

Compass Membership Policy	Date first issued:	2014-11-24
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POLICY AND PROCEDURES

Purpose

The purpose of this Compass Membership Policy is to establish a consistent approach to the criteria, and managing the process, for a person, as defined in the Compass Constitution as a natural person, becoming a member of Compass Housing Services Co Ltd.

This policy supports the membership objectives as outlined in the Compass Constitution. It provides guidance and detail regarding the process by which the Board will consider the member application of a person into Compass Housing Services.

Words in Capital Letters have the meanings given to those words in the Compass Constitution.

In reading this policy, it should be noted that the membership of Compass comprises two classes of members:

- General Members; and
- Life Members.

Policy and procedure

1. Membership Application – General Member

- 1.1. Any person who wants to become a General Member of Compass must complete a written application Compass Housing Services Co Ltd Membership Application Form and send it to the Secretary at Compass Housing Services' Head Office, Suite 1 44 Beaumont Street, Hamilton (PO Box 967 Hamilton NSW 2303 or email: secretary@compasshousing.org).
- 1.2. An application for General Membership must contain:
 - (1) the name of the person who wants to be a General Member; and
 - (2) the endorsement of two (2) current members (whether General Members, Life Members or a combination of the two).
- 1.3. The Board must decide whether to accept or reject any application for membership as a General Member at the first Board Meeting after the Secretary receives an application.
- 1.4. If the Board accepts an application for membership as a General Member, the Secretary must:
 - (1) notify the applicant in writing as soon as practicable; and
 - (2) request from the applicant their first annual membership fee.
- 1.5. A person will only become a General Member of Compass Housing Services when the following occur:
 - (1) the person's application to be a General Member is accepted by the Board; and
 - (2) the person pays the annual membership fee.
- 1.6. The annual membership fee is \$5.00, unless the Board determines otherwise.
The annual membership fee are only payable once the Board has approved an application for membership as a General Member.
- 1.7. Any receipt of payment of the annual membership fee is to be receipted at head office only and in accordance with Compass Housing Services' Cash Handling Procedures outlined in the

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Organisational Management Policy and can only be received at Compass head office premises.

- 1.8. Any receipt of payment of the annual membership fee must only be accepted for the current financial year. No payment of membership fees paid in advance are permitted. Please refer to the Current Compass Housing Services Membership Register to determine whether a member is paid for the current financial year U:\Head Office documents\Head Office Reception\Compass Membership.
- 1.9. Any receipt of payment of the annual membership fee must be provided to the Governance Administration Unit.

2. Membership Application/Nomination – Life Member

- 2.1 A member who has provided substantial service to Compass may be recognised by being appointed as a Life Member of Compass. Under Compass' Constitution, such person may only become a Life Member if:
 - (1) they are nominated by the Board as such; and
the members, following the nomination by the Board under clause 2.12(1) of the Compass Constitution, resolve at an AGM to appoint that person as a Life Member.
- 2.2 In nominating a person for appointment as a Life Member under clause 2.12 of the Compass Constitution, the Board must have regard for the following criteria:
 - (1) each calendar year, the Board may only nominate a maximum of two (2) persons to be Life Members; and
 - (2) a person nominated must either be, at the time of the nomination by the Board:
 - (a) a current General Member and have been a current member for not less than ten (10) consecutive years; or
 - (b) a former Director who served as a Director for not less than six (6) consecutive years.Within these broad criteria, the Constitution authorises the Board determine the policy and procedure by which the Board will nominate a person to become a Life Member.
- 2.3 The Board has resolved that the policy and procedure leading to the nomination of persons for Life Membership will be an informal one. It is expected that proposals for Life Member nominations will be infrequent and with respect to candidates whose substantial service to Compass is relatively self-evident and undisputable. Accordingly, proposals for Life Member nomination will be made in writing directly to the Chair in a form directed by the Chair from time to time.
- 2.4 Upon receipt of a proposal for Life Member nomination, the Chair will notify the Board and the Board will, at the first Board Meeting after such notification, either:
 - (1) request further information or clarification in respect to the proposal; or
 - (2) decide whether to nominate the candidate as a Life Member at the next AGM of Compass.
- 2.5 The Board is not required to provide a reason for failing to nominate a person for Life Membership.
- 2.6 A Life Member is not required to pay an annual membership fee for any year after they are appointed as a Life Member under clause 2.12 of the Compass Constitution.

Responsibilities

This document will be reviewed regularly and revision will be made, if warranted.

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The Company Secretary on behalf of the Board of Directors is ultimately responsible for the review of this document.

Records

All records relevant to these procedures are to maintained in a recognised Compass recordkeeping system.

Document Administration

Approval Authority	The Board
Department Responsible for Review	Governance Administration Department
Custodian Title & email	The Secretary, secretary@compasshousing.org
Document Administrator:	Governance Administration
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Related Documents	Compass Housing Services Co Ltd Constitution.
Policy	Corporate Governance Policy Manual Organisational Management Policy & Procedures National Governance Charter
Procedures	Cash Handling Procedure (Organisational Policy & Procedures)
Forms	Compass Housing Services Co Ltd Membership Application Form

Amendment History			
Version	Date	Status & Changes	Author
V1.0	21/08/2017	Replaces Membership Procedure PROC-005	Secretary