



Millicent Community Access Radio

Membership Policy and Procedure (Code 1.4)

1. PURPOSE

1.1 This Policy complies with Section 1.4 of the Community Radio Broadcasting Codes of Practice effective 23rd October 2008, and Section 3 of the Rules (Constitution) of Barossa Broadcasting Incorporated (hereinafter referred to as the Association), effective 1st March 2020.

This policy is intended to provide 5THEfm with clear guidelines for the selection criteria, application process and requirements for new members, including individuals, group members and non-profit organisations.

1.2 This Policy outlines:

- a) the procedure for managing Membership and Volunteering applications
- b) the rights and responsibilities of financial members within the organisation
- c) the rights and responsibilities of the Association to financial members
- d) the principles of financial membership.

2. POLICY STATEMENT

In line with **Code 1.2** 5THEfm will ensure that:

2.1 The Constitution of 5THEfm provides a clear framework for policy and procedures relating to memberships.

2.2 Applications for membership of 5THEfm shall be open to individuals and organisations that:

- 2.1 Support the vision, mission and purposes of the organisation;
- 2.3 Agree to abide by the rules, codes and policies of the organisation;
- 2.4 Have a demonstrated commitment to facilitating access and use of community media; and
- 2.5 Pay the required membership fee as set at the AGM of 5THEfm

2.3 At least 90% of the membership shall consist of persons living, studying or working within the licence area, and the board shall take this into consideration only when approving memberships.

2.4 A member shall have the right to one vote at any Special or General Meeting of the organisation on every issue that may arise.

2.5 An organisation which is a member may appoint from its members a representative who may speak and vote on its behalf.

2.6 It is a requirement of the Association that all regular Volunteers, i.e., Volunteers who are assigned specific duties in support of the management and operation of the organisation, will be financial Members of the Association.

3. MEMBERSHIP AND VOLUNTEERING APPLICATION PROCEDURE

3.1 The application process for all prospective members is as follows:

- 3.1.1 Applicants shall complete and lodge the appropriate membership application form;



Millicent Community Access Radio

- 3.1.2 The Secretary shall process the membership application along with payment of membership;
- 3.1.3 The Secretary of 5THEfm will notify the Board of Management of New/Renewing Members;
- 3.1.4 The Board of Management may choose to approve or deny membership as per the Constitution
- 3.1.5 The Secretary will notify the member of the outcome of approval by the next business day;
- 3.1.6 If membership has been denied the applicant will receive full reimbursement of amount paid by close of business the next day

3.2 All Presenters and Volunteers shall complete a Police Check. This shall be at no cost to the Member or Volunteer.

3.3 All those working with young people shall complete a Working with Children Check. This shall be at no cost to the Member or Volunteer

4. REFUSAL OF AN APPLICATION FOR MEMBERSHIP AND VOLUNTEERING PROCEDURE

4.1 The Board may refuse an application for membership and must provide a reason for that refusal. Examples of fair and reasonable criteria for rejecting an application for membership include, but are not restricted to:

- a) Reasonable grounds to believe the applicant:
 - i. Would not abide by the Association's rules and objects
 - ii. Would not abide by the Community Radio Broadcasting Codes of Practice
 - iii. Would pose a security risk to members, property, or premises

b) The applicant has been convicted of a serious offence.

4.2 Where the Management Committee resolves to reject an application for membership, the applicant shall have the right of reply and appeal under clause 7. Where the applicant exercises this right of reply the resolution of the committee is of no effect unless the committee, at a meeting held not earlier than 14 days and not later than 28 days after the service on the applicant of a notice under clause 7.1 confirms the resolution in accordance with this clause.

5. EXPULSION OF A MEMBER

5.1 The Board may expel any member for reasons determined by the Board following the appropriate investigation and disciplinary process, and the Board must provide a reason for that expulsion.

5.2 Any member who is expelled from Membership of the Association shall have the right to appeal that decision at the next General Meeting of the Association. If a Simple Majority of members present at that meeting support the appeal, then the decision to expel the member shall be revoked.

6. SUSPENSION OF MEMBERSHIP

6.1 Membership of the Association may be suspended by resolution of the Management Committee or the Association.



Millicent Community Access Radio

6.2 Any suspended member shall have the right to reply and appeal under clause 7& 8.

6.3 The Association shall not be required to accept the renewal of membership of a suspended member when renewal next falls due.

7. RIGHT OF REPLY OF REJECTED APPLICANT OR SUSPENDED MEMBER

7.1. Where the Management Committee passes a resolution under clause 4 to reject an application or clause 6 to suspend a member, the secretary shall, as soon as practicable, cause a notice in writing to be served on the applicant or member subject of the resolution-

7.1.1. setting out the resolution of the committee and the grounds on which it is based; and

7.1.2. stating that the applicant or member subject of the resolution may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the service of the notice; and

7.1.3. stating the date, place and time of that meeting; and

7.1.4. informing the applicant or member subject of the resolution that he may do either or both of the following:

7.1.4.1. attend and speak at the meeting;

7.1.4.2. submit to the committee at or prior to the date of that meeting written representations relating to the resolution.

7.2. At a meeting of the Management Committee held as referred to in clause 7.1 the committee shall-

7.2.1. give the applicant or member subject of the resolution an opportunity to make oral representations

7.2.2. give due consideration to any written representations submitted to the committee by the applicant or member subject of the resolution at or prior to the meeting; and

7.2.3. by resolution determine whether to confirm or revoke the resolution.

7.3. Where the Management Committee confirms a resolution under clause 7.2 the secretary shall, within 7 days after that confirmation, by notice in writing inform the applicant or member subject of the resolution of the reasons for the confirmation and of the right of appeal under clause 8.

7.4. A resolution confirmed by the Management Committee does not take effect:

7.4.1. until the expiration of the period within which the applicant or member subject of the resolution is entitled to appeal against the resolution where the applicant or member subject of the resolution does not exercise the right of appeal within that period; or

7.4.2. where within that period the applicant or member subject of the resolution exercises the right of appeal, unless and until the Association confirms the resolution under clause 8.4 whichever is the later.

8. RIGHT OF APPEAL OF REJECTED APPLICANT OR SUSPENDED MEMBER

8.1. A rejected applicant or suspended member may appeal to the Association at a General Meeting against a resolution of the committee under clause 7.2, within 7 days after notice of the resolution is served on the applicant or member, by lodging with the secretary a notice to that effect.

8.2. The notice may, but need not, be accompanied by a statement of the grounds on which the rejected applicant or suspended member intends to rely for the purposes of the appeal.



Millicent Community Access Radio

8.3. On receipt of a notice from a rejected applicant or suspended member under clause 8.1, the secretary must notify the Management Committee which is to convene a Special General meeting of the Association to be held within 28 days after the date on which the secretary received the notice.

8.4. At a general meeting of the Association convened under clause 7.3:

8.4.1. no business other than the question of the appeal is to be transacted; and

8.4.2. the Management Committee and the rejected applicant or suspended member must be given the opportunity to state their respective cases orally or in writing, or both; and

8.4.3. the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

9. RESIGNATION OF A MEMBER

9.1 A Member may only resign from The Association by advising the Board in writing. At its next meeting, the Board will direct the Secretary to remove the name of that Member from the Register of Members.

9.2 Resignation by a member does not release them from any pre-existing obligations to the Association they had prior to their resignation.

9.3 Any Member resigning must return all loaned Station property to 5THEfm

10. MEMBERSHIP ANNUAL FEES

10.1 Annual membership fees shall become due on the first day of July and the Secretary shall send Written Notice to all members before the first day of May. If a member does not pay the annual membership fee prior to the first day of August they shall cease to be a Member and their name shall be removed from the Register of Members.

10.2 The Board may not refuse to accept the payment of a membership fee from an existing Member.

10.3 Membership Fees effective from 25.11.22 are:

Single	\$ 10.00
Family	\$ 15.00
Concession	\$ 5.00
Business/Organisation	\$ 20.00

Concession Membership Fee is available to holders of an Australian Government Concession Card. The card must be made available for verification.

10.4 Membership fees shall be reviewed on an annual basis. Any proposal for an increase shall be presented at the Annual General meeting or, if so required, at a Special General Meeting of Millicent Community Access Radio.