

P2. MEMBERSHIP POLICY

This document is provided to support the Club Rules and communicate club policy to the members. Policy may be revised from time to time by the committee, and members will be adequately notified of changes.

1. Membership records are kept to ensure suitable, traceable data are available to assist in the management of the club and to comply with statutory requirements (eg. the Associations Incorporation Act 1987). Data shall include – but may not be limited to – the following:
 - a. Member name
 - b. Member number
 - c. Postal address
 - d. Phone contact number
 - e. Membership renewal month
2. Additional member data recorded includes email address, venturer posting notes, membership start date, introductory walk date, linked member number, leader status, first aid certificate status, subs paid date, next due date.
3. It is the responsibility of the Membership Secretary to maintain club membership records. Membership records must be backed up to ensure that data is not lost in the event of mishap or computer malfunction.
4. Except as required by section 27 of the Associations Incorporation Act 1987, all personal membership data shall be treated in accordance with the National Privacy Principles (refer to www.privacy.gov.au). No identifiable membership data will be passed onto anyone outside of the club. Club emails are constructed so that member email addresses are not available to other recipients (vis.as bcc – blind carbon copies).
5. Recording of membership data such as sex, age, activity level and period of membership is undertaken as profiling tools to assist with activity planning and club management.
6. Unless specifically requested by the member, records of their membership details will be retained for a period of 2 years after membership expiry in case they wish to rejoin.
 - a. Un-financial members, who pay the membership fees within the period stated above, shall retain their existing membership number. The revised anniversary date of their membership shall be the last day of the month in which the membership fees are received.
7. Prospective members must complete an introductory walk (See [P3. Introductory Walks Policy](#)).
8. Club membership is on an annual basis, terminating on the last day of the month of joining or renewal. Financial club members are entitled to receive an emailed club newsletter (in accordance with the newsletter policy). Members are provided with a receipt of membership payment and a laminated, credit-card sized membership card.
 - a. Members, who are in arrears by more than 2 month shall be considered un-financial, and will be removed from the membership list and the members section of the Club's website.
9. Membership fees are determined by the committee and are set for a minimum of 12 months (in accordance with the Club Rules – section 8). As the club is a not for profit organisation, fees are set so as to reflect costs to the club. Consequently members who choose to receive their newsletter by post will be required to bear the extra cost as part of their membership fees.