



Associate Membership Policy

Approved by the Board: August 2022

Purpose

1. To provide a policy in accordance with rule 2A of the Conservation Council's constitution, against which the board may "recognise an ... organisation (other than a member organisation) or a corporation¹ as an associate of the (Conservation Council ACT Region).
2. To make clear any responsibilities of the Council in relation to its associates

Objective

To allow organisations or corporations with an identified purpose or purposes that include any aspect of conservation or environmental protection as stipulated in the objectives of the Council, with evidence of supporting actions, to be accepted as associates of the Council.

Scope

This policy will apply only to organisations and corporations seeking to become an associate of the Council. *It does not apply to individuals nor to organisations that are eligible to become members of the Council.*

¹ This is taken to include companies as well as organisations throughout this document

Policy

Applicants/Associates

- 1) 1) An associate must be an organisation or a corporation for which the identified purpose or purposes includes any aspect of conservation or environmental protection in the ACT and region as stipulated in the Council's objectives and acts accordingly.
- 2) An application to become an associate of the Council must —
 - a) be in writing in a form agreed by the board;
 - b) be made by the principal or principals of the applicant and supported by an office bearer on behalf of a currently financial member organisation of the Council.
 - c) include -
 - i) a description of the applicant's publicly identified purpose or purposes which includes any aspect of conservation or environmental protection in the ACT Region as stipulated in the Council's objectives, and
 - ii) other evidence of the applicant's commitment to this purpose or purposes as demonstrated by its actions
 - d) include the name, telephone and email contact details of a person or officer who is authorised to communicate with the Council on behalf of the applicant; and
 - e) be lodged with the secretary of the Council.
- 3) Benefits of being an associate:
 - a) Consistent with the constitution's rule 2A(c), being an associate confers no voting or other rights of any kind. However, the Council *may* confer benefits on associates, such as -
 - i) receiving such regular communications as are available to member organisations and an opportunity to provide input into such communications, subject to agreement of the Executive Director

- ii) the associate may wish to identify itself as an associate of the Council but any publication beyond a simple identification will be subject to agreement of the Executive Director
 - b) The Council will publish a list of its associates on its website and in any published annual report.
 - c) Associate status continues from year-to-year, subject to paragraphs 5, 6 and 7, unless otherwise stated by the board.
- 4) Any benefit of being an associate of the Council—
- a) cannot be transferred or transmitted to another organisation or corporation; and
 - b) terminates on the cessation of the associate status.

5) Cessation of associate status:

An associate ceases to be an associate of the Council if the organisation or corporation —

- a) is wound up; or
- b) resigns as an associate of the Council at any time by notifying the public officer, the secretary or the Executive Director; or
- c) if it no longer operates as an organisation or corporation that adheres to the environmental purpose or purposes that were true at the time of acceptance as an associate, or
- d) if, where a annual fee is paid, six months after the date of issue of a renewal notice by the Council, the associate has failed to pay the annual renewal fee.

6) Resignation of associate:

An associate of the Council may cease being an associate at any time by notifying either the public officer or the secretary of the Council.

7) Fee, subscriptions, etc -

- a) A minimum annual fee of \$75 will be payable by associates of the Council. This will increase depending on the nature and size of the organisation or corporation. This will be a decision of the board. The board may draw upon the formula used to calculate member fees.
 - b) The annual associate fee is payable before 1 July in each calendar year or if a company or corporation becomes an associate on or after 1 July in any calendar year— before 1 July in each succeeding calendar year.
- 8) Associates' liabilities: The liability of an associate to contribute towards the payment of the debts and liabilities of the Council or the costs, charges and expenses of the winding up of the Council, is limited to the amount (if any) unpaid by the associate in relation to its annual fees.

The Council

- 9)
- a) As soon as is practicable after receiving an application for associate status, the secretary must ensure that the application is referred to the board which must decide whether to approve or to reject the application.
 - b) If the board decides to approve an application for associate status, the secretary must ensure that as soon as practicable after that decision the applicant is notified of that approval and that the applicant is requested to pay within 28 days after receipt of the notification, any sum determined by the board to be payable by an associate as the first year's annual subscription.
 - c) Decisions made by the board are final.
 - d) The secretary must, on payment by the applicant of the amount mentioned in paragraph 4(6(a), or a ensure that the following details are entered in the register of associates :
 - i) the date;
 - ii) the associate's name; and
 - iii) the contact's details as described in 4(2)(d).
 - e) After any payment and details have been added into the register of associates,

the applicant becomes an associate of the Council.

10) Resignation or Cessation:

If a company or corporation ceases to be an associate, the secretary must ensure that an appropriate entry is made in the register of associates,

recording the date the associate ceased to be an associate, and

removed from the website.

The legal framework for this policy

This policy provides details (for organisations or corporations) on the application of rule 2A of the Constitution as amended on 18 November 2021

Associates

- a. In its discretion the board may from time to time by resolution recognise an individual, an organisation (other than a member organisation) or a corporation as an associate of the association and may stipulate that the period of recognition is for such period as the board thinks fit.*
- b. For the purposes of sub-rule (a) the board in its discretion may establish such criteria and/or policies and may have regard to such considerations as it thinks fit.*
- c. Recognition by the board in accordance with sub-rule (a) confers no voting or other rights of any kind under these rules or otherwise on the individual, organisation or corporation concerned.*