



## **MEMBERSHIP POLICY**

**May 2011**

### **1.0 PURPOSE**

This policy is designed to:

- 1.1 Provide the necessary framework for the Board of ChangeMakers Refugee Forum to make decisions about applications to become group and associate members of ChangeMakers.
- 1.2 Provide clarity and transparency to current and prospective members about who can be a member of ChangeMakers and the differences between group and associate membership.
- 1.3 Ensure that ChangeMakers Refugee Forum is recognised by communities, funders and other agencies as the organisation representing all refugee-background communities on resettlement issues in the greater Wellington region.

### **2.0 CONSTITUTION**

ChangeMakers Constitution allows for two types of membership: Group and Associate:

- 2.1 Group members are community organisations that are formal incorporated groups representing former refugee communities or communities that have come from a refugee type background. Group membership entitles that group to a maximum of two votes at an AGM or Special General Meeting.<sup>1</sup>
- 2.2 Associate members are individuals or organisations who support the objectives of ChangeMakers. Associate members do not have voting rights.

The Constitution stipulates that all applications for membership must be approved by the Board.

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<sup>1</sup> In order to realise voting rights, groups must maintain their incorporated society registration.

### **3.0 APPLICATION PROCESS**

To apply for membership applicants must:

- 3.1 Complete the relevant membership application form (see appendix 1 and 2) and submit the required information.
- 3.2 Read, sign and adhere to ChangeMakers' Code of Ethics.

### **4.0 APPROVAL PROCESS**

Applications for membership will be considered at the next Board meeting after a complete application has been received.

In order to decide whether an application for membership of ChangeMakers can be approved by the Board the applicant must:

- 4.1 Meet the relevant criteria detailed in the Constitution and shown in 2.1 and 2.2 above.
- 4.2 Signify their acceptance of ChangeMakers' Code of Ethics.
- 4.3 Have Trust objects that include community development of their community.<sup>2</sup> These activities must be in accordance with the values of ChangeMakers as expressed in the Code of Ethics.

Applicants will be notified in writing of the Board's decision within three weeks after the Board meeting.

Applicants have a period of three weeks of having received the Board's decision to appeal. This must be done in writing and state the basis on which they are appealing. This will be considered at the next Board meeting.

### **5.0 TERMINATION OF MEMBERSHIP**

Membership shall be terminated:

- 5.1 Following written notification of the acceptance of their resignation to the Board.
- 5.2 By failure to pay their annual subscription, within nine months of the first notification of renewal, or by the end of the financial year, whichever comes first.

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<sup>2</sup> Although ChangeMakers encourages unity among communities, we recognise that there may be more than one organisation active within a single community. To ensure that we represent all refugee background communities, ChangeMakers will accept group membership from more than one community organisation provided they meet the criteria outlined in section 4.0 of this policy

- 5.3 By breach of ChangeMakers Code of Ethics.
- 5.4 In cases of an alleged breach of the Code of Ethics, the following procedures are to be observed:
  - 5.4.1 The complainant should supply a written statement to the General Manager, stating the facts which form the basis of the complaint or concerns, and how this is a breach of the Code of Ethics;
  - 5.4.2 The General Manager sends a copy of this complaint to the subject organisation or individual, asking for a written response within four weeks;
  - 5.4.3 All information shall be reviewed by a Complaints Committee, comprising of the General Manager, the Chairperson and another Board member, who will make a recommendation to the Board.
  - 5.4.4 The Board will review the recommendation of the Complaints Committee. Any Board member or their agency that may be the subject of a complaint will withdraw from the Board's discussion;
  - 5.4.5 If the Board decides to terminate membership, the decision must be agreed by a three quarters majority of all Board members;
  - 5.4.6 Both the complainant and the subject of the complaint will be notified in writing of the Board's decision.

