

# Membership Policy

Policy Name: Membership Policy		
Policy Number: As Per SOP	Document Type: Policy	Effective Date: March 2015
Last Reviewed: November 2023	Next Review: November 2026	
Applicable Legislation: NA		
This policy will be reviewed every three years or earlier if required by the organisation. The review will ensure it reflects both the community expectations and all legal requirements		



### Purpose Statement

For the purposes of this policy, WA Volleyball Association Incorporated will be referred to as Volleyball WA or VWA.

Volleyball WA is committed to delivering services and benefits to its members in a manner that aligns with the principles of relevance, fairness, and adherence to the organisation's constitutional objectives.

In accordance with Rule 5 of the Constitution, VWA offers various membership categories to cater to the diverse interests and participation levels within the community.

### Policy Application

This policy applies to all VWA employees, contractors, volunteers, and members and all other people or organisations which by agreement, or otherwise, are bound to comply with this policy.

This policy applies to behaviour occurring during VWA business, activities, competitions, and events.

### Definitions

The following definitions are offered to ensure clarity for this policy.

**Associate Member** encompasses.

- a. Gold, Silver, and Bronze Affiliates
- b. Life Member
- c. Individual Member

**Elected Director** is a VWA Board Member as outlined in the VWA Constitution.

**Membership Category** means a distinct classification or group within VWA, typically delineated by specific affiliation criteria benefits, or other relevant factors.

**Ordinary Member** is a Club, Association, or Organisation that registers with Volleyball WA as a Platinum or Platinum Regional Affiliate, meets specific incorporation and affiliation requirements, and possesses the right to vote at VWA's General and Special Meetings in accordance with the VWA Constitution.

**Patron** is an individual who, as per clause 5.1.5 of the VWA Constitution, has membership rights and benefits, but does not possess voting privileges.

### Background

This policy outlines the specific criteria and procedures for attaining membership status with Volleyball WA. These criteria are designed to ensure a transparent and equitable process for all applicants.

Each membership category entitles its members to distinct benefits within the scope of VWA's activities. These benefits are detailed in this policy to provide clear expectations for all members.

## Membership Categories

A member can only belong to one class of membership.

### **1. Ordinary Member**

The requirements and benefits of Ordinary Membership are in accordance with the VWA Constitution.

- a) An Ordinary Member is a Club/Association or Organisation that registers with VWA as a Platinum or Platinum Regional Affiliate. The entity must be incorporated as an entity or company, or registered business and must meet the affiliation criteria outlined in the Affiliation Guide.
- b) The affiliation fee for Ordinary Members will be determined annually by the Board at its absolute discretion.
- c) Benefits for Ordinary Members will be decided annually by the Board and will be detailed in the Affiliation Guide.
- d) Ordinary Members have the right to vote at the Annual General Meeting and any Special General Meeting of VWA, as specified in the VWA Constitution.
- e) Membership of VWA as an Ordinary Member shall be granted upon:
  - The completion and submission of the Application for Affiliation Form and associated documentation, with payment to VWA.
  - No outstanding debts owed to VWA.
  - Accepted and ratified by the Board.
- f) To maintain an Ordinary Member for the duration of the membership period, Ordinary Members must:
  - At all times comply with the VWA Constitution and By-Laws.
  - Conduct themselves in a manner consistent with the codes of conduct, and while attending/participating in an event/activity follow any lawful and reasonable instructions of VWA.
  - Register all Members with VWA throughout the membership period.
  - Fulfil all financial obligations under any agreements entered into with VWA.
  - Ensure compliance with all state and federal legislation along with VWA affiliate-related policies, including but not restricted to, member protection, work safety, Working with Children Check, and Privacy Policy and provide evidence of such as requested; and
  - Always comply with membership requirements outlined in this policy, affiliation guidelines and on the Application for Affiliation Form.
- g) The 'date of membership' shall be the date when the application for membership satisfies all registration requirements, and the membership is accepted and ratified by the Board.
- h) An Ordinary Member remains a member until December 31st of each year unless membership ceases before December 31st in accordance with the VWA Constitution.

- i) The Board in its absolute discretion may refuse an application to affiliate or may terminate a membership in accordance with the VWA Constitution.

## **2. Associate Member**

The requirements and benefits of Associate Membership align with the VWA Constitution.

- a) Associate Members do not possess voting rights at the Annual General Meeting or any Special General Meeting of VWA, as stipulated in the Volleyball WA Constitution unless they are appointed by an Ordinary Member to act as the Member's delegate or proxy.
- b) The benefits for Associate Members will be decided annually by the Board and specified in the Affiliation and Individual Membership Guides.

### **2.1 Gold, Silver or Bronze Affiliate**

- a) A Gold, Silver or Bronze Affiliate is a federation, school, organisation or group that registers with VWA under the rules in this policy. To be eligible for Associate Membership, the entity must be a registered school, not-for-profit group, recreation centre or registered charity and must meet the affiliation requirements detailed in the Affiliation Guide.
- b) The affiliation fees shall be determined annually by the Board in its absolute discretion.
- c) Membership as an Associate Member – Gold, Silver, or Bronze Affiliate is granted based on:
  - Completion and submission of the Application for Affiliation form along with associated documentation and payment (if applicable) to VWA.
  - No outstanding debts owed to VWA.
  - Accepted and ratified by the Board.
- d) To remain an Association Member for the duration of the membership period, Members must:
  - At all times comply with the VWA Constitution and By-Laws.
  - Conduct themselves in a manner consistent with the codes of conduct, and while attending/participating in an event/activity follow any lawful and reasonable instructions of VWA.
  - Provide semi-annual or annual volleyball participation statistics to VWA (where applicable).
  - Fulfil all financial obligations under any agreements entered into with VWA.
  - Ensure compliance with all state and federal legislation along with VWA affiliate-related policies, including but not restricted to, member protection, work safety, Working with Children Check, and Privacy Policy and provide evidence of such as requested; and
  - Always comply with membership requirements outlined in this policy, affiliation guidelines and on the Application for Affiliation Form.
- e) The 'date of membership' shall be the date when the application for membership satisfies all registration requirements, and the membership is accepted and ratified by the Board.

- f) An Associate Member – Gold, Silver, or Bronze Affiliate continues to be a member until December 31st of each year, unless their membership is ceased before December 31st in accordance with the VWA Constitution.
- g) The Board in its absolute discretion may refuse an application to affiliate or may terminate a membership in accordance with the VWA Constitution.

## **2.2 Life Members**

The Board and Ordinary Members may nominate a person who has rendered distinguished or special service to volleyball at the state level, for life membership.

- a) The criteria for assessment of Life Membership nominations shall be included in the VWA Awards Criteria.
- b) The nomination procedure for Life Membership applications and appointments shall be determined by the Board.
- c) The Board shall review all nominations for Life Membership and recommendations shall be put to the Annual General Meeting for ratification each year.
- d) Life members have no obligation to pay a membership fee. If the Life Member is still playing in an Association Competition, nomination and game fees must be paid.

## **2.3 Individual Member**

- a) Individual membership categories are determined by VWA based on organisational needs and aligned with strategic objectives.
- b) An Individual Member is a natural person who participates in volleyball either directly with Volleyball WA or through an affiliated club/association. All individual membership categories are outlined in the VWA Membership Guide.
- c) Individual Membership fees will be determined annually by the Board at its absolute discretion.
- d) The 'date of membership' shall be the date when the VWA Individual Membership Form is recorded as having been received by VWA.
- e) Individual Membership terms and conditions are outlined in the VWA Membership Guide.
- f) Individual Members shall:
  - Always comply with the VWA Constitution and by-laws.
  - Conduct themselves in a manner consistent with the codes of conduct, and while attending/participating in an event/activity follow any lawful and reasonable instructions of VWA.

- g) The Board in its absolute discretion may refuse an application for Individual Membership or may terminate a membership in accordance with the VWA Constitution.

### **3. Elected Board Director**

The nomination and election procedure for Board Directors aligns with the VWA Constitution.

- a) Elected Board Directors hold the right to vote at the Annual General Meeting and any Special General Meeting of VWA, in accordance with the VWA Constitution.

### **4. Patron**

The membership requirement and benefits for Patrons are pursuant with clause 5.1.5 of the VWA Constitution.

- a) A Patron does not possess voting rights at the Annual General Meeting or any Special General Meeting of VWA, as per the Volleyball WA Constitution, unless they are appointed by an Ordinary Member to be the Member delegate or proxy.

### **Policy Breaches**

VWA will take all breaches of the policy seriously and will ensure they are dealt with promptly, sensitively, and confidentially.

Disciplinary action may be taken against a person who is found in breach of this policy, in accordance with the Complaints Management Procedure and VWA Constitution.

If a criminal offence is considered to have been committed, the appropriate authorities will be contacted for advice and guidance.

## **Document Control**

### **Version History**

<b>Date</b>	<b>Version number</b>	<b>Executive Summary of Changes</b>
Unknown	1.0	<ul style="list-style-type: none"> <li>This new policy was adopted by the VWA Board.</li> </ul>
March 2015	2.0	<ul style="list-style-type: none"> <li>The updated policy was updated and approved by the VWA Board.</li> </ul>
March 2019	3.0	<ul style="list-style-type: none"> <li>The updated policy was updated and approved by the VWA Board.</li> </ul>
October 2023	4.0	<ul style="list-style-type: none"> <li>The Policy was updated onto the new template.</li> <li>New membership categories have been included in the policy.</li> <li>The Purpose Statement was updated. Rewording of Membership categories for enhancing readability.</li> </ul>
December 2025	4.0	<ul style="list-style-type: none"> <li>Updated legal name "WA Volleyball Association Incorporated will be referred to as Volleyball WA or VWA" as required by CCIWA</li> </ul>

## Appendix & Relevant Procedures

This policy is to be read in-conjunction with the following:

- VWA Constitution
- VWA Membership Guide - individuals
- VWA Affiliation Guide
- VWA Awards Criteria
- VWA Code of Conduct