



MACEDON RANGES AND DISTRICT MOTOR CLUB INCORPORATED

LIFE MEMBER POLICY AND PROCEDURE

Approved Version 1 - 2019

Scope: This Policy is developed to enable a fair and consistent process by which:

- A. MRADMC members may nominate fellow members for Life Membership of the Club,**
- B. The process by which the Club's Committee may fairly assess and approve Life Membership applications, and**
- C. The Gifts and Benefits that Life Members receive.**

Process of Nomination

1. Initial Nomination

Any two current financial MRADMC Members may nominate another member for Life Membership – one to be the Primary nominee and the other being a Secunder. No particular format is required, except to provide basic details of the nomination. All details provided, and any subsequent enquiries, will be directed through the identified Primary nominee.

Note: Members are not permitted to nominate or second a fellow family member, due to perceived conflict of interest.

Note: If multiple nominations for the same person are received, the initial nomination by earliest date will be used for the purpose of assessment. Members may be re-nominated multiple times across years, if unsuccessful, and will each be assessed on their merits.

2. Eligibility

The Nominee must be a current financial member, be of good character, and not to have been subject to previous censure or formal discipline by the club.

There is no category of 'Honorary' Life Membership for non-member associates of the Club.

3. Confidentiality

The nomination process is expected to be undertaken without the knowledge of the Nominee, and all persons directly involved will be also expected to keep such nomination confidential, ideally not speaking to the broader membership, in order to reduce the likelihood of the matter being generally known throughout the Club, or revealed to the Nominee.

Process of Assessment

4. Assessment by the Club's Committee

The current Club Committee of the day will be responsible for the receipt and assessment process. The Committee will form a separate Assessment Panel sub-committee to Chair and independently assess the nomination, which will include at least one current Life Member. The Assessment Panel will report to the full Committee its findings and recommendation, and the Committee will be the final arbiter of the process in awarding Life Membership.

Note: Where a Nominee is a current member of the Committee, the other members of the Committee may undertake this task without formally recording the matter or discussing at a Committee meeting, during the assessment process.

Decisions may be made by way of private conversation and communications, however, all such decisions will need ultimately to be formally recorded at a subsequent Committee meeting after the matter has been resolved. See also **Record Keeping** below.

Note: Where a nomination may be leading towards a decline of the Life Membership application, rather than embarrassing the person concerned, the Assessment Panel should speak to the Nominators and explore the possibility of withdrawal of the nomination, at the discretion of the Nominators. This is due to the fact that the nomination process will need to be formally recorded by the Committee, including its final decision, though kept confidential.

5. Criteria

As the range and scope of contribution to the Club by members is diverse in time, effort, impact, and outcomes, there is no prescriptive assessment of the nomination.

To provide some direction to an Assessment Panel by this Policy, it is expected that the contribution by the member concerned is both significant and sustained over a period of time.

6. Record Keeping

The Committee and the Assessment Panel will be responsible for recording all stages of the Life Membership nomination process, with the Club Secretary responsible for keeping such records confidentially stored. No ordinary members will be able to access these records, including the Nominee, unless part of a grievance process (see below).

7. Grievance process

Any grievance raised before, during or after the nomination process has been conducted should be directed to the President (or Vice-President, if the President is the subject of the nomination), who has sole authority as to the process used in resolving such grievance, save that natural justice must be provided to all parties involved. The President (or Vice President, if used) may delegate this task if he or she believes they have a conflict by way of membership of the Assessment Panel, or any other perceived conflict of interest.

Process of Approval and Announcement

8. Announcement and Presentation

The Committee will be solely responsible for the timing and public announcement of the successful nomination, but is expected to generally follow the following process:

- a) The announcement of all Life Membership nominations for each financial year will be made annually, ideally at the Annual General Meeting of the Club, to enable the public recognition of the Life Member/s in front of as many members as possible. This can be modified by the Committee if the recipient/s is/are unable to attend the event.
 - b) It is expected that a member of the Committee will make this announcement, and include details of the nomination process, the attributes of the member/s concerned, and the rationale behind the successful nomination/s.
 - c) The presentation of gifts and/or regalia will be made at the time of the announcement, but again may be modified to suit, at the Committee's discretion.
 - d) The Nominees and Recipient/s may be invited to speak on the matter at the time of the announcement, if they so wish.
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Note: An unsuccessful nomination - if it is pursued to completion - will not be publicly announced, however the decision must be formally recorded by the Committee, and made known to the two Nominees, including the rationale behind the decision to refuse.

Benefits

9. Benefits and Regalia of Life Member

The Committee will be responsible for the procurement of any gifts and regalia to be presented to new Life Members, which will generally consist of:

- a) A Life Member badge, which may be worn at any Club activity.
- b) Other small gifts provided at the time of the presentation (or as soon thereafter), as the Committee deems appropriate, that may include flowers, card of appreciation, club merchandise or clothing, or other item. **Note:** The Committee may determine the dollar value of the gifts, at its discretion, but this must be formally recorded in the minutes of the first available Committee meeting.
- c) Perpetual free Annual Membership, commencing from the next financial year that arises after the public announcement by the Committee.
- d) Permanent record on the Club's Honour Board in the Clubrooms.

Removal

10. Removal of Life Membership honour

Although this clause is not expected to ever being needed, there may be an instance that arises where a Life Member brings disrepute onto the Club, or is proven to have other serious breaches, actions or convictions that are brought to the attention of the Committee.

In this instance, the Committee has full responsibility and authority to undertake an investigation and reach its conclusion on the suitability of the member retaining Life Membership. This process is also not prescriptive, but would need to be managed with a high level of discretion and provide natural justice to the individual/s concerned, such is the seriousness and significance of the matter. The announcement of the outcome of any investigation, and any follow up actions that arise, is at the total discretion of the Committee.

Policy context

11. Adoption, Amendment and Dissemination

This policy is not subject to MRADMC Inc. rules of association or its constitution, and can therefore be modified and approved at any time, at the sole discretion of the full Committee, with the condition that any changes must be provided to the full membership at the next available General Meeting for the members' noting. The Policy is to be made available on the Club's website for member's use.

Policy Approved by the MRADMC Incorporated Committee

President of MRADMC Inc.: Mr Adam Furniss.....

Vice President of MRADMC Inc.: Mr Alan Martin.....

Secretary of MRADMC Inc.: Mr Graham Williams.....

Treasurer of MRADMC Inc.: Mr Drew Jessop.....

Membership Officer of MRADMC Inc.: Mr Michael Camilleri.....

Dated: 20/08/2019