



Orange Community Broadcasters Ltd – Registered Charity

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Policy Manual Policy 1:

Membership

Introduction:

OCB Ltd has detailed our Membership Policy in the OCB Ltd *Constitution* and this forms the basis of the OCB Ltd *Membership Policy*.

Purpose:

The purpose of this policy is to clearly define guidelines on participating in all areas of OCB Ltd to all members and to the broadcast community it serves.

Procedure:

The procedure for OCB Ltd's *Membership Policy* follows as part of its *Policy Manual*.

Responsibilities:

The Secretary is responsible for updating this *Membership Policy* after the Annual General Meeting if there are changes made to the *Constitution*.

Carried at CoM meeting, December 2006
Revised at CoM Meeting, September, 2007
Revised at CoM Meeting, September, 2008
Revised at CoM Meeting, September, 2009
Revised at CoM Meeting, September, 2011
New Constitution adopted August 2021

Membership OCB Ltd *Constitution*: 2021

Members

1. Membership and register of members

- 1.1 There are four [4] types of membership available;
 - (a) **Individual membership**
 - (b) **Group membership as a Not For Profit Community Group**
 - (c) **Life Membership**
 - (d) **Honorary Membership**
- 1.2 The members of the **company** are:
 - (a) **initial members**, and

- (b) any other person that the directors allow to be a member, in accordance with this constitution.
- 1.3 The **company** must establish and maintain a register of members. The register of members must be kept by the secretary and must contain:
 - (a) for each current member:
 - i. name
 - ii. address
 - iii. any alternative address nominated by the member for the service of notices, and
 - iv. date the member was entered on to the register.
 - (b) for each person who stopped being a member in the last 7 years:
 - i. name
 - ii. address
 - iii. any alternative address nominated by the member for the service of notices, and
 - iv. dates the membership started and ended.
- 1.4 The **company** must give current members access to the register of members names only and not private or confidential information such as contact phone numbers or addresses.
 - (a) Access to the register of members shall only be permitted in the company of not less than 2 (two) directors
 - (b) documents must not be removed from the company records
 - (c) Copies or photographs may not be taken, however, written notes may be made
- 1.5 Information that is accessed from the register of members must only be used in a manner relevant to the interests or rights of members.
- 1.6 The Privacy Act 1988 applies to all inspection of the register of members along with any subsequent amendments, legislation or Acts involving privacy that may come into effect from time to time.
- 1.7 The Privacy Act 1988 applies to all inspection of the register of members along with any subsequent amendments, legislation or Acts involving privacy that may come into effect from time to time.

2. Who can be a member

- 2.1 A person who supports the purposes of the **company** and resides in the general community in the immediate and Local Government districts of Orange, Blayney and Cabonne NSW is eligible to apply to be a member of the **company** under clause 3.
- 2.2 In this clause, 'person' means an individual or incorporated body.

3. How to apply to become a member

A person (as defined in clause 11.2) may apply to become a member of the **company** by providing to the secretary on a membership application form that the Company adopts and paying the prescribed membership fee, stating that they:

- (a) want to become a member
- (b) support the purpose(s) of the **company**, and
- (c) agree to comply with the **company's** constitution
- (d) the application is supported and nominated by two (2) current financial members
- (e) pay the membership joining fee as prescribed from time to time and also the guarantee under clause 4.

- (f) A person applying as per 11.1 and 11.2 above shall be approved as a member by majority vote of the directors
- (g) Incorporated bodies must include a copy of their constitution when applying for membership
- (h) Incorporated bodies must be elected unanimously by the directors
- (i) As of 1st July 2021 the membership fee is set at \$60 per person and \$120 for incorporated bodies and may be amended by the directors as and when the directors deem appropriate.
- (j) for pensioner/concession card holders, the membership fee shall be not more than 50% of the fee set or amended as per 12 (g) above
- (k) The directors may decide at any time to vary the membership fee payable by a person or corporation

4. Directors decide whether to approve membership

- 4.1 The directors must consider an application for membership within a reasonable time after the secretary receives the application.
- 4.2 If the directors approve an application, the secretary must as soon as possible:
 - (a) enter the new member on the register of members, and
 - (b) write to the applicant to tell them that their application was approved, and the date that their membership started (see clause 15).
- 4.3 If the directors reject an application, the secretary must write to the applicant as soon as possible to tell them that their application has been unsuccessful but does not have to give reasons
- 4.4 Members must complete and submit a membership renewal application within 30 day after 30th June each year and must pay the fee applicable at the time. See Clause 12 (g), (h), (i) and (j)
- 4.5 For the avoidance of doubt, the directors may consider and/or approve an application even if the application does not state the matters listed in clauses 12(a), 12(b) or 12(c). In that case, by applying to be a member, the applicant agrees to those three matters.

5. Life Membership and Honorary Membership

- 5.1 Life Membership: The Directors will decide in their absolute discretion whether to award Life Membership to any current financial member following a nomination of a member by any other member to be awarded Life Membership. (Self-nomination is not permitted)
- 5.2 Honorary Membership: The Directors will decide in their absolute discretion whether to grant Honorary Membership to any current financial member. (Self-nomination is not permitted)
- 5.3 If the Directors decide to grant Life Membership under 14.1 above or Honorary Membership under 14.2 above, the Company must advise all members of that decision within 30 days from the date the decision was made.
- 5.4 In granting Life or Honorary Membership, The Directors will take into account any factors they consider relevant including but not limited to the length of service, participation and contribution to Company activities, fundraising, sponsorship, broadcasting, technical assistance, research or donations of equipment or supplies.

6. When a person becomes a member

Other than **initial members**, an applicant will become a member when they are entered on the register of members.

7. When a person stops being a member

A person immediately stops being a member if they:

- (a) die
- (b) are wound up or otherwise dissolved or deregistered (for an incorporated member)
- (c) resign, by writing to the secretary
- (d) are expelled under clause **Error! Reference source not found.**,
- (e) fails to pay the membership fee or renewal fee within 30 days of it becoming due