

POLICY REGISTER

Subject: Membership Policy

Primary Responsibility:

Board members and staff

Policy Statement

WSCF recognises the importance of an informed and active membership.

Procedure

- All members (whether new or renewing) will be required to complete the Membership Application Form;
- Membership can be for one year, three years or five years. All members are required to pay in full the relevant Membership Fee and any other service related fees;
- All member derived funds will be allocated to services for members;
- The Administration Worker will maintain a register of current members including contact details;
- The Administration Worker will maintain an up-to-date Members Information Kit which will be distributed to all services and individuals who enquire about Western Sydney Community Forum and its membership;
- The Members Information Kit may include:
 1. Introduction Letter
 2. Member's Rights and Responsibilities (attached)
 3. WSCF brochure
 4. WSCF Annual Report
 5. WSCF Membership Form
- All membership issues (eligibility, rights, resignation, etc.) will be dealt with in accordance with the Constitution;

- In addition to the rights contained in the Constitution, membership entitles organisations or individuals to:
 - Eligibility to membership of the Board;
 - Receipt of the Forum EFlash;
 - Active participation in the planning and evaluation of services provided by WSCF; and
 - The ability to initiate policy proposals or review policies.
- If members are concerned about the services provided by WSCF they will be encouraged to make a complaint in accordance with the Complaints Policy;
- Information provided by members to WSCF will be treated confidentially in accordance with the Privacy and Confidentiality Policy.

Adopted by Board on: 02/06/2009

CROSS REFERENCE

- WSCF Constitution
- O2 Statement of Purpose
- GP5 Privacy & Confidentiality Policy
- PS5 Complaints Policy
- PS6 Fees Policy

WSCF member's rights & responsibilities

The information contained in this information sheet derives from the WSCF Constitution. Members should consult the Constitution for more details. A copy of the Constitution may be obtained from the Office manager or on the WSCF website (www.wscf.org.au).

Who can become members of WSCF?

Membership is open to:

- Incorporated not-for-profit community-based social/welfare organisations based or operating in Western Sydney; and
- Individuals representing unincorporated not-for-profit community based social/welfare organisations based in Western Sydney.

Associate membership is open to:

- Individuals;
- Incorporated not-for-profit community-based social/welfare organisations not based in Western Sydney; and
- Government bodies and agencies and other interested bodies based in Western Sydney.

What are my obligations?

Members and associate members must be willing and able to comply with the objects of WSCF. WSCF's overall aim is to work with members to develop and support a strong community-based sector in Western Sydney. WSCF is a not-for-profit community-based organisation committed to the following values:

- Providing services and programs in a social justice framework
- Commitment to a culturally diverse community with special acknowledgement of Aboriginal and Torres Strait Islander heritage and its contribution to our nation.
- Non-discrimination on the grounds of sexuality, race, disability, gender, age and marital status in accordance with the NSW Anti-Discrimination Act.
- Equality of civil, political, social, economic and cultural rights for individuals and communities.
- Active participation of people and communities in the development of policies and delivery of services which impact on their lives.

What does WSCF membership entitle me to?

Members are entitled to:

- Receive the WSCF EFlash
- Initiate policy proposals or review of policies
- Participate in the evaluation and planning of WSCF services
- Vote at general meetings

- Stand for election to the Board
- Inspect the Association's register of members
- Privacy and confidentiality in relation to dealings with the WSCF

Associate members are entitled to all rights and responsibilities of members except:

- The right to vote at general meetings
- The right to stand for election to the Board
- The right to inspect the Association's register of members

How do I join?

- A nomination for membership of WSCF should be made on the Membership Application Form available from the Office Manager or the WSCF website (www.wscf.org.au)
- All applications for membership must be approved by the Board and the organisation notified once the application has been accepted

What fees do I pay?

The Board will determine fees annually. You will be required to pay these:

- Before 1 July in each calendar year; or
- Where a person becomes a member on or after 1 July in any calendar year:
 - Upon becoming a member; and
 - From that point, before 1 July in each succeeding calendar year

You may be asked from time to time to pay fees in relation to services provided to you by WSCF. You will be informed of such fees prior to receiving such services.

WSCF will allocate any self-generated funds to the support of services for members.

How do I cease being a member?

A person or organisation ceases to be a member of WSCF if the person or the organisation:

- Dies or disbands (in the case of an organisation)
- Resigns that membership; or
- Is expelled from the Association

To resign from WSCF you must give the Board written notice of at least one month of your intention to resign.

The Board can terminate membership for failure to pay outstanding memberships fees within three months of the due date.

How will disputes be managed?

If there is a dispute between members (in their capacity as members) or a dispute between members and WSCF these will be referred to a Community Justice Centre or a similar organisation for mediation.

Disciplining of members

A complaint may be made by any member of WSCF that some other member:

- Has persistently refused or neglected to comply with a provision or provisions of WSCF's constitution;
- Has persistently and wilfully acted in a manner prejudicial to the interests of WSCF.

The Board will deal with complaints in accordance with the Constitution. Copies of the Constitution may be obtained from the Administration Worker of the WSCF website (www.wscf.org.au).