

# Membership / Volunteering Policy and Procedures

## Purpose

This Policy complies with Section 4 of the Constitution of Kangaroo Island Community Broadcasters Inc. (referred to as the Association).

This Policy outlines:

- The procedures for managing Membership / Volunteering applications
- The principles of financial membership
- The rights and responsibilities of the Association to financial members
- The rights and responsibilities of financial members within the Association

## Membership / Volunteering Application Management

The Application for Membership must be approved by the Board, and the Treasurer must receive payment before the Member becomes active.

The Application for Volunteering must be approved by the Board. If a Volunteer has been in active service for over a twelve (12) month period, then the Volunteer is required to become a financial Member.

Applicants will be advised of the outcome of the Board's decision within seven (7) days of the General Meeting. In which the Applicant will be informed of the induction / training that is required; any current duties available and upcoming events.

## Refusal of an Application for Membership / Volunteering

This section complies with Section 4.3 and Section 4.6 of the Constitution of Kangaroo Island Community Broadcasters Inc.

*4.3 The Board may refuse an application of membership, according to the Policy determined by the Board and must provide a reason for that refusal.*

Reasonable grounds to believe that the Applicant:

- would not abide by the Association's rules and objects
- would not abide by the Community Radio Broadcasting Codes of Practice
- would pose a security risk to members, property, or premises
- has been convicted of a criminal offence

*4.6 A person whose application is rejected by the Board has the right to appeal that decision at the next meeting of the Association. If a simple majority of members present at that meeting support the appeal, then the person shall become a member.*

## **Expulsion of a Member / Volunteer**

This section complies with Section 4.7 and Section 4.8 of the Constitution of Kangaroo Island Community Broadcasters Inc.

- 4.7 The Board may expel any member according to the rule under **Item 14.1** determined by the Board and it must provide a reason for that expulsion.*
- 4.8 Any member who is expelled from membership of the Association shall have the right to appeal that decision at the next meeting of the Association. If a simple majority of members present at that meeting support the appeal, then the decision to expel the member shall be revoked.*

## **Resignation of a Member**

This section complies with Section 4.11 of the Constitution of Kangaroo Island Community Broadcasters Inc.

- 4.11 A member may only resign from the Association by advising the Board in writing. At its next meeting, the Board will direct the Secretary to remove the name of that member from the register of members. Resignation by a member does not release them from any pre-existing obligations to the Association they had prior to their resignation.*

## **Annual Membership Fees**

This section complies with Section 4.9 of the Constitution of Kangaroo Island Community Broadcasters Inc.

- 4.9 Annual membership fees shall become due on the first day of July and the Treasurer shall send written notice to all members. If a member does not pay the annual membership fee prior to the first day of August, they shall cease to be a member, and their name shall be removed from the register of members.*

There are five (5) Membership categories:

Concession	Australian Government Concession Card
Student	Australian Student Card, or Persons aged 18 and under
Individuals	Persons aged 18 and over
Families	2 x Adults (with or without) 2 x Children aged 12 and under
Corporate	Businesses Only – must provide an ABN

## **Rights and Responsibilities of Members / Volunteers and the Association**

As a Kangaroo Island Community Broadcasters Inc. Member / Volunteer, you can expect that you will:

- be treated with respect and dignity in a safe and welcoming environment.
- be assigned to appropriate tasks, while considering personal preferences, temperament, abilities, education, skills and training.
- receive sound guidance and direction.
- have access appropriate induction and training.
- be provided with open access to the Association's policies and guidelines.
- receive explicit, open and clear communication from the Association's Board and/or relevant members.
- be provided with information about any new developments within the Association.
- have the opportunity to participate in quality assurance programs to assist with increased learning.

As a Kangaroo Island Community Broadcasters Inc. Member / Volunteer, it is expected that you will:

- be mutually respectful in dealings with all station members, volunteers and guests.
- maintain a professional attitude towards your work for Kangaroo Island Community Broadcasters Inc. .
- give equivalent effort and service while representing Kangaroo Island Community Broadcasters Inc., to that which could be reasonably expected in relation to reliability, punctuality, presentation, honesty and productivity.
- be productive in output and willingly ensure adherence and commitment to an inclusive and proactive culture, and the Association's policies and procedures.
- notify one of the Office-Bearers if unable to meet a scheduled commitment.
- undertake all training offered to assist with your increased learning.
- treat Kangaroo Island Community Broadcasters Inc. equipment with due care and immediately notify the Technical Officer of any faults or issues regarding equipment.
- ensure Kangaroo Island Community Broadcasters Inc. premises are clean and tidy at all times.
- faithfully and honestly represent Kangaroo Island Community Broadcasters Inc.'s values and objectives as a community broadcaster when representing the station in the broader community.
- respect the confidentiality of information accessed while at Kangaroo Island Community Broadcasters Inc. .
- abide by directions issued to members / volunteers by the Board.
- maintain your financial membership
- adhere to Broadcast Law and not accept gifts or inducements from a third party for services rendered.