



Membership Policy

—
The Inclusion Circle Incorporated INC 9882830
(**Association**)
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1 Introduction

1.1 The Inclusion Circle

- (a) This Membership Policy (**Policy**) is a policy of The Inclusion Circle Incorporated (**Association**) which is an incorporated association registered in NSW under the *Associations Incorporation Act 2009* (NSW) and is governed by a committee (**the Committee**) established under its constitution (**Constitution**).
- (b) The Constitution establishes that the Association is to support human resources and diversity practitioners to network, share best practice and to learn from functional and industry experts by, without limitation:
 - (1) providing a forum for information exchange between members;
 - (2) acting in a consultative capacity to government and business organisations;
 - (3) promoting awareness of principles and best practice;
 - (4) contributing to public debate; and
 - (5) promoting professional development of members and practitioners,**(Statement of Purposes)**
- (c) Unless indicated otherwise, terms defined in the Constitution have the same meaning in this Policy.

1.2 Policy coverage

- (a) This Policy applies to all members of the Association and membership applicants.
- (b) Rule 8.16 of the Constitution allows the Committee to delegate any of its powers (other than those which by law must be dealt with by the Committee) to one or more sub-committees (consisting of Committee members, members of the Association and / or any other persons the Committee thinks fit). The Committee therefore may delegate its powers with respect to membership to a membership committee. Any such delegation will need to be documented distinct from this Policy.
- (c) The Policy (including the Schedules, if any) can be amended from time to time by the Committee.

1.3 Purpose of Policy

- (a) This Policy is intended to:
 - (1) assist the Committee with all membership related matters; and
 - (2) assist members and membership applicants understand the membership eligibility requirements, membership application process and consideration of membership applications.
- (b) This Policy details the member categories, and rights and fees associated with each category.

2 Membership

2.1 Eligibility for membership of the Association

To be eligible for admission as a member of the Association, the proposed new member must support the Statement of Purposes and the Association.

2.2 Application

In accordance with rule 5.2(a) of the Constitution and this Policy:

- (a) an application by an individual for membership of the Association must:
- (1) be made in writing (including by email or other electronic means, if the Committee so determines) in the form prescribed by the Committee from time to time;
 - (2) be accompanied by the consent of the applicant to become a member of the Association;
 - (3) contain an acknowledgment by the applicant that the applicant agrees to be bound by the Constitution and supports the Statement of Purposes; and
 - (4) be lodged with the secretary of the Association.
- (b) an application by an organisation for membership of the Association must:
- (1) be made in writing (including by email or other electronic means, if the Committee so determines) in the form prescribed by the Committee from time to time;
 - (2) be accompanied by the written consent of the applicant to become a member of the Association signed by a representative of the organisation with the requisite authority;
 - (3) include the nomination of a member representative (including name and position) who is an employee or non-executive director of the organisation and indicate whether the nomination is for a standing (ongoing) appointment;
 - (4) include the details of its Australian Business Number;
 - (5) contain an acknowledgment by the applicant that the applicant agrees to be bound by the Constitution and supports the Statement of Purposes; and
 - (6) be lodged with the secretary of the Association.

2.3 Internal admission process

Step	Overview	Detail	Responsibility
1.	Receipt of application	As soon as practicable after receiving a nomination for membership, the secretary must refer the nomination for consideration at the next Committee meeting.	Secretary
2.	Committee determination	At the next committee meeting, the Committee will review the nomination against the Constitution and this Policy (including the eligibility requirements in clause 2.1 of this Policy) and will: <ul style="list-style-type: none"> • by resolution approve or reject the nomination; or • ask for more information from the nominee on eligibility or suitability for membership. 	Committee

		The Committee does not need to give any reason for refusing to accept a membership application.	
Confirmation			
5.	Written confirmation	<p>Where the Committee approves an application for membership, the secretary must notify the applicant of that approval within one week of the decision, and request the nominee pay within 28 days any annual membership fees in accordance with clause 2.5 of this Policy</p> <p>Where the Board rejects an application for membership, the secretary must notify the applicant of that decision within one week of the decision.</p>	Secretary
6.	Administration	On payment of any required membership fees, the secretary must cause the applicant's name to be entered in the register of members, at which point the applicant becomes a member of the Association.	Secretary

2.4 Administration of members' register

- (a) On payment of any required membership fees, the secretary must cause the member to be recorded on the register of members.
- (b) The register of members must record:
 - (1) each member's name;
 - (2) each member's residential, postal or email address;
 - (3) the date on which the person became a member; and
 - (4) if the person ceases to be a member, the date on which they ceased to be a member.
- (c) The register of members may be kept in written or electronic form.
- (d) If the register of members is kept in written form, it must be kept in New South Wales and at the association's main premises.

2.5 Membership fee

- (a) On confirmation of an application for membership in accordance with the process in clause 2.3 above, members must pay to the Association an annual membership fee to be determined by the Committee (**Membership Fee**).
- (b) The Membership Fee determined by the Committee is \$___ per annum, to be paid in a lump sum in advance.

- (c) The initial Membership Fee is due and payable within 28 days of the written confirmation from the secretary that the member's application for membership of the Association has been approved.
- (d) For each year thereafter that the member wishes to retain its membership of the Association, the Membership Fee is due and payable on the anniversary of the date the member's name was entered into the register of members.
- (e) 1 month before the annual Membership Fee is due, the Committee will notify the relevant member of the amount, method of payment and time for payment of any annual Membership Fee and of any alteration to the annual membership fee.
- (f) Where the annual Membership Fee is not received:
 - (1) after one month of the due date, the Committee may issue a written reminder notice to the member; and
 - (2) after three months of the due date, the individual or organisation ceases to be a member in accordance with rule 5.6 of the Constitution.

2.6 Organisation members

- (a) An organisation who is a member of the Association may, by written notice to the secretary, appoint, remove or replace an individual to act as its member representative in all matters connected with the Association as permitted by the Act.
- (b) Any standing appointment of a member representative will cease on notification to the secretary that the appointed person has ceased to be affiliated with its nomination member organisation and the member must promptly notify the secretary as soon as such affiliation ceases.
- (c) A member representative is entitled to:
 - (1) exercise at the relevant general meeting all the powers which the member could exercise if it were a natural person; and
 - (2) in accordance with the Constitution, be counted towards a quorum on the basis that the member is considered to be personally present at the general meeting.
- (d) A member may not appoint more than one member representative and where a new member representative is appointed and the previous one has not been removed, the most recent appointment will apply.

2.7 Membership classes

- (a) There are five membership classes, which can be changed by the Committee from time to time.
- (b) Each membership class has a price, criteria and is entitled to the following additional benefits of membership:

Name	Size	Additional Membership Benefits	Price
Group Membership Level 1	Organisation which employs more than 1000 people	1. An opportunity to host, partner or sponsor a 'The Inclusion Circle' event 2. Unlimited members from the organisation are able to attend 6 forums/webinars 3. Two people from the organisation are able to participate in Association voting at the AGM	\$900 per annum
Group Membership Level 2	Organisation which employs between 200 to 1000 people	1. Unlimited members from the organisation are able to attend 6 forums/webinars	\$700 per annum

		2. Two people are able to participate in Association voting at the AGM	
Group Membership Level 3	Organisation which employs less than 200 people	1. Unlimited members from the organisation are able to attend 6 forums/webinars 2. One person is able to participate in Association voting at the AGM	\$290 per annum
Individual or Sole Practitioner	Individual	1. The member is able to attend 6 forums/webinars 2. The member is able to participate in Association voting at the AGM	\$225 per annum
Student Membership	Individual	1. The member is able to attend 6 forums/webinars 2. The member is able to participate in Association voting at the AGM	\$60 per annum

2.8 Review of Policy

This Policy will be reviewed [annually] by the Committee. Any changes to the Policy will be promptly communicated to any relevant individual or committee.

2.9 Approved and adopted

This Policy was approved and adopted by the Committee on [insert date].

Version	Date of adoption	Date of next review
1		