



Association Membership Procedure

Governing Policy

This procedure is made under the Constitution and Association Membership Policy

Overview

To outline the procedures pertaining to the application and review of membership applications to the Riverbend Youth Centre Association (the Association).

Scope

All applications for membership to the Association

Definitions

Application

1. Applicants for membership to the Association may submit applications directly to the Public Officer of the Board at any time
2. Applications must include:
 - a) Applicant Name, Contact details and name of the Christian Fellowship of which they attend
 - b) A short statement outlining why they wish to become a member of the Association
 - c) A signed declaration that they have read the Constitution, Association Membership Policy and Procedure
 - d) A signed Doctrinal Statement
 - e) Names and contact details of two referees

Preparation for review

3. Upon receipt of an application, the Public Officer will:
 - a) Check that the application is complete
 - b) Contact referees to ensure that the applicant meets the requirements
 - c) Completes entry in the Association Application register
4. If the application is not complete, the Public Officer will notify the applicant in writing of any missing document, and that the application would not be considered until complete.
5. An application may be considered incomplete should referees not be contactable
6. The duties described in clause 3 may be performed by a delegate, upon the request of the Public Officer
7. Applications must be complete, and the entry completed in the Association Application Register prior to the agenda deadline to be considered at a Board meeting

Review of Application

8. On the agenda deadline, the meeting secretary of the Board will include all new applications with completed entries in the Association Application Register as part of the agenda documents for the next meeting
9. Board members will review the details of each applicant before the meeting
10. At the Board Meeting, the Board may resolve:
 - a) To reject the application
 - b) To approve the application subject to endorsement of the Association Churches
11. The Meeting Secretary records any outcomes in the Meeting Minutes and updates the entries in the Association Register
12. If an application is rejected, the Public Officer notifies the applicant of the outcome in writing, including the reason for the Board's decision
13. The Public Officer will submit the names of provisionally approved applicants to the Association Churches for their review and endorsement. Churches will be requested to raise concerns only if they believe the applicant fails to meet the requirements as outlined in the Association Membership Policy
14. The Association Churches will have until the day before the next Board meeting to raise any concerns.
15. If no concerns are received by the Public Officer, in writing, by this date, it will be taken that the applicant is endorsed and therefore the application approved
16. Entries in the Association Application Register will be updated prior to the agenda deadline of the next Board meeting, including indications of endorsement and/or concerns received

Application Final Outcome

17. The Public Officer will notify the approved applicant/s, through the process in clause 15, in writing that their application has been accepted and that they are now a member of the Association. The Public Officer also records their name and other details as necessary in the Register of members
18. Only those application for which concerns have been raised by the Association Churches will be resubmitted to the Board. Any concerns received will be reviewed by the Board at or before the next Board meeting, and may be investigated as deemed necessary by the Board
19. On the agenda deadline, the meeting secretary of the Board will include all applications as outlined in clause 18 in the agenda papers for the next Board meeting
20. Board members will review the details of each applicant before the meeting
21. At the Board Meeting, the Board may resolve:
 - a) To reject the application
 - b) To approve the application

22. The Meeting Secretary records any outcomes in the Meeting Minutes and updates the entries in the Association Application Register
23. If an application is rejected, the Public Officer notifies the applicant of the outcome in writing, including the reason for the Board's decision
24. If approved, the Public Officer will notify the applicant in writing that their application has been accepted and that they are now a member of the Association. The Public Officer also records their name and other details as necessary in the Register of members

Re-application following rejection

25. An applicant whose application has been previously rejected may re-apply for membership when any concerns or missing information identified by the Board have been addressed

Disputes about the outcome of a membership application

26. The decision of the Board regarding the outcome of a membership application is final

Related Content

Riverbend Youth Centre Incorporated Constitution
Association Membership Policy
Association Application Register Template
Association Doctrinal Statement
Association Membership Application Form
Association Register of Members