

## Club Membership Policy

<b>Date approved:</b>	7 February 2025	<b>Effective start date:</b>	7 February 2025
<b>Policy Number:</b>	ISV002	<b>Version number:</b>	4.0
<b>Review date:</b>	February 2026		
<b>Related Policies/ Procedures/Forms:</b>	Membership Policy		

### 1. Purpose

To outline the membership requirements for Clubs, their obligations as well as options and fees.

### 2. Application

This policy applies to all incorporated entities, or entities in the process of being incorporated who are applying to be a member of the Association through Affiliation.

### 3. Club Membership

#### 3.1 Rules of Membership

- a. Clubs are bound by the Association's Constitution.
- b. Clubs are required to fulfil their legal obligations under Part 3 of the *Victorian Associations Incorporation Reform Act and Regulations, 2012*, and subsequent amendments thereto or laws and regulations made in substitution thereof, in order to continue their Membership and Affiliation with the Association.
- c. Clubs must have:
  - i. A minimum of ten (10) financial members who hold Skating Membership with the Association
  - ii. A minimum of four (4) financial members representing the entity on a committee
- d. Clubs must match their financial year with the Association as listed in the Constitution
- e. Clubs must pay their membership fee as listed in section 4. *Membership fee* by the due date as invoiced by the Association.

- f. At all times operate with and promote mutual trust and confidence between the Association and their mutual Members, promoting the economic and sporting success, strength and stability of each other and work cooperatively with each other in the pursuit of the Objects.
- g. On request Clubs must supply financial records to the Association within thirty (30) days of the request.
- h. Clubs must use the Associations approved membership platform to store all club membership information. No membership lists should be managed separately to the approved membership platform.
- i. A Club must provide all member communications to the Association
- j. A Club must provide to the Association any addition to, repeal of, or amendment of its Constitution, Policies or By-Laws within thirty (30) days of such addition, repeal, or amendment taking place.
- k. After any change in Committee, a Club must provide the details of all Committee members including
  - i. Names
  - ii. Contact information
  - iii. Working With Children Check information
- l. Clubs must not accept as a member, any person who is in default with or indebted to any other Member Club or to the Association.
- m. Clubs must not accept as committee members, persons who also hold membership of the Australian Professional Skaters Association.
- n. Clubs must submit a report to the Association's Board for each scheduled meeting using the prescribed template.
- o. A Clubs Committee must act in the best interest of their members inline with the Associations policies.

### 3.2 Membership Fees

Membership type	Description	Fee
Club	Membership fee for Clubs of any size	\$500.00

#### **4. Breaches to Rules of Club Membership**

Clubs caught in breach of this Policy will have the breach/s reviewed by the Association's Board who shall determine either a:

- i. warning be issued to the Club; or
- ii. financial penalty be issued to the Club; or
- iii. cancellation of Club membership occur

All decisions made by the Association's Board will be final.

#### **5. Cancellation of membership**

In the event that a Club has their membership cancelled by the Association, the Club, within two (2) business days must inform all their members of the Associations decision and provide to them a letter from the Association.

The affected club members will not be required to immediately join a new club, and will be permitted to represent Ice Skating Victoria for the remainder of the membership year. At the end of the membership year, the affected club members must sign up for membership with an approved Association member club prior to undertaking any test sessions or entering events.

## 6. Definitions

<b>Affiliation</b>	means the process of an entity being endorsed as an authorised member of the association
<b>Association</b>	mean the Association, Ice Skating Victoria Inc.
<b>Board</b>	means the Board of the Association
<b>Constitution</b>	means the constitution of the Association
<b>ISA</b>	means Ice Skating Australia Limited
<b>ISV</b>	means Ice Skating Victoria Inc.
<b>Skating Membership</b>	means the Skating Membership as defined in the Membership Policy

## 6. Version history

<b>Version</b>	<b>Approval date</b>	<b>Changes</b>
4.0	Feb 2025	Tabulation of definitions
3.0	Jan 2021	Update to incorporate constitution changes
2.0	Jun 2014	
1.0	Oct 2011	Initial version