

Our People

Members

Membership Policy & Procedure

Authorised by:	Date authorised:
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Summary of changes:	
Rewritten to reflect NHT's independent governance review 2023 and implementation of its recommendations.	

Membership Policy and Procedure

Policy

Neighbourhood Houses Tasmania (NHT) is the peak body representing the Network of Neighbourhood Houses across Tasmania (the Network).

NHT is committed to:

- being a strong peak body through providing resources, representation, policy development, advocacy, information sharing and coordination to our Members.
- resourcing strong, diverse and effective Member organisations that focus on community development to strengthen and support Tasmanian communities.
- meeting the Membership requirements of the NHT constitution.

Purpose

Membership of NHT provides benefits and comes with responsibilities.

The purpose of this policy is to set out:

- What Members can expect from NHT as a peak body.
- The requirements for organisations to be a Member of NHT.

Scope

This policy applies to NHT, NHT Members, associate Members and those seeking NHT Membership.

NHT's Role

1. **Build a strong and accountable peak body organisation** to meet the needs of Members.
2. **Enhance the capacity, skills, and knowledge** of Neighbourhood Houses to meet their community's needs
3. **Valuing Neighbourhood Houses** as placed based community development organisations and facilitating a united voice for Members.
4. **Develop and contribute to policy positions** and responses that reflect the needs of Neighbourhood Houses and their local communities.
5. **Advocate for and with Neighbourhood Houses** on issues that impact their communities.
6. **Facilitate effective networking and communication** within the Neighbourhood House Network and with external stakeholders, including all levels of Government.

Membership Benefits

In line with the above, NHT provides a range of benefits to Members including:

- Access to regular regional meetings, consultations and forums and the opportunity to contribute to policy submissions
- Sharing and developing resources, tools, templates and training
- Information and referral for sector issues
- Lobbying Federal, State and Local governments on behalf of Members
- Liaison with the core funding body, the Department of Premier and Cabinet (DPAC)
- Representation on working groups, committees and boards within Tasmania, and on the national level to further the strategic goals of the Network e.g. Australian Neighbourhood Houses and Community Centres Association (ANHCA).

Membership

Members

Any Neighbourhood House or organisation whose objectives align with NHT's purpose and fulfill the Membership criteria can apply to become a Member.

A Neighbourhood House or organisation wishing to become a Member must apply for Membership, pay a Membership Fee, and be approved for Membership by the Board.

NHT Membership requirements are outlined in the [NHT Constitution](#).

Associate Members

Associate Membership is available to any person or organisation whose objects are, in the opinion of the Board, sufficiently similar to those of NHT to warrant Associate Membership. Associate Members do not have voting rights.

Member Representation and Voting:

Members can be represented by **one delegate** (as nominated by the Member) at Special General Meetings and Annual General Meetings. Each House has one vote.

Additional Member representatives can attend Special General Meetings and Annual General Meetings as observers.

Associate Members can have one delegate attend Special General Meetings and Annual General Meetings as observers but do not have voting rights.

Membership Eligibility

The Board has decided the following outlines Membership criteria for new Members or renewing Members:

Membership Criteria

Members

1. Are funded as a Neighbourhood House in Tasmania.
2. Operate and deliver services consistent with the current Neighbourhood House Program Strategic Framework.
3. Agree to and comply with Membership requirements of the [NHT Constitution](#).
4. Agree to and comply with this NHT Membership Policy. A Member Charter will also be developed in consultation with members.
5. Pay the fee, as set by the Board, by July 1st each year or when due.

Associate Members

Associate Membership is available to any person or organisation whose objects are, in the opinion of the Board, sufficiently similar to those of the Association to warrant Associate Membership.

For the avoidance of doubt, Associate Members do not have voting rights.

Member Charter

The Member Charter will be developed in line with the new strategic plan and will outline how NHT and Members work together as a Network fostering strong relationships and connections that are productive, respectful and supportive.

Membership Application

Organisations wishing to become a Member apply using the [Membership Renewal Form](#).

Board Approval

The NHT Board considers and decides on applications for Membership. Applications are assessed against the Membership Criteria in line with the Constitution.

If the application is approved, applicants will be advised by email and letter and receive a tax invoice for the Membership fee.

If the Board requires further information, or there is an issue relating to meeting the Membership Criteria, the Board advises what is required, or the reasons Membership has not been approved to the applicant.

Applicants wishing to discuss a decision can arrange this with the Board President.

Membership Fees

Members pay an annual Membership Fee (pro-rata if applying more than 6 months through the financial year) as listed on the Membership Renewal Form.

Associate Members pay an annual Associate Membership Fee as outlined on the Associate Membership and Renewal Form (when developed).

Fees are determined annually by the Board and are due on 1 July each year or by the invoice due date.

If a Member is having an issue paying fees by the due date, they should contact the NHT to discuss options.

If a Member fails to make payment of the Membership Fee or Associate Membership Fee (as the case may be) 30 days after invoicing and has not made an alternative agreement with the NHT CEO or Board, the Board may resolve that the relevant Membership cease.

Record of Members

The Public Officer shall keep and maintain a register of Members showing the details of the Member, including name, contact person, nominated delegate, address, email address, the date the Member commenced Membership, and date when the Membership will expire.

Membership Renewal:

Memberships expire on 30 June each year.

Renewal reminders are sent out in advance by NHT.

To renew, Members:

- Submit a renewal using the [Membership Renewal Form](#).
- Pay the Membership renewal fee by 1 July or by the invoice due date.

Resignation of Members

Members may resign their NHT Membership at any time by giving notice in writing, to the Public Officer (publicofficer@nht.org.au), and the Membership ceases when the Board accepts the notice at a Board Meeting.

Feedback and Complaints

Issues raised by Members relating to NHT

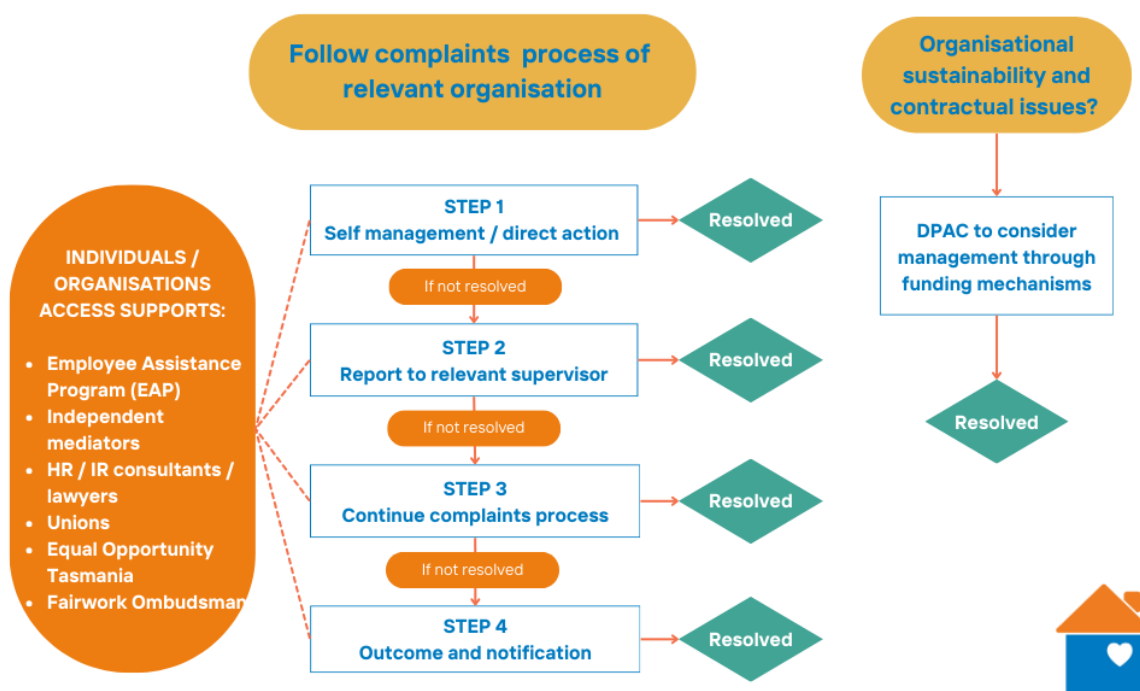
NHT aims to work together with Members to foster strong relationships and connections that are productive, respectful and supportive. Part of this process is to regularly seek feedback from Members and have a clear process to raise and resolve any issues or complaints about NHT.

Refer to [Feedback and Complaints Policy](#) for further details.

Issues raised by Members relating to other Member organisations

Any issues raised by Members that relate to other Member organisations should be raised directly with the organisation and managed through their own organisational policies and procedures. A process flow chart is below.

GENERAL FEEDBACK & COMPLAINTS PROCESS



Issues raised by NHT relating to Members

Issues raised by NHT relating to Members or minor breaches of the Member Criteria that are inadvertent or occurred in good faith are approached in a timely, positive and supportive way and with the aim of resolving the issue collaboratively.

If a more serious and/or ongoing breach of the Member eligibility criteria occurs, in circumstances that warrant considered investigation, NHT staff will contact the Member to seek information and clarification about the issue. The NHT Board or CEO may investigate, document any findings, and advise the Board and the Member of the findings.

Membership Breach

If a breach of Membership criteria is confirmed, NHT will in the first instance, discuss with the Member to resolve, including any recommendations the Board has identified.

Consideration for Expulsion

If, despite reasonable support and advice, the issue is not resolved, and Membership eligibility criteria is still not met, the NHT Board, according to the NHT constitution:

1. Send a written notice (the Expulsion Notice) to the Member outlining the reasons the Member is being considered for expulsion.
2. Allow the Member 7 days to respond in writing.
3. Consider the response (if received) within 21 days.
4. If no response, the Board may expel the Member immediately.
5. The Board's decision is at its discretion.

Supporting Documents

[NHT Constitution](#)

[Member Charter \(to be developed\)](#)

[Membership Renewal Form](#)

[Feedback and Complaints Policy](#)