



Code 1 - Governance

MEMBERSHIP POLICY

Background

In meeting our community interest 3HCR - High Country Radio will have written policy documents in place that outline:

1. the principles of financial membership,
2. the rights and responsibilities of financial members within the organisation, and
3. the rights and responsibilities of the organisation to financial members.

A register of financial members will also be kept and made available on request.

Purpose

The purpose of this policy is to ensure that 3HCR - High Country Radio includes mechanisms to enable active participation by our community in station management, programming and general operations.

Objectives

The objectives of this policy statement are to:

1. Provide membership criteria for all new applicants.
2. Outline the application process for all members.
3. Provide a schedule of fees for each type of membership.
4. Provide membership criteria for Life Members.

Membership Policy

The Omeo Shire Community Access Radio Inc. ('the Association') Constitution and Rules (the 'Rules') provides a clear framework for policy and procedures relating to memberships. The framework as provided in the Rules is quoted below.

Applications for membership of the Association shall be open to individuals and organisations that:

- a. Support the vision, mission and purposes of the organisation;
- b. Agree to abide by the rules, codes and policies of the organisation;
- c. Have a demonstrated commitment to facilitating access and use of community media resources for listeners in its community interest (General Geographic Area); and



- d. Pay the required joining or membership fee as set by 3HCR - High Country Radio Committee of Management.

The 3HCR - High Country Radio Committee of Management has the right to waive or reduce fees in special circumstances.

The members of the Association shall comprise of any interested Community Member/Community Organisation/Business who applies for and is granted membership by the Committee and who pays an annual subscription of not less than such subscription rate as set down by the Officers of the Association and approved in accordance with sub-rule (12) hereof (see below).

1. Membership of the Association may consist of:
 - a. Individual
 - b. Community Organisation
 - c. Business
 - d. And others as set down and approved at the Annual General Meeting
2. A person/organisation/business who has applied and is approved for membership as provided in these Rules is eligible to be a member of the Association on payment of the annual subscription fee payable under these Rules.
3. A person/organisation/business who is not a member of the Association at the time of the incorporation of the Association (or who was a member at that time but has ceased to be a member) must not be admitted to the membership unless:
 - a. they apply for membership in accordance with sub-rule (4); and
 - b. the admission as a member is approved by the Committee.
4. The application process for all prospective members is as follows. An application for membership of the Association:
 - a. must be made in writing on the membership application form as approved from time to time by the Committee
 - b. must be lodged with the Secretary of the Association.
5. As soon as practicable after receiving the application for membership, the Secretary must refer the application to the Committee.
6. The Committee must determine whether to approve or reject the application.
7. If the Committee approves an application for membership, the Secretary must as soon as practicable:



- a. notify the applicant in writing of the approval for membership; and
 - b. request payment within 28 days after receipt of the notification of the sum payable under these Rules as the first year's annual subscription.
8. The Secretary must, within 28 days after receipt of the amounts referred to in sub-rule (7), enter the applicant's name in the register of members.
 9. An applicant for membership becomes a member and is entitled to exercise the rights of membership when their name is entered in the register of members.
 10. If the Committee rejects an application, the Committee must as soon as practicable notify the applicant in writing that the application has been rejected.
 11. If the Committee approves an application for membership, the Secretary must as soon as practicable, advise the member that any right, privilege or obligation of a member by reason of membership of the Association:
 - a. is not capable of being transferred or transmitted to another person; and
 - b. terminates upon the cessation of membership whether by death or resignation or otherwise.
 12. The annual subscription fee is the relevant amount as approved by the Members at the Annual General Meeting in the year to which the fee relates and is payable within 60 days of that date or (in the case of a new membership during that year) in accordance with sub-rule (7) (b).
 13. A schedule of fees for each type of membership can be found here:
<https://www.oscarfm.com.au/members.html>

Life Membership Policy

Life Members are appointed by the Committee of Management in recognition of both long-term membership (at least 10 years continuous membership) as a presenter and/or volunteer; and outstanding service given to 3HCR - High Country Radio

They have all the rights and privileges of members but are exempt from payment of annual membership fees.

Life Membership is conferred at Annual General Meetings and the member is presented with a framed certificate.



The member's name is inscribed on the Life Member's Board in the 3HCR - High Country Radio foyer.

Election of Life Members is a 2-stage process, carried out with strict confidentiality:

1. At the July Committee meeting, written nominations are accepted. Each nomination must be sponsored by a financial member and include all relevant information regarding service. No discussion is held at this meeting.
2. At the AGM Committee of Management meeting, each nomination received as above, is seconded and discussed. Voting is by secret ballot. Where a Committee Member is nominated, any family members are encouraged to decline to vote. 80% of eligible committee members must be present for a vote to be taken. Life membership will be carried when there is a majority vote for the nomination. If the life membership nomination is denied, a 10 year certificate is issued instead.

Related documents

- Omeo Shire Community Access Radio Inc. Constitution and Rules: <https://www.oscarfm.com.au/constitution.html>
- Membership Form
- 3HCR - High Country Radio Volunteering Policy
- 3HCR - High Country Radio Presenter Procedures
- Community Broadcasting Code of Practice at: www.cbaa.org.au/resource/community-radio-broadcasting-codes-practice

Policy updates

Version Control	Date Amended	Author
Version 0.1		
Approver name and position:	Signature:	
Date of approval:		
Review date		