

MEMBERSHIP

Policy number	PN -58	Version	1.0
Drafted by	Denise Kuchmar	Approved	15/10/19
Responsible person	President	Scheduled review date	30/6/2021

Introduction

As a membership organisation, Plenty Valley Community Radio Inc (PVFM) has a responsibility to its members.

PVFM must first identify who its members are and define the mutual obligations that exist. By doing so, PVFM is better informed to provide the programs and services its various members want and need, to understand and manage the interests of stakeholders, and be better able to secure the future financial health and development of the radio station.

The Association must have at least five members

Purpose

The purpose of this Policy is to express the authority set out in PVFM's Articles of Association regarding membership and fees, including:

- categories of membership recognised by PVFM;
- responsibilities to, and of members, including benefits;
- procedures that support member recognition;
- who will pay a membership fee;
- when a fee is payable;
- what information is required with the payment of fees.

Categories as defined in the PVFM Articles of Association-Rule 13 states:

13.1.1 Individual

13.1.2 Individual concession

13.1.3 Family

13.1.4 Honorary Life member

There is also one other membership category – PVFM Supporter- A PVFM Supporter has not voting rights.

A person who supports the purposes of the Association is eligible to be a member of the Association on payment of the subscription in accordance with these rules.

Policy

The secretary must keep and maintain a register of members that includes for each current member:

- the members name
- the address for notice last given by the member
- the date of becoming a member
- if the member is an honorary life member, a note to that effect,
- any other information determined by the CoM
- and for each former member, the date of ceasing to be a member.

Subject to Section 59 of the Act any member may, at a reasonable time and free of charge, inspect the register of members

Responsibilities to, and of members, including benefits;

Plenty Valley FM 88.6 **has the right** to:

- expect your cooperation in working to uphold and maintain the station's mission statement, the station charter and program policies
- expect you to be familiar with the laws relating to broadcasting, station policies and procedures
- expect you to be prompt, reliable and productive with regard to commitments and agreements made with Plenty Valley FM
- have confidential information respected
- make a decision, in consultation with you, as to where your services and skills would best
- be utilised
- make decisions which may effect your work
- make programming decisions in accordance with programming policies and procedures
- develop, implement and enforce rules, policies and procedures for all aspects of station
- operation
- develop and maintain all property and residence of the station
- provide you with feedback to enhance your programming and broadcasting development.
- expect clear and open communication from you at all times
- release you in accordance with station policies and procedures due to contravention of
- station rules

Plenty Valley FM **has the responsibility** to:

- provide you with a work environment which embraces the principles of equity and access
- value the importance of your role within the organisation
- place you in an appropriate, suitable position and environment
- give you appropriate tasks in accordance with your strengths, abilities, training and experience
- provide you with training so that you can expand your expertise and abilities

- acknowledge your contribution to the station and provide you with the appropriate recognition and/or rewards
- ensure the staff has the appropriate skills required to work with you
- provide adequate formal and informal channels for constructive feedback
- provide you with information regarding any activities or changes at the station which may affect your work
- consult with you (where possible and practicable) on issues that may affect your work
- ensure that all station democratic processes are adhered to and that you are consulted in major decision-making processes
- ensure that you are aware of station democratic processes and are encouraged to participate in them

Disciplinary matters

Before disciplinary action is taken against a member, the Secretary must give written notice to the member stating:

That the Association proposes to take disciplinary action against the member and stating the grounds for the proposed disciplinary action and specify the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the disciplinary meeting) and advise the member that he or she may do one or both of the following:

- Attend the disciplinary meeting and address the disciplinary subcommittee at that meeting
- Given a written statement to the disciplinary subcommittee at any time before the disciplinary meeting

Setting out the members appeal rights under rule 24 in the Articles of Association.

Fees

Each Member will pay to PVFM an annual membership fee. Annual fees are due in October.

Subscription fees and the date they become due and payable are determined from time to time by the CoM and in the cast of new members apportioned on a pro-rata basis, calculated from the nearest month.

The CoM may, at its discretion waive all or part of the subscription fees for any member who, in its opinion, is in disadvantaged or necessitous circumstances

Life Members are not subject to a prescribed fee

PVFM Supporter memberships have no voting rights

Termination or Cessation of Membership

Rule 17 in the Articles of Association states:

- The membership of a person ceases on resignation, expulsion or death
- If a person ceases to be a member of the Association the Secretary must, as soon as practicable record the fact and the date the person ceased to be a member in the register of members.

A resigning member should give one month's notice in writing to the Secretary

A member other than honorary life members is taken to have resigned if

- The members subscription fees are more than 2 months in arrears or
- Where no annual subscription and/or fees are payable: The secretary
 - Must make a written request to the member to confirm that he or she wishes to remain a member and
 - The member has not within 2 months after receiving that request, confirmed in writing that he or she wishes to remain a member

Related Policies

PN2 Code of Conduct

PN3 Code of Ethics

PN38 Breach of Station Rules

PN44 Equal Opportunity and Discrimination

PN47 Rights and Responsibilities of Volunteers

PN49 Communications

Related documents

PVFM Orientation Guide

PVFM Organisation Chart

President _____

Date: _____