

# **NSW CENTRAL WEST MUSLIMS ASSOCIATION INCORPORATED**

ABN: 76 977 073 780

Public Benevolent Institution

## **MEMBERSHIP POLICY**

Version 1.0

Approved by the Committee on: 01 March 2023

Effective from: 01 March 2023

### **1. PURPOSE**

1.1 This Membership Policy establishes a clear, fair and transparent framework for the admission, rights, responsibilities and cessation of membership of NSW Central West Muslims Association Incorporated (NSWCWMA).

1.2 This policy is intended to:

- support the charitable and not for profit purposes of NSWCWMA
- ensure consistency with the Constitution of the Association
- meet governance expectations under the ACNC Governance Standards
- reflect good governance practice for incorporated associations in New South Wales

1.3 This policy must be read in conjunction with the Constitution. In the event of any inconsistency, the Constitution prevails.

### **2. GUIDING PRINCIPLES**

2.1 NSWCWMA is a not for profit charitable organisation established to serve the community, including assisting individuals and families experiencing poverty, hardship, illness, disability, distress or vulnerability.

2.2 Membership decisions will be made:

- in good faith
- consistently and fairly
- in the best interests of the Association and its charitable purposes
- without unlawful discrimination

2.3 Natural justice and procedural fairness apply to all membership related decisions.

### **3. ELIGIBILITY FOR MEMBERSHIP**

3.1 Membership is open to individuals only.

3.2 To be eligible for membership, a person must:

- support the objects and values of NSWCWMA
- agree to comply with the Constitution and policies of the Association
- meet any eligibility requirements set out in the Constitution

#### **4. APPLICATION FOR MEMBERSHIP**

4.1 Applications for membership must:

- be made in writing in the form approved by the Committee
- be submitted to the Secretary
- include any information reasonably required to assess eligibility

4.2 Applications may be submitted electronically where permitted by the Committee.

4.3 The Secretary must refer each application to the Committee as soon as practicable.

#### **5. CONSIDERATION OF APPLICATIONS**

5.1 The Committee must consider each application and resolve to approve or refuse it.

5.2 In determining an application, the Committee may consider whether:

- the applicant meets the eligibility requirements
- admission would be consistent with the Constitution and the charitable purposes of the Association
- there is credible information that the applicant has previously engaged in conduct that would amount to grounds for disciplinary action if they were a member

5.3 Relevant prior conduct includes serious misconduct such as knowingly making false, misleading or defamatory statements, or engaging in behaviour that has caused or is likely to cause reputational harm to the Association.

5.4 The Committee must act reasonably, in good faith and without bias.

5.5 The Secretary must notify the applicant in writing of the Committee's decision.

#### **6. REFUSAL OF MEMBERSHIP**

6.1 The Committee may refuse an application where it reasonably determines that admission would not be in the best interests of the Association.

6.2 Any refusal must:

- be made by Committee resolution
- be recorded in the Committee minutes
- be communicated to the applicant in writing

6.3 NSWCWMA does not refuse membership without reason. Decisions are documented to demonstrate transparency, accountability and good governance.

#### **7. ADMISSION AND COMMENCEMENT OF MEMBERSHIP**

7.1 Where an application is approved, the applicant must pay the entrance fee and annual subscription fee within the timeframe determined by the Committee.

7.2 Membership commences once:

- the required fees are paid
- the applicant's name is entered in the Register of Members

## **8. FEES AND MEMBER LIABILITY**

8.1 Entrance fees and annual subscription fees are as determined by the Committee in accordance with the Constitution.

8.2 A member's financial liability is limited to any unpaid membership fees.

## **9. REGISTER OF MEMBERS**

9.1 The Secretary must maintain an accurate and up to date Register of Members in accordance with the Constitution.

9.2 The Register must be kept within New South Wales and contain the particulars required under the Constitution.

9.3 Access to the Register and use of member information will be managed in accordance with the Constitution and applicable privacy obligations.

## **10. RIGHTS AND RESPONSIBILITIES OF MEMBERS**

10.1 Members are entitled to the rights set out in the Constitution, including participation in general meetings and voting, subject to eligibility requirements.

10.2 Members are expected to:

- uphold the objects and values of NSW CWMA
- comply with the Constitution, policies and lawful directions of the Association
- act in a manner that does not harm the reputation, integrity or interests of the Association

## **11. RESIGNATION AND CESSATION OF MEMBERSHIP**

11.1 A member may resign by giving written notice to the Secretary in accordance with the Constitution.

11.2 Membership ceases if a member:

- resigns
- dies
- is expelled or suspended under the disciplinary provisions
- fails to pay the annual subscription fee within the required period

## **12. DISCIPLINARY ACTION**

12.1 A complaint may be made that a member has:

- breached the Constitution or policies of the Association

- acted in a way that is prejudicial to the interests of NSWCWMA, including engaging in defamatory conduct or conduct causing reputational harm

12.2 Disciplinary matters will be handled strictly in accordance with the Constitution, including:

- written notice of the complaint
- a reasonable opportunity for the member to respond
- consideration of any submissions made
- determination by Committee resolution

12.3 Any decision to suspend or expel a member will be communicated in writing and include reasons and appeal rights.

### **13. APPEALS AND DISPUTE RESOLUTION**

13.1 Members have the right to appeal disciplinary decisions in accordance with the Constitution.

13.2 All membership disputes are subject to the internal dispute resolution procedures set out in the Constitution.

### **14. REVIEW OF POLICY**

14.1 This policy will be reviewed periodically by the Committee to ensure ongoing compliance with legal, regulatory and governance requirements.

### **BOARD RESOLUTION TO ADOPT MEMBERSHIP POLICY**

That the Committee of NSW Central West Muslims Association Incorporated resolves to:

1. Adopt the Membership Policy Version 1.0.
2. Confirm that the policy is consistent with the Constitution of the Association and the ACNC Governance Standards.
3. Revoke and replace any previous Membership Policy with effect from 01 March 2023.
4. Authorise the Secretary to implement and publish the policy.