



# CROW FM MEMBERSHIP POLICY AND PROCEDURES

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*CROW FM 90.7 encourages applications for membership from the RA1 WONDAI broadcast area, from people and organisations wanting to support their local Community Radio Station.*

*The Policy and procedures are set out in the stations Constitution and encompasses:*

## **Classes of members**

- (1) *The membership of the association consists of ordinary members, and any of the following classes of members*
  - (a) *Junior Members*
  - (b) *Ordinary members*
  - (c) *Life Members*
- (2) *The number of ordinary members - 18 years and over is unlimited.*
- (3) *Rights of Members*
- (4) *Ordinary Members shall be entitled to vote at all general meetings and may be elected as Board Members*

## **Application for Membership**

### **(1) An application for membership of the association**

- (a) Shall be made by the applicant in writing in the form set out in appendix I to these rules: and*
- (b) Shall be lodged with the secretary of the association.*

### **(2) As soon as practicable after receiving an application for membership, the secretary shall refer the application to the board which shall determine whether to approve or reject the application. An application may only be rejected if**

- (i) There are reasonable grounds to believe that the applicant would not abide by the rules and objectives of the association; or*
- (ii) Required by law; or*
- (iii) The applicant has been convicted of an indictable offence; or*
- (iv) There are reasonable grounds to believe that the applicant would not abide by the Community Broadcasting Code of Practice; or*
- (v) There are reasonable grounds to believe that the applicant would pose a security risk to the members or premises of the association,*

**(3) Where the committee resolves -**

- (a) To approve an application for membership, the secretary shall, as soon as practicable after that resolution, notify the applicant of that approval and request the applicant to pay within the period of 28 days after receipt by the applicant of the notification the sum payable under these rules by a member as membership fee.*
- (b) To reject an application for membership, the applicant shall have the right of reply and appeal under rule 8 and 9. Where the applicant exercises the right of reply the resolution of the committee is of no effect unless the committee, at a meeting held not earlier than 14 days and not later than 28 days after the service on the applicant of a notice under rule 8, confirms the resolution in accordance with this rule*

**(4) The secretary shall -**

- (a) On payment by the applicant of the amounts referred to in clause (3) within the period referred to in that clause; or*
- (b) Upon resolution of the committee to reject an application being overturned on reply or appeal and payment of the required membership fee by the applicant, enter the applicants name in the register of members and, on the name being so entered, the applicant becomes a member of the association.*
- (c) If a majority of the members of the management committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.*

## **Membership fees**

**(1) The membership fee for each ordinary membership and for each other class of membership (if any)-**

*(a) Is the amount decided by the members from time to time at a general meeting; and*

*(b) Is payable on 30<sup>th</sup> June each year. New members will be charged pro-rata from December so as to align with the fixed renewal date.*

## **When membership ends**

**(1) A member may resign from the association by giving a written notice of resignation to the secretary.**

**(2) The resignation takes effect at-**

*(a) The time the notice is received by the secretary; or*

*(b) If a later time is stated in the notice-the later time.*

**(3) The management committee may terminate a members membership if the member-**

*(a) Is convicted of an indictable offence; or*

*(b) Does not comply with any of the provisions of these rules; or*

*(c) Has membership fees in arrears for at least 2 months; or*

*(d) Conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the association.*

*4 Before the management committee terminates a member's membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.*

*(5) If membership fees are in arrears, the member will be contacted by their preferred method to advise them accordingly*

*(6) If, after considering all representations made by the member, the management committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision.*

### **Right of reply of Rejected Applicant or Disciplined Member**

#### **Membership**

*(1) Where the committee passes a resolution under rule 7 (3), the secretary shall, as soon as practicable, cause a notice in writing to be served on the applicant or member subject of the resolution-*

*(a) Setting out the resolution of the committee and the grounds on which it is based;*

*(b) Stating that the applicant or member subject of the resolution may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the service of the notice;*

*(c) Stating the date, place and time of that meeting; and*

*(d) Informing the applicant or member subject of the resolution that he may do either or both of the following:*

*(f) Attend and speak at that meeting;*

*(g) Submit to the committee at or prior to the date of that meeting written representations relating to the resolution.*

**(2) At a meeting of the committee held as referred to in clause (1) the committee shall-**

*(a) Give the applicant or member subject of the resolution an opportunity to make oral representations*

*(b) Give due consideration to any written representations submitted to the committee by the applicant or member subject of the resolution at or prior to the meeting; and*

*(c) By resolution determine whether to confirm or to revoke the resolution.*

**(3) Where the committee confirms a resolution under clause (2), the secretary shall, within 7 days after that confirmation, by notice in writing inform the applicant or member subject of the resolution of the reasons for the confirmation and of the right of appeal under rule 7.**

**(4) A resolution confirmed by the committee does not take effect:**

*(a) Until the expiration of the period within which the applicant or member subject of the resolution is entitled to appeal against the resolution where the applicant or member subject of the resolution does not exercise the right of appeal within that period; or*

*(b) Where within that period the applicant or member subject of the resolution exercises the right of appeal, unless and until the association confirms the resolution under rule 9(4), whichever is the later.*

### **Right of appeal of rejected applicant or disciplined member**

*(1) A rejected applicant or member may appeal to the association at a general meeting against a resolution of the committee under rule 8, within 7 days after notice of the resolution is served on the rejected applicant or member, by lodging with the secretary a notice to that effect.*

*(2) The notice may, but need not, be accompanied by a statement of the grounds on which the rejected applicant or member intends to rely for the purposes of the appeal.*

*(3) On receipt of a notice from a rejected applicant or member under clause (1), the secretary must notify the committee which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.*

***(4) At a general meeting of the association convened under clause (3):***

*(a) No business other than the question of the appeal is to be transacted;  
and*

*(b) The committee and the rejected applicant or member must be given the opportunity to state their respective cases orally or in writing, or both; and*

*(c) The members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.*

***(5) If at the general meeting the association passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed***

### **Register of members**

***(1) The management committee must keep a register of members of the association.***

***(2) The register must include the following particulars for each member—***

*(a) The full name of the member;*

*(b) The postal or residential address of the member;*

*(c) The date of admission as a member;*

*(d) The date of death or time of resignation of the member;*

*(e) Details about the termination or reinstatement of membership;*

*(f) Any other particulars the management committee or the members at a general meeting decide.*

***(3) The register must be open for inspection by members of the association at all reasonable times.***

***(4) A member must contact the secretary to arrange an inspection of the register.***

***(5) However, the management committee may, on the application of a member of the association, withhold information about the member (other than the members full name) from the register available for inspection if the management committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.***

## **Prohibition on use of information on register of members**

### **(1) A member of the association must not -**

*(a) use information obtained from the register of members of the association to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes; or*

*(b) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes.*

### **(2) Sub rule (1) does not apply if the use or disclosure of the information is approved by the association.**

*CROW FM 90.7 affirms the rights of members to participate in discussions of policy and the responsibility of members to accept and implement policy decisions. Members who believe that their rights as defined by this policy have been infringed they can seek recourse by lodging a complaint with the Board. Members who do not comply with the responsibilities defined by this policy could be subject to disciplinary action as defined in the Constitution.*