

Membership Administration Procedure

(Approved by the Management Committee — Version 1.0)

1. Purpose

This procedure establishes the required steps for administering membership of Magnetic Island Community Care Association Inc. (MI Care), ensuring compliance with:

- the MI Care Constitution
- the Associations Incorporation Act 1981 (Qld)
- ACNC governance standards
- internal governance and record-keeping requirements

It provides a clear, consistent workflow for the Administrative Assistant, Secretary, and Management Committee.

2. Scope

This procedure applies to:

- all membership applications
- renewals and lapses
- changes to membership class
- maintenance of the Register of Members
- communication with applicants and members
- voting eligibility checks
- record-keeping and reporting

It covers Ordinary Members, Service Members, and Dual Members.

3. Definitions

Applicant — a person applying for membership.

Member — any person admitted under the Constitution.

Ordinary Member — voting member.

Service Member — non-voting member.

Dual Member — service member with voting rights.

Register — the official Register of Members maintained by the Secretary.

Committee — the Management Committee of MI Care.

4. Roles and Responsibilities

4.1 Administrative Assistant

- Receives applications and fees.
- Checks completeness of forms.
- Prepares applications for Committee consideration.
- Issues renewal notices and reminders.
- Updates internal records as directed by the Secretary.
- Files all membership documentation.

4.2 Secretary

- Maintains the official Register of Members.
- Issues written notices of acceptance or rejection.
- Ensures compliance with constitutional requirements.
- Prepares membership reports for Committee meetings.
- Ensures privacy and restricted access to member information.

4.3 Management Committee

- Considers and votes on all new membership applications.
- Determines membership fees (via General Meeting).
- Decides on reinstatements, terminations, and appeals.
- Ensures the Register is accurate and compliant.

5. Membership Administration Workflow

5.1 New Membership Applications

Step 1 — Application Received

The Administrative Assistant must ensure the application:

- is in writing
- is signed by the applicant
- is signed by a proposer and seconder
- uses the approved MI Care Membership Form
- includes the correct membership fee

Step 2 — Insurance Disclosure

Before Committee consideration, the applicant must be advised:

- whether MI Care has public liability insurance
- the amount of that insurance

(Constitution Rule 8 requirement)

Step 3 — Prepare for Committee

The Administrative Assistant:

- logs the application
- prepares a summary for the next Committee meeting
- attaches the application and payment confirmation

Step 4 — Committee Decision

At the next Committee meeting:

- the Committee votes to accept or reject the application
- the decision is recorded in the minutes

Step 5 — Notification

The Secretary must issue written notice of:

- acceptance (including membership class), or
- rejection (including refund of fees)

Step 6 — Register Update

If accepted, the Secretary enters:

- full name
- postal or residential address
- date of admission
- membership class
- any other particulars required

5.2 Membership Renewals

Step 1 — Renewal Notice

At least 30 days before renewal is due, the Administrative Assistant sends:

- renewal notice
- fee amount
- payment instructions

Step 2 — Payment Processing

Payments are recorded and receipted.

Step 3 — Register Update

The Secretary updates:

- renewal date
- financial status
- any changes to contact details

Step 4 — Lapsed Members

A member is considered in arrears after 2 months, and the Committee may terminate membership under Rule 9.

5.3 Lapsed Membership and Reinstatement

Lapsed Member

A member who has not paid fees for 2+ months is:

- recorded as unfinancial
- ineligible to vote
- at risk of termination

Reinstatement

The Committee may reinstate a member upon:

- payment of outstanding fees
- confirmation that no disciplinary matters apply

The Secretary updates the Register accordingly.

5.4 Membership Class Changes

Service → Dual Member

Requires:

- written request
- Committee approval
- updated Register entry

Dual → Ordinary Member

Occurs automatically if the member ceases to be a service user.

Ordinary → Service Member

Requires written request and Committee approval.

5.5 Termination of Membership

The Committee may terminate membership if the member:

- is convicted of an indictable offence
- breaches the Constitution
- has fees in arrears for 2+ months
- behaves in a way “injurious or prejudicial” to MI Care

Procedure

1. Member is given a full and fair opportunity to respond.
2. Committee considers the response.
3. Secretary issues written notice of termination.
4. Register is updated.

5.6 Appeals

A person may appeal a rejection or termination by:

- giving written notice within 1 month
- triggering a General Meeting within 1 month
- having the appeal decided within 3 months

The Secretary manages all notices and meeting arrangements.

5.7 Grievance Procedure

If a dispute arises between members or between a member and the Committee, the grievance procedure in Rules 12–12E applies.

The Secretary coordinates:

- notices
- mediation arrangements
- record-keeping

6. Register of Members

The Secretary must maintain the Register including:

- full name
- postal or residential address
- date of admission
- date of resignation or death
- details of termination or reinstatement
- membership class
- any other particulars required by the Committee

Inspection

Members may inspect the Register by appointment, except where disclosure would place a member at risk of harm.

Privacy

Information must not be used for political, religious, charitable, or commercial advertising unless approved by a General Meeting.

7. Record-Keeping Requirements

The Administrative Assistant and Secretary must ensure:

- all forms are filed securely
- all correspondence is retained
- all Committee decisions are minuted
- the Register is backed up and current
- renewal notices and reminders are documented
- privacy obligations are met

8. Voting Eligibility Checks

Before any General Meeting:

- the Secretary prepares a list of financial members
- only Ordinary and Dual Members who are financial may vote
- proxies must be recorded and verified

9. Forms and Templates

The following documents support this procedure:

- Membership Application Form
- Membership Renewal Notice
- Membership Acceptance Letter

- Membership Rejection Letter
- Membership Termination Notice
- Register of Members Template
- Voting Eligibility List Template

10. Review

This procedure must be reviewed:

- annually, or
- when the Constitution is amended, or
- when legislation changes

The Management Committee approves all updates.