

HECIS: Membership Policy

1.4	MEMBERSHIP
------------	-------------------

Applies to: Members of HECIS, Staff, Management Committee	Version: 1
Specific responsibility: HECIS Office Manager, Management Committee,	Date approved: 5.8.14
	Next review date: Aug 21

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	HECIS Constitution 2017
Contractual obligations	

POLICY STATEMENT

All persons and groups who are interested in the furtherance of the purpose of the association shall be eligible for membership. A register of membership shall be kept by the Office Manager (on behalf of the Management Committee) showing names, address and dates of acceptance of membership – any paid employees of service shall not be eligible for membership.

On behalf of the Management Committee the Office Manager is responsible for the administration of memberships and membership renewal. The Office Manager is responsible for sending out invoices of annual membership reminder letters and processing payments.

PROCEDURES

Application for membership

Applications must be submitted using the membership application form and with the relevant membership fee payment. Membership applications are processed by the Office Manager, and the member entered in the Membership Register.

Membership fees

Membership fees are determined by the Management Committee and revised from time to time.

Membership register

The Office Manager maintains and keeps current the register of members.

Membership information relating to individuals is subject to the HECIS Privacy Policy and is not made public.

Renewals and lapsed memberships

Annually members will be invited to renew their membership by the sending of a membership invoices for the current calendar year. If no payment is received the membership will lapse.

Membership entitlements

All members have the right to attend and speak at meetings of the HECIS Management Committee. The Management Committee may close the meeting to meet 'in closed committee' without the member/s present if it chooses.

HECIS: Membership Policy

- **Voting:**
Voting shall be by a show of hands of those members in attendance at meeting unless a secret ballot is demanded. Decisions shall be made by a simple majority vote.
- **Membership benefits:**
All members in attendance at the Annual general Meeting shall receive the Annual Report.

Membership may be suspended or a member expelled by vote of the Committee members. An appeal by a member must go to the next General Meeting of members.

DOCUMENTATION

Documents related to this policy	
Related policies	Incorporation Requirements Privacy Policy
Forms, record keeping or other organisational documents	Memorandum and Articles (constitution)2017 Membership Register

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	HECIS Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	11.8.15	HECIS Co-Ordinator	Aug 2016
2	28.7.16	HECIS CoOrdinator	Aug 2017
3	2.8.17	HECIS CoOrdinator	Aug 2018
4	31.8.18	HECIS CoOrdinator	Aug 2019
5	20.8.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021

INDEXING

Search topic/s:	
Function/s:	