

# Membership Policy

AUSTRALASIAN SERVICES CARE NETWORK



**AUSTRALASIAN SERVICES  
CARE NETWORK**

*Better care for serving, ex-serving and families*

## Purpose

This document outlines the membership policy for the Australasian Services Care Network (the Network).

## About the Network

The Australasian Services Care Network is a 'community of organisations' committed to improving the life-long health and wellbeing of current and former Servicemen and Servicewomen and their families, from military services to members of first responder organisations.

The Network represents 'one voice' to promoting research, knowledge sharing, thought leadership, service design, representation and advocacy.

## Membership protocol

- Membership is open to organisations only. Individuals are not eligible.
- The number of members is unlimited.
- The term of membership is unlimited and attracts annual membership dues and, potentially, a contribution towards a significant event such as a symposium.
- Political parties or party political entities are not eligible for membership.

## Membership categories

### General members

General membership is open to registered organisations that have a demonstrated interest in and focus on providing services and support to current and former Servicemen and Servicewomen and their families **in** Australia and New Zealand.

### Affiliate members

Affiliate membership is available for registered organisations that have a demonstrated interest in, and focus on, providing services and support to current and former Servicemen and Servicewomen and their families **outside** Australia and New Zealand.

## Sponsoring partners

Sponsoring partnership opportunities are available for organisations that share the Network's vision and values, and wish to contribute to its work. The Network delivers an annual international Symposium to support the development of an effective model of care and health and wellbeing solutions for Veterans and their families, extending to the emergency services.

More information about event partnership opportunities is available through the Secretariat.

## Member rights

- General members have full voting rights, including at Members' Meetings, Annual General Meetings and extraordinary meetings. Decisions by the Network are by majority vote and each member has one vote.
- At Annual General Meetings, general members may nominate candidates for the Board, including the role of Chair, on a two year rotational basis.

- Affiliate members have access to the outputs from the ASCN network, may participate in research initiatives and working groups, will be invited to attend Symposiums and can recommend areas of focus for improving the support to current and former Servicemen and Servicewomen and their families.
- Affiliate members do not have voting rights at Annual General Meetings.

## Member benefits

Member benefits across all categories include:

- Member only information on research findings and reports through the online members' portal.
- Direct opportunity to contribute to the Network and the support provided to the Services community through a focus on improving health and wellbeing solutions and care and accommodation services for the defence and first responder community members with policymakers, veteran groups and associated bodies.
- Member briefings and insights on key issues and industry trends.
- Use of the Network's logo for branding and on collateral to promote membership.

## Members' responsibilities

### Membership dues

- All members are requested to contribute financially to the operations of the Network through annual membership dues.
- Membership dues are payable on 1 July each year.
- Fees are not pro-rated for new members, whose membership takes effect after July.
- The Secretariat will issue all members with an invoice for payment of dues by 1 June.
- Members will review and can decide by majority vote to set new membership fee amounts at each Annual General Meeting.

### Fee schedule

**General members**      **\$2,500 per annum**

**Affiliate members**      **\$1000 per annum**

**Special event contribution**      **Subject to participation. Amount to be decided by the board.**

### Meetings

- Members meetings are held **triannually** and all member organisations are requested to participate in each meeting through a senior representative. Members can attend meetings in person or via video teleconferencing.
- An Annual General Meeting will be held at the first member meeting held in the financial year.
- Members will contribute to meetings by working with the Secretariat to develop the agenda and host meetings on a rotational basis as required. Meetings will be hosted via teleconference wherever possible.

- All members can recommend any issue relevant to the purpose of the Network for examination, discussion and action.
- Subcommittees may be formed to explore and prepare a response to particular items of interest to the Network. All members are encouraged to participate and contribute to subcommittees.
- A Working Party to support the program development and event management of the annual ASCN Symposium event will be formed with ASCN Board Member representatives and the Secretariat. Members will be invited to contribute to topics for the Symposium program.

### **Conflicts of interest**

The Network members are required to declare any interests that could constitute an actual, potential or perceived conflict of interest with respect to their participation in the Network. Such declarations must be made on a member's appointment to the Network and in relation to specific agenda items at the start of each Members' Meeting.

### **Confidentiality**

All information disclosed by a member ("disclosing member") to other members during, or in relation to the Network meetings or activities, will be treated as confidential and must not be disclosed by the Chair or another member to its employees, officers or third parties without the written consent of the disclosing member.

### **Membership register**

Members will contribute to the accuracy of the membership register by updating changes in their organisations, including Board and executive leadership, governance and contact details.

### **Applying for membership**

An organisation can apply for membership in any category at any time by following the membership application process.

- Meet the eligibility criteria for the relevant membership category (with supporting documentation).
- Complete the written application (online or hard copy), authorised by the Chair, CEO, Director or the organisation seeking membership.
- Submit the application to the Secretariat.
- The Secretariat will present the application to members for consideration and acceptance at the next members' meeting (**held triannually**). Membership acceptance may be done out of session where required.
- The admission of new members will require the approval of a simple majority of existing members.
- Once membership is approved, the applicant will be notified in writing and issued with an invoice for membership dues.
- Membership takes effect once membership dues are paid.
- New members will be provided access to all membership benefits within a month of membership taking effect.

## **Ceasing membership of the Network**

### **By a member**

- A member may resign from the Network by giving written notice of resignation to the Secretariat.
- The resignation takes effect at the time the notice is received by the Secretariat, unless a later date is stated in the notice.
- The Secretariat will issue the member a written receipt of the resignation notice, and notify all existing members within a month of the resignation.
- A member who resigns can re-join the Network at any time by following the membership application process.
- Resigning members are encouraged to provide feedback in their letter of resignation on their decision, to support the Network in further developing its membership policy and process.

### **By the Network**

Members of the Network may vote to terminate a membership if the member has:

- Not complied with the charter or policies of the Network
- Membership dues in arrears for two or more years
- Brought the Network into disrepute through its actions
- Failed to disclose a conflict of interest that significantly affects the Network.

The Network must notify the affected member in writing of the intended action and give the organisation full and fair opportunity to demonstrate why its membership should not be terminated.

Should termination of membership proceed, the Secretariat must give the member written notice of the decision and the process for appeal. There will no refund of membership fees upon termination.

### **Appeal process**

A member whose application for membership has been rejected, or whose membership has been terminated, may give the Secretariat written notice of its intention to appeal against the decision within one month of the decision.

If the Secretariat receives a notice of intention to appeal, the Secretariat must table the appeal for members' consideration at the next members' meeting.

## **Disclosing the Network membership**

Membership of the Network will be disclosed publically through (but not limited to):

- the Network's website, along with a logo and short description of the organisation
- Presentations, collateral and other communication materials.

## **Policy review**

The policy is effective from **1 January 2016**. This policy will be reviewed yearly at the Annual General Meeting or members' meetings, with changes adopted by majority vote.

## **Contact ASCN Secretariat**

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