

Membership Policy

Overview

This policy applies to Friends of Parks Queensland's various membership classes. Memberships across all classes are renewed on an annual basis subject to conditions outlined by the Management Committee and its members.

Purpose & Scope

The purpose of this policy is to establish clear terms of reference for membership renewals. This policy applies to our three classes of members. This policy does not apply to partnering organisations. Friends of Parks Queensland's three classes of members in which this policy applies are:

- **Full Member Groups:** This class consists of incorporated or unincorporated associations or corporate bodies formed for or involved in the on-ground protection and enhancement of the natural and cultural values of protected areas and wildlife.
- **Individual Members:** This class consists of individuals committed to the on-ground protection and enhancement of the natural and cultural values of protected areas and wildlife, and who support the Objects of the Association, irrespective of whether or not they also belong to a Full Member Group.
- **Affiliate Groups:** This class consists of unincorporated associations, incorporated associations, or corporate bodies who support the Objects of the Association and are ineligible to be Full Member Groups. This class has no voting rights and is not eligible for nomination to the Management Committee, but its members are eligible for membership of sub-committees.

Additional Definitions

- *Friends of Parks Queensland (FoPQ)* refers to Friends of Parks Queensland Incorporated.
- *The Organisation* refers to Friends of Parks Queensland Incorporated.
- *Management Committee* refers to Friends of Parks Queensland's board of President, Secretary, Treasurer and General Member/s as determined at the Annual General Meeting.
- *Objects* refers to the objects outlined in Friends of Parks Queensland's Constitution.

New Members

All classes of members are required to complete the relevant membership application form on our website. Each application must be proposed by one member and seconded by another member of the Organisation (which may include members of the Management Committee), consistent with clause 7 of the Constitution. The proposer's and seconder's endorsement is recorded with each application. New members must be approved by a majority of Management Committee members for their membership to be accepted. Staff may review applications for completeness before circulating them to the Management Committee; however, the decision to accept or reject an application rests with the Management Committee, and an applicant whose application is rejected may appeal in accordance with this policy.

Application & Agreement

On completing the membership application form, applicants agree to support the Objects of the Association and to abide by its Constitution and Membership Policy. This agreement is captured on the application form and reaffirmed at each annual renewal. The Constitution and Membership Policy are available on the Friends of Parks Queensland website and on request.

Membership Renewal

Memberships are automatically terminated on an annual basis. All classes of membership are given a two month grace period from the termination of their membership to submit the appropriate forms and/or pay the appropriate fees for the continuation of their membership.

Conditions of membership renewal differ between membership classes:

- **Full Member Groups** are required to complete an Annual Activities Reporting Form designed by Friends of Parks Queensland. Full Member Groups may also be required to pay a membership fee, at an amount decided by the Management Committee. Memberships are automatically renewed for the current financial year upon payment of the designated fee and/or successful completion of the Annual Activities Reporting Form.
- **Individual Members** are required to complete an Individual Membership Renewal Form and pay the accompanying fees in order for their membership to be reviewed for a calendar year.
- **Affiliate Groups** are not voting members of the organisation. They will be contacted at the end of the membership period and asked if they would like to continue as an Affiliate Group and who their office bearers are (including contact details).

Terms of Membership

Membership is deemed to have lapsed if the annual payment of fees, and/or other required documentation, have not been received within two (2) calendar months of the due date.

Membership is annual. Different membership classes are subject to different conditions.

- **Full Member Groups** are automatically assigned membership for a financial year. Memberships are terminated two months following the end of financial year if the Annual Activities Reporting Form has not been submitted. Full Member Groups shall be given written notice of the requirement to complete this form to remain members of the Organisation.
- **Individual Members** are valid for 12 months following the successful payment of their membership fee to the Organisation.
- **Affiliate Groups** are assigned each financial year, pending correspondence from FoPQ to the office bearers of the group or organisation to ask if they would like to renew their affiliate status.

The Management Committee and members decide on the requirements and fees associated with each class of membership at the Annual General Meeting or a Special General Meeting.

Termination of Membership

If members fail to meet the requirements outlined by the Organisation to renew their membership, their membership shall be terminated. Membership may also be terminated by the Management Committee if the member:

- is convicted of a relevant criminal offence; or
- does not comply, written despite warnings, with any of the provisions of these rules; or
- conducts themselves in a way considered to be injurious or prejudicial to the Objects, reputation or interests of the Association, or demonstrates undeclared or unresolved conflicts of interest.

Before the Management Committee terminates a membership, the committee must notify the member or office bearers of the grounds for proposed termination and give the member a full and fair opportunity to show why the membership should not be terminated (which may be done by providing an opportunity to give written submissions within one (1) calendar month of notification). If, after considering all representations made by the member, the Management Committee decides to terminate the membership, the secretary must give the member a written notice of the decision (but is not obliged to give reasons for the decision). The membership fee will not be refunded following termination of membership.

Appeal Against Rejection or Termination of Membership

A person or organisation whose application for membership has been rejected, or whose membership has been terminated, may give the Executive Officer or Secretary written notice of their intention to appeal against the decision. A notice of intention to appeal must be given to, or passed on to, the Secretary within 1 month after the person receives written notice of the decision. If the Secretary receives a notice of intention to appeal, the Management Committee must, within 1 month after receiving the notice, appoint an Appeal Review Subcommittee of three (3) senior voting members of the Organisation to decide the appeal.