support the Federation in the encouragement and promotion of its Objectives, shall the person and/or legal entity be eligible for acceptance by the Board as a Member.
2. If a natural person and/or legal entity is eligible for membership and is accepted by the Board as a Member, the Board will direct the Public Officer to record the Member's name in the Register of Members kept by the Federation.
3. Membership of the Association is at the discretion of the Board.

## **Cessation of Membership**

A Member shall cease to be a Member of the Federation if:

- a. The Member dies, or
- b. The Member becomes bankrupt, or
- c. The Member becomes insolvent or is under administration within the meaning of the Corporations Law, or
- d. The Member at any time by giving notice of not less than one month in writing to the Association resigns its membership, or
- e. Their membership is terminated according to this Constitution and/or the Regulations, or
- f. The Member becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health, or
- g. The Member no longer meets the requirements of membership according to clause 5 of the Constitution, or
- h. The Member fails to renew its membership with the Association for the following year as at the end of the Association's financial year.

## **No claim against the Association**

No Member whose membership ceases for any reason will have any claim against the Association or the members of the Board for damages or otherwise arising from cessation or termination of membership, for whatever reason.

## **Limited Liability**

Member's liability is limited to the amount of money due and payable by the Member to the Association at the time of the dissolution of the Association.

## **Non-assignability**

Membership is personal to each Member. No Member shall, or purport to, assign the rights comprising or associated with membership to any other person and/or legal entity and any attempt to do so shall be void.

## **Insurance**

Any insurance provided under a membership category shall be void if incorrect details are provided to AusDBF or if the membership requirements are not satisfied.

## **Fees**

- a. Each *Member State* will pay to AusDBF an annual prescribed Membership Fee as determined by the Directors from time to time. This Fee is payable on 30 July each year and the amount will be confirmed at the AGM.
  - b. *Life Members* are not subject to a prescribed fee.
  - c. The *Affiliate Member* is granted membership subject to the paying the prescribed fees and providing the required membership details.
  - d. All *Individual members* and participants who take part in competitions, programs and events conducted by Member States and Affiliates will pay the annual paddler levy, as determined by the Directors from time to time.
  - e. *Club Members* will pay to AusDBF an annual prescribed Membership Fee as determined by the Directors from time to time. This Fee is payable on 30 July each year and the amount will be confirmed at the AGM.
  - f. Annual membership fees are applicable from 01 July to 30 June each financial year.
- Only one annual subscription fee will be payable by a member in any one year.

**Non-payment of Fees**

Member States, Affiliate Members and Club Members that have not paid all membership fees to AusDBF by due date will be subject to clause 9 in AusDBF Constitution.

<https://www.ausdbf.com.au/policies/>



## Membership Procedures

1. The Member State, Affiliate member or Club member continuing to meet the criteria as set out in section 5.3 of AusDBF's Constitution.
2. Member States, Affiliate members and Club members will supply the following information to AusDBF with membership fees:
  - a. Completed new or renewal membership form
  - b. Payment of AusDBF's affiliation fees within the prescribed time.
3. Within 21 days of Member State, Affiliate member and Club member AGM provide AusDBF with updated Board contact details
4. Within 21 days of Member State, Affiliate member and Club member AGM provide AusDBF with copy of annual report and ensure AusDBF has a current copy of Constitution.
5. AusDBF will invoice Member States and Affiliate members ~~and Club members~~ for annual membership by 31 July each year.
- ~~6. From July 1<sup>st</sup> 2023, individual membership levy for AusDBF and State membership will be collected at point of registration with all payments to be made by credit card AusDBF will invoice Member States for the annual paddler levy twice per year based on registrations in the national database.~~
  - ~~a. At 30 November each year~~
  - ~~b. At 31 March each year~~
7. Life members will continue to be recognised as a Life Member as defined in AusDBF's Constitution – clause 5.4 and are not subject to payment of any annual fees.