POLICY NUMBER: NDIS GOV 24

INTENT

To provide clarification in regard to membership of the Association.

DEFINITION

Membership: The state of belonging to an organisation or group by an individual or group.

POLICY STATEMENTS

All matters relating to Membership of Real Living Options Association Inc will be in accordance with the Constitution of the Association which states:

5. Classification of membership

(1) All members of the association are referred to as ordinary members.

(2) The number of ordinary members is unlimited.

6. New membership

*(1) An applicant for membership of the association must be proposed by 1 member of the association (the **proposer**) and seconded by another member (the **seconder**).*

(2) An application for membership must be:

(a) in writing; and

(b) signed by the applicant and the applicant's proposer and seconder

(c) in the form decided by the management committee

(3) The applicant is to be provided with information about accessing a copy of the Constitution.

7. Membership fees

(1) The membership fee for each ordinary membership and for each other class of membership (if any):

(a) is the amount decided by the members from time to time at a general meeting; and

(b) is payable when, and in the way, the Management Committee decides.

- The Management Committee must approve all Applications for Membership.
- Membership is in line with the financial year and is required to be paid in July each year.
- Membership is open to any person who wishes to become a member. This may include people who receive a service, family members, employees and interested community people.

- The benefit and rights of membership generally include:
    - Voting rights at General Meetings of the Association
    - Rights to Notice of Meetings and to attend these meetings
    - Right to be nominated to hold formal role in the Association as per the Constitution
    - Right to nominate a person to hold formal role in the Association as per the Constitution

Obligations of membership include:

- Requirement to pay memberships fees and the requirement to follow the Constitution, Policies and Procedures of the Association

- People who receive a service from Real Living Options Association Inc. are not required to be a member of the Association.
- Members of the Management Committee of Real Living Options Association must be a financial member of the Association to be eligible to be nominated for a position on the Management Committee.

PROCEDURES

- Any person wishing to become a member of the Association must complete an Application for Membership Form and pay the annual membership fee.
- All Applications for Membership must be accompanied by the membership fee before an application can be approved by the Management Committee.
- Membership will be renewed annually by paying the membership fee.
- The membership fee will be set at each Annual General Meeting for the following year.
- Newsletters and other relevant information will be provided to all members and people who receive a service from Real Living Options Association Inc.

DELEGATIONS

Management Committee

- Approve Applications for membership
- Oversee the membership of the Association

Secretary

- Ensure a Register of members is kept
- Receive applications for membership
- Ensure Application Form for membership is up to date

General Manager

- Provide Applications for membership to the Management Committee for approval
- Inform/invite people who receive a service and/or their families regarding membership

Finance Officer

- Liaise with the Secretary regarding membership
- Maintain a Register of Members
- Invoice members for annual membership fee

RELATED DOCUMENTATION
NDIS Governance Policies

REFERENCES:
The Constitution of the Association

AMENDMENTS/REVIEWS

Amended 27.09.18, Amended 23.06.22, Amended 04.09.25