

## Purpose

This policy sets out Autism SA's requirements for membership of the Company.

## Scope

This policy applies to individuals and organisation who want to become a Member of the Company.

## Definitions

**Client** means any natural person with an Autism that is eligible for Services.

**Ordinary Member** A natural person not less than 18 years of age is eligible to apply to be an Ordinary Member of the Company if that person is:

- a) a Client; or
- b) the representative of a Client, that Client not being an Ordinary Member of the Company, being either:
  - i. the Prime Carer of the Client; or
  - ii. the individual nominated by the Client (such client being not less than 18 years of age) as their representative such, provided that a maximum of one representative of a given Client may be an Ordinary Member at any given time. Where more than one person claims to be the representative of a Client, the Board will determine in its sole discretion which person will be eligible to apply to be an Ordinary Member of the Company.

Membership is for life subject to clause 3.9 (Cessation of Membership).

Ordinary Members are entitled to vote.

**Associate Member** A person is eligible to apply to be an Associate member of the Company if that person is:

- c) a natural person over 18 years of age interested in the affairs of the Company and paying the prescribed membership fee; or
- d) a corporate body, voluntary organisation, or organisation interested in the affairs of the Company and paying the prescribed membership fee.

Associate Members have no entitlement to vote.

**Fee** means the annual membership fee payable by each category of Member as determined by the Board from time to time.

## Policy Statement

Autism SA operates with a Constitution under the Corporations Act 2001 (Cwlth) that allows membership for a range of individuals and organisations interested in the affairs of Autism SA and the broader disability community.

Autism SA values the support and opinions of members in the ongoing development of our services and our role in providing advice to Government at a local and national level on the needs of the Autism Community.

Autism SA will maintain a framework for supporting membership of the Company in order to ensure achievement of our Vision and Mission and Strategic Plan by engaging with our stakeholders to ensure relevance and currency with the autism community and associated individuals.

**Implementation****1. Membership Application**

Any persons interested in applying for membership is required to complete the relevant Consent to Membership Form, sign the form and submit to Autism SA with the prescribed membership fee (if applicable). All applications are to be reviewed for preliminary approval by the Company Secretary and then presented to the Board for final approval.

Autism SA will maintain a register of all members in accordance with the requirements of the Corporations Act 2001 (Cwlth). Each Member must notify the Company Secretary in writing of any change in the Member's name, address, or email address within one month after the change.

**2. Fees**

Membership becomes effective from the date of approval by Board. All payments are processed on receipt of the application. All payment must be made in Australian dollars. The annual membership fee payable by each category of Member is determined by the Board.

Annual membership renewal and payment falls due at the end of the quarter in which the 12 month anniversary date of acceptance by the Board occurs. This may result in the member receiving a complimentary period of up to 3 months at the beginning of their initial membership to align with the billing cycle, during which time the member will retain all membership rights ordinarily applicable to them. Renewal membership fees may be offered at a discounted rate as determined by the Board.

Membership Fees are currently set as detailed below. These fees are subject to change and any changes will be updated on the Autism SA website.

<b>Membership Category</b>	<b>Fee Payable per Annum</b>
Ordinary Member	\$NIL
Associate Member (Personal)	\$66 (inc GST)
Associate Member (Organisational)	\$88 (inc GST)

Membership fees, once paid and processed, are not refundable except in situations where membership is not approved.

**3. Membership Entitlements**

Access to Membership benefits prior to approval of the membership Application by the Board (with the exception of voting rights and Board Director appointments) shall be at the discretion of the CEO.

**Ordinary Members**

Ordinary Members hold membership for life (or until membership ceases in accordance with the Constitution) and are entitled to vote at general meetings held in accordance with the Constitution.

Ordinary Members are entitled to nominate as Client Representative Directors and eligible for appointment as a Board Appointed Directors on the Board of Autism SA.

Clients of Autism SA DO NOT need to be members to receive services.

**Associate Members**

Associate Members have no entitlement to vote at General Meetings held in accordance with the Constitution.

Associate Members are eligible for appointment as a Board Appointed Director on the Board of Autism SA.

**4. Resignation from Membership**

A member of the Company may resign by written notice addressed and delivered to the Company Secretary. The Member will continue to have responsibility for any financial obligations under the Constitution, including fees and other amounts due and payable by the Member to the Company, accruing up to the effective date of termination.

## **5. Cessation of Membership**

A person ceases to be a Member if the person:

- ceases to meet the entry criteria for membership;
- resigns as a Member by giving notice to the Company;
- dies or being a corporate body is dissolved;
- becomes, in the reasonable opinion of the Company, an untraceable Member because there has been no response to communications over a three year period;
- fails to pay any membership fee within 60 days of the due date for such payment;
- becomes an insolvent under administration or an externally administered body corporate or makes any composition with their creditors or any class of them;
- is expelled under clause 3.10 of the Constitution

## **Related Legislation and Autism SA Documentation**

### **Relevant Legislation**

- Corporations Act 2001 (Cwlth)
- National Disability Insurance Scheme (NDIS) Act 2013

### **Related Policies**

- Autism Association of SA Constitution
- Conflict of Interest (GOV-POL-009)
- Induction of Board Members (GOV-POL-002)