



By-Law 6

Processing of Membership

Detail

Section 5 of the ASIEQ constitution and rules details the classes of membership to be:

- (1) The membership of the association shall consist of:-
 - (a) ordinary members, and
 - (b) associate members
- (2)
 - (a) An entity licensed as a self-insurer under the Queensland workers' compensation legislation, or an employer with over 1000 workers employed in Queensland and who has an interest in the objects of the Association, self-insurance and/or employer based injury management shall be eligible for ordinary membership of the Association.
 - (b) An entity that has an interest in the objects of the Association, self-insurance and/or employer based injury management including the provision of medical health, safety or Injury Management services to self-insured employers shall be eligible for 'Associate' membership of the Association.
 - (c) An entity will not be eligible for 'Associate' membership if they are (or potentially are) a provider of services to members of the Association and they do not comply with clause 5(2)(a). For example: solicitor and loss assessor firms who may, are and/or have been retained to provide services to members of the Association will not be eligible for membership unless they have an interest in becoming a self insurer.
- (3) The Executive of the Association retains the right to refuse any application by an entity for membership to the Association notwithstanding satisfaction of the criteria in clauses 5(2)(a) and 5.(2)(b), if the Executive is of the opinion that membership of the entity is not in the best interests of the Association.
- (4) The number of members is unlimited.

Section 6 of the ASIEQ constitution and rules on membership states:

- (1) An applicant for membership of the association, must be proposed by 1 member of the association (the **proposer**) and seconded by another member (the **seconder**).
- (2) An application for membership to which 6(1) applies must be-
 - (a) in writing; and
 - (b) signed by the applicant and the applicant's proposer and seconder; and
 - (c) in the form decided by the executive committee.

In addition to above, section 10 of the constitution and rules on admission and rejection of members states:

- (1) The executive committee must consider an application for membership at the next meeting of the committee held or via email flying minute within 7 days after it receives the application.
- (2) The executive committee must decide at the meeting whether to accept or reject the application.
- (3) If a majority of the executive committee members vote to accept the applicant as a member, the applicant must be accepted as a member to the class of membership applied for, once all membership fees are paid.
- (4) The secretary of the association must, as soon as practicable after the executive committee decides to accept or reject an application, give, or direct the Secretariat to give, the applicant a written notice of the decision.

New Membership process

A membership application form should be available on the ASIEQ website at all times. The form should include a section for a proposer and seconder to sign endorsing the nomination of the applicant. The form should also contain information on how to lodge the application and include details of the membership fees (include information on pro rata fees).

Application forms can be received via email, fax and/or post. They should be placed in an electronic format (if not already) and given to the Secretary. The Secretariat may also forward to the executive committee directly for comment and endorsement. The application must be circulated within 7 days of receipt and can be done via a flying minute if there is no executive committee meeting within this timeframe.

If the application is circulated via flying minute, the email should contain the completed application form. The executive committee should make it a priority to reply to the email with an approval or any comments as to why the application should not be endorsed. If more than 50% of the executive committee agree to the membership, it will be taken as endorsed. If exactly 50% or less agree, it will be taken that the membership is not endorsed. If the application is tabled at an executive committee meeting, at least one hard copy of the application form must be available for discussion.

If the membership is approved, the Secretariat will issue an invoice for membership fees and forward to the applicant along with a welcome email. The applicant will be advised that membership is not formalised until payment in full is received for membership fees. Membership fees will be issued on a pro rata basis between November and August and will pro rata on a whole month basis (ie if an applicant is approved on 5 April, they would be invoiced May – September). Membership fees are taken from the date of approval (not application).

Once the membership fee has been paid, the Secretariat will enter the applicant's details, along with their nominated personnel into the membership register. The Secretary should acknowledge any members attending their first general meeting at the beginning of that meeting.

Should an application not be approved, the applicant should be notified in writing within 5 days of the decision being made. The email can be forwarded by the Secretary or delegated to the Secretariat and must be noted as correspondence out at the next executive committee meeting. The applicant may wish to appeal the decision and the process for doing this is outlined in the ASIEQ constitution and rules.

Membership renewal process

The membership year runs in parallel to the ASIEQ financial year which is 1 October to 30 September.

Invoices should be prepared by the Secretariat in early September (no later than 15 September) and emailed to the nominated contact person on the membership register. Invoices should be payable within 30 days. The contact details for all personnel listed within the membership registered should be checked at this time to ensure accuracy.

Members should be followed up via email and telephone should the invoice not be paid within 30 days. It is important that members have their invoice paid prior to the annual general meeting or they will not be eligible to vote or nominate for the executive committee if they have membership fees in arrears.

Members will be removed from the membership register if their membership fees fall into arrears by more than two (2) months as outlined in the constitution and rules in section 11 (3) (c).

Membership register

Members are welcome at any time to update their information with the Secretariat who will update the register within 5 business days. The membership register must be up to date at all times as members may make a request to the Secretary to view the register.