



POLICY MEMBERSHIP

HANZA Inc. ABN No. 31 219 342 807

PREAMBLE:

HANZA's mission is to build a network of committed organisations and individuals across Australia and New Zealand that promotes policy, actions and programs around homesharing as a viable, affordable and sustainable model of supported shared living.

As an Incorporated Association based on a membership model, this policy sets out the rights and responsibilities of members of the Association, and the procedures that guide their application for membership and their rights and responsibilities as members.

OBJECTIVE:

To ensure that members are fully cognizant of the intent, the rights and the responsibilities of being a member of HANZA, and of the procedures and rules that frame their membership role and their commitment to homesharing as a model of viable, affordable and sustainable model of supported shared living.

DEFINITIONS:

A HANZA member is an organisation or an individual who is committed to the promotion of homesharing as a viable, affordable and sustainable model of supported shared living and the purposes of the Association as stated in the HANZA Rules Part 1 Section 2 A member has had their application for HANZA membership presented to and approved by the HANZA Board and has paid their joining and annual fees.

HANZA Life Membership may be awarded when HANZA wishes to recognize the significant and longstanding contribution of a HANZA member to the promotion and acceptance of homesharing across Australia and New Zealand. These awards are conferred at the HANZA Annual General Meeting.

POLICY:

All HANZA members are bound by HANZA Inc Rules, Part 3 - Division 1 Membership; Division 2 Disciplinary Action; and Division 3 Grievance Procedure. These Rules remain the authority and the

HANZA Board must be cognizant of and act to apply these Rules. These sections are not repeated in detail here, but members must familiarise themselves with the provisions of the Rules and act accordingly.

Commitment to HANZA Mission and Values: A member of HANZA must be committed to the HANZA mission of supporting, promoting and advancing homesharing as a viable, affordable and sustainable model of supported shared living across Australia and New Zealand. Members may be individuals, or organisations that are operating a homeshare program, planning to operate a homeshare program, or supportive of the model and of HANZA Inc and its vision, mission, values and strategic goals. The application process includes a written commitment to the mission, values and strategic goals of HANZA.

Member Rights and Responsibilities: A person or organisation becomes a member of the Association and is entitled to exercise the rights of membership from the date, whichever is later, on which the board approves their application for membership or the relevant annual subscription and joining fee are paid. (HANZA Rules Section 11)

A HANZA member has the right:

- to receive notice of general meetings and of proposed special resolutions
- to submit items of business for consideration at a general meeting
- to attend and be heard at general meetings
- to vote at general meetings
- to have access to the minutes of general meetings
- to inspect the register of members.

The rights, privileges, or obligations of a HANZA member are not transferable and end when membership ceases.

Ceasing membership: Membership ceases on resignation, expulsion or death. A member may resign by notice in writing to the Association. A member is taken to have resigned if their annual subscription is more than 12 months in arrears. (HANZA Rules Sections 16 and 17).

PROCEDURES:

Application for membership: Individuals and organisations that wish to become a member of HANZA apply by contacting HANZA via the website and requesting an Application Form. The Secretary will forward an application form to the enquirer on request unless there are serious doubts as to the eligibility of the applicant. In that case, the Secretary will raise these concerns at the next Board meeting for discussion and resolution by the whole Board. If the applicant is deemed to be ineligible for membership, the Secretary or another member of the Board will be deputed to communicate this directly to the individual or organisation.

Once a request for an application form is received, and to ensure the applicant understands the rights and obligations of becoming a HANZA member, then the HANZA Secretary will send out a copy of the Application Form, the Schedule of Fees, a copy of the HANZA Strategic Plan and a recommendation that the applicant read the HANZA Inc Rules which can be found on the website (www.homeshare.org.au). The Secretary will also explain that upon receipt of a completed application, this will be taken to the next meeting of HANZA Board for approval or rejection.

Within 5 working days of the decision by the HANZA Board the Secretary will notify the applicant of the result. If membership is approved, the Secretary shall request payment, within 28 days after receipt of the acceptance notification, of the sum payable for the appropriate fees.

If the HANZA Board rejects an application, the Board Chair must, as soon as practicable, notify the applicant in writing that the application has been rejected.

Administration of membership: The HANZA Secretary will establish and maintain a register of members containing:

1. Names and addresses of each member
2. Date that each member's name was entered in the register
3. The member's financial standing
4. In case of an organisation the name of the CEO and the contact person.

On request, the secretary will make the public register available for inspection free of charge for any member and facilitate the making of copies.

DOCUMENTS:

REGULATORY REFERENCES:

Associations Incorporations Reform Act 2012

Rules of Homeshare Australia and New Zealand Inc
(to be found on the website www.homeshare.org.au)

REFERENCE DOCUMENTS:

The following documents can be found at www.homeshare.org.au

- HANZA Strategic Plan 2020-2023
- Application for Membership of HANZA Inc
- Schedule of Fees