

MEMBERSHIP POLICY

Drafted by: Business Operations Manager	Approved by: Board (18 June 2019)
Responsible person: CEO	Scheduled review date: September 2020

1. PURPOSE

The purpose of this policy is to express the authority set out in Palliative Care Australia Limited's (PCA) constitution regarding membership. It will also outline the categories of membership, fees, the application process for membership and the processes to be followed where there are disputes between PCA and a Member. It expands upon the Constitutional provisions to provide further guidance for the benefit of PCA and its members.

2. GOVERNANCE FRAMEWORK

2.1 Overview

There are two sources of authority for the PCA policies that make up the Governance Framework. In the first instance the PCA Constitution gives the Board powers to admit Members and to withdraw membership. The membership policy set out how the Board will exercise the authorities given to it under the Constitution.

Constitutional powers

The PCA Constitution gives the Board the power to approve an organisation for membership (CI 7.2).

The Constitution also provides the Board with the power to expel a member (CI 7.9). In addition it sets out Standards and Discipline of Members for the Board to follow when dealing with grievances, disputes and complaints (CI 8).

3. CATEGORIES OF MEMBERSHIP

As defined in the PCA Constitution (CI 7.1b) the categories of Members will be:

1. State/Territory Members
 - Palliative Care ACT Inc
 - Palliative Care New South Wales Inc
 - Palliative Care Northern Territory Inc
 - Palliative Care Queensland Inc
 - Palliative Care South Australia Inc
 - Palliative Care Tasmania Ltd
 - Palliative Care Victoria Inc
 - Palliative Care Western Australia Inc
2. Affiliate Members including but not limited to the Australian and New Zealand Society of Palliative Medicine;
3. Honorary Members; and
4. Other members as determined by the Board from time to time.

4. CRITERIA FOR MEMBERSHIP

State/Territory Members

An organisation that is the peak representative body for palliative care providers and those with an interest in palliative care in that respective state or territory.

Affiliate Member

A national not-for-profit single entity or federated organisation that;

- Can contribute to PCA through its membership;
- Can benefit itself through membership with PCA;
- Has aims consistent with the Objects and Principal Purposes of PCA;
- Can show there would be no reputational risk to either party through being a member of PCA.

Honorary Member

A person appointed by the PCA Board from time to time in recognition of their outstanding contribution to palliative care in Australia over a sustained period.

Other Members

As determined by the PCA Board from time to time (Cl 7.1 (b)(iv)).

5. APPLICATION FOR AFFILIATE MEMBERSHIP

5.1 How to Apply

An organisation seeking to be approved as an Affiliate Member must provide a written application to the CEO of PCA detailing the reasons for requesting membership and addressing the criteria for affiliate membership. The following documentation should accompany the application;

- a. The constitution of the body requesting membership
- b. The most recent set of audited accounts and auditors statement of the body requesting membership
- c. Any other material that may better inform the Board's decision, as requested.

5.2 PCA's consideration of applications

Once the PCA Board has all the information necessary to enable an application for membership to be decided, the application will be put to the next meeting of the PCA Board to decide. If successful the applicant will be notified in writing. If the Board decides not to allow membership, the Board will notify the unsuccessful applicant and provide an explanation as to the reasons for this decision.

6. FEES

6.1 Fees Due

Each Member will pay to PCA an annual prescribed Membership Fee as determined by the Board (CI 9.1) from time to time. This fee is payable on 30 September each year and the amount will be confirmed at the AGM the previous year.

Each Member must pay to the company the fee applicable to their membership (CI 9.2). Refer to **Schedule 1** for current Fee structure.

6.2 Non Payment of Fees and Suspension of Membership

Members that have not paid membership fees to PCA by the dates required in this policy will be dealt with in accordance with Section 9.3 of the Constitution. This states the right of a member to attend and vote at a General Meeting will be suspended while the payment of any fee is in arrears greater than 30 business days.

6.3 Deferral or Reduction of Fee

A Member may make an application to the PCA Board for a deferral of the obligation to pay a fee or reduce (including to zero) the fee if there are reasonable grounds for doing so (CI 9.4). If a Member fee is deferred or reduced that Member will retain their rights to attend and vote at a General Meeting, unless otherwise specified by the Board, at the absolute discretion of the Board (CI 9.4(b)).

7. BENEFITS

Relevant Member benefits will be provided on an annual basis or from time to time by PCA. Refer to **Schedule 2**.

8. VOTING RIGHTS

The Number of votes allocated to each Voting Member at a General Meeting will be as follows (CI 10.29);

- (i) State/Territory Member – 10 votes;
- (ii) Affiliate Member – 1 vote;
- (iii) Honorary Member – non-voting,

9. RIGHTS OF ATTENDANCE AT GENERAL MEETINGS

All members are entitled to attend general meetings and must advise PCA the name of the person appointed as its authorised representative to attend the general meeting and vote on its behalf, not less than 7 days before the date of the scheduled meeting. (CI 7.3).

10. RESPONSIBILITIES

Palliative Care Australia

10.1 Member benefits will be reviewed regularly and updated. See Section 7.

10.2 PCA will notify State/Territory Members and Affiliate Members in writing of the membership fees to take effect 1 July of the next financial year within 30 days of the AGM.

10.3 PCA will generate an invoice for membership fees and forward to the respective Members with payment options by 31 July each year.

10.4 PCA Directors, staff, contractors and representative of PCA must treat Members with respect and courtesy at all times.

Members

10.5 All members must agree to comply with PCA's Constitution and policies and support PCA and the objects at all times.

10.6 Members must treat all PCA Directors, staff, contractors and representative of PCA with respect and courtesy at all times.

10.7 A Member must not act in a manner unbecoming of a Member or prejudicial to the Objects, Principal Purpose or interests of PCA.

11. CESSATION OF MEMBERSHIP

Membership can cease by (CI 7.7);

- Resignation giving 14 days written notice (CI 7.8);
- Termination of the membership according to the constitution and policies;
- Member no longer meets the requirements of membership;

It is for the PCA Board to decide whether;

1. Grounds for suspension or termination exist; and
2. Whether it is appropriate in the circumstances to suspend or terminate the Member.

Insolvency is a ground for suspension or termination under the Constitution.

A significant breach of one of PCA's key policies is also a ground for suspension or termination under the Constitution. The Constitution gives guidance as to the factors that must be considered when assessing this.

When the Board decides to suspend or terminate a Member, PCA must give the Member written notice and a reason of the decision.

12. EXPULSION OF MEMBER

The Directors may resolve to expel a Member if an expulsion event occurs in respect of the Member and of PCA gives the Member at least 10 business days' notice in writing. The terms of expulsion of a member are set out in PCA Constitution, section 7.9.

13. DISPUTE RESOLUTION

13.1 Goodwill commitment

PCA and its Members are committed to working together in a co-operative way to jointly progress our shared vision. If a dispute arises, either PCA or the Member may request a meeting attended by a senior representative of each organisation to seek to resolve the matter.

To protect the interests of all Members, PCA is not required to follow the dispute resolution process in this clause 13 in relation to decisions to grant, suspend, or terminate membership or to expel a Member. Clause 7 and 8 of the constitution contain protections for the affected Members in these circumstances.

13.2 Mediation

If PCA and the Member fail to resolve the dispute, or agree on a method of resolving the dispute, within 14 days of the meeting of senior representatives as contemplated by paragraph 13.1, the dispute will be submitted to mediation as follows;

- An Independent mediator will be chosen by the parties within 14 days or failing agreement will be appointed by the Chair of PCA or the Chair's designated representative;
- The manner and timeframe for the mediation will be determined by the mediator after input from both parties, bearing in mind the need to keep the costs of mediation as low as possible and to resolve the dispute in a fair and timely way; and
- Each party will bear their own costs of the mediation and contribute equally to the costs of the mediator.

14. CHANGES TO THIS POLICY

This Policy may change from time to time, subject to consultation with Members and in accordance with the PCA Governance Framework.

Schedule 1-Proposed Fee Structure to be effective 1 July 2020 (to be confirmed at PCA AGM 27 November 2019)

Palliative Care Australia (PCA) has the following member categories with associated fee policy

Member category	Fee policy
State/Territory Members	\$200 per year
Affiliate members	\$200 per year
Honorary members	Membership is free.

Schedule 2-Benefits linked to membership category as at 18 June 2019

Membership category and benefits	State & Territory Organisations	Affiliate	Honorary
A weekly e-newsletter that includes updates on relevant changes in palliative and end of life care	√	√	√
Policy development, advocacy and representation on key issues relevant to palliative care	√	√	X
Oceanic Palliative Care Conference	Member discounts will be advised 6 months prior to conference	Member discounts will be advised 6 months prior to conference	Member discounts will be advised 6 months prior to conference
Advertisements or case studies (if appropriate) in the weekly PCA e-news	As requested	As requested	X
Access to a range of palliative care information resources produced by PCA	√	√	√
Collateral support provided on request to support National Palliative Care Week activities			
Participation in the Annual General Meeting	√	√	√
Voting rights	10	1	X