

# Compass Membership Policy and Procedure

## 1. Purpose

The purpose of this Membership Policy is to establish a consistent approach to the criteria, and managing the process, for a person, as defined in the Compass Constitution as a natural person, becoming a member of Compass Housing Services Co Ltd (Compass).

This policy supports the membership objectives as outlined in the Compass Constitution. It provides guidance and detail regarding the process by which the Board will consider the member application of a person into Compass.

Words in Capital Letters have the meanings given to those words in the Compass Constitution.

In reading this policy, it should be noted that the membership of Compass comprises two classes of members:

- General Members; and
- Life Members.

## 2. Scope

The policy applies to all workers, directors and members of Compass decision-making committees and advisory bodies. The policy applies to third parties engaged to carry out activities on behalf of Compass if stipulated by agreements.

## 3. Policy Statement

### Membership Application – General Member

- Any person who wants to become a General Member of Compass must complete a written application on the “Compass Housing Services Co Ltd Membership Application Form” and send it to the Secretary at Compass Head Office, Suite 302, Level 3, 12 Stewart Avenue Newcastle West 2302 (email: [secretary@compasshousing.org](mailto:secretary@compasshousing.org)).
- An application for General Membership must contain:
  - the name of the person who wants to be a General Member; and
  - the endorsement of two (2) current members (whether General Members, Life Members, or a combination of the two).
- The Board must decide whether to accept or reject any application for membership as a General Member at the first Board Meeting after the Secretary receives an application.
- If the Board accepts an application for membership as a General Member, the Secretary must:
  - notify the applicant in writing as soon as practicable; and
  - request from the applicant their first annual membership fee.
- A person will only become a General Member of Compass when the following occur:
  - the person’s application to be a General Member is accepted by the Board; and
  - the person pays the annual membership fee.

- The annual membership fee is \$5.00 unless the Board determines otherwise.
- The annual membership fee is only payable once the Board has approved an application for membership as a General Member.
- Any receipt of payment of the annual membership fee is to be receipted at head office only and in accordance with Compass Cash Handling Policy (POL-018-02) and can only be received at Compass head office premises (refer 1.1).
- Any receipt of payment of the annual membership fee must only be accepted for the current financial year. No payment of membership fees paid in advance are permitted. Please refer to the Current Compass Membership Register maintained by the Company Secretary to determine whether a member is paid for the current financial year
- Any receipt of payment of the annual membership fee must be provided to the Company Secretary.

### **Membership Application/Nomination – Life Member**

- A member who has provided substantial service to Compass may be recognised by being appointed as a Life Member of Compass. Under Compass’ Constitution, such person may only become a Life Member if:
  - they are nominated by the Board as such; and
  - the members, following the nomination by the Board under clause 2.12(1) of the Compass Constitution, resolve at an AGM to appoint that person as a Life Member.
- In nominating a person for appointment as a Life Member under clause 2.12 of the Compass Constitution, the Board must have regard for the following criteria:
  - each calendar year, the Board may only nominate a maximum of two (2) persons to be Life Members; and
  - a person nominated must either be, at the time of the nomination by the Board:
    - a current General Member and have been a current member for not less than ten (10) consecutive years; or
    - a former Director who served as a Director for not less than six (6) consecutive years.
- Within these broad criteria, the Constitution authorises the Board to determine the policy and procedure by which the Board will nominate a person to become a Life Member.
- The Board has resolved that the policy and procedure leading to the nomination of persons for Life Membership will be an informal one. It is expected that proposals for Life Member nominations will be infrequent and with respect to candidates whose substantial service to Compass is relatively self-evident and undisputable. Accordingly, proposals for Life Member nomination will be made in writing directly to the Chair in a form directed by the Chair from time to time.
- Upon receipt of a proposal for Life Member nomination, the Chair will notify the Board and the Board will, at the first Board Meeting after such notification, either:
  - request further information or clarification in respect to the proposal; or
  - decide whether to nominate the candidate as a Life Member at the next AGM of Compass.
- The Board is not required to provide a reason for failing to nominate a person for Life Membership.
- A Life Member is not required to pay an annual membership fee for any year after they are appointed as a Life Member under clause 2.12 of the Compass Constitution.

## 4. Responsibilities

All Compass workers have an obligation to:

- familiarise themselves with and ensure they have a clear understanding of Compass policies and procedures,
- observe and implement such policies, and associated procedures in delivering services to Compass clients,
- inform Compass clients of the impact of this policy on them and assist them to understand their rights and obligations, as required,
- identify issues that require amendment to this policy document and complete the relevant documentation to propose any amendments, and
- report breaches of Compass policies or procedures.

The relevant Group Executive Manager is ultimately responsible to:

- ensure all stakeholders within their area of responsibility are informed about Compass Policies and Procedures,
- ensure appropriate processes and controls are implemented to enable the correct application of and adherence to relevant policies and procedures, and
- ensure appropriate processes and controls are implemented to enable breaches of approved Compass Policy and Procedures to be reported and managed.

## 5. Implementation and Review

This policy is listed on Compass Controlled Documents Register and is a controlled document requiring approval of any changes. It may not be amended or shared outside Compass without approval.

The policy is reviewed regularly and published on Compass SharePoint intranet once approved. Employees receive communications and training on new and reviewed policies and procedures.

Compass complies with relevant contractual compliance obligations and jurisdictional laws and regulations when implementing this policy. Confirmation of internal compliance with this policy is undertaken regularly.

It is the responsibility of Compass Group Executive Services to maintain and update the Compass Master Policy Document, Policy Directory and the Policy Review Register, administer the review and approval process and inform and distribute new and amended policies and procedures once approved (refer PROC-011 Policy and Procedure Development Approval).

Compass Workers should refer to SharePoint for the latest version which takes precedent over any uncontrolled version. If this document is printed, downloaded, or saved elsewhere from this site it becomes an uncontrolled version.

For further information contact the Responsible Officer listed under Document Information.

## 6. Resources and related documents

### Related documents

- Compass Constitution (CON-001)
- Compass Housing Services Co Ltd Membership Application Form (FOR-011)
- Compass Cash Handling Policy (POL-018-02)

## 7. Definitions

Please refer to Compass Glossary of Definitions for Policies and Procedures. Terms and definitions identified below are specific to this policy and are critical to its effectiveness:

Term	Definition
<b>Compass</b>	Compass Housing Services Co. Ltd, an Australian Public Company registered in Australia under the Corporations Act 2001 (Cwlth) and as a charity with the <a href="#">Australian Charities and Not-for-profit Commission (ACNC)</a> .
<b>Compass Group</b>	The corporate structure that includes Compass (as the Parent Company) and the boards of Subsidiary Companies, Governance Committees and advisory groups as created from time to time.
<b>Director</b>	Has the same meaning as defined in the <a href="#">Corporations Act 2001 Part 1.2 Division 1 Section 9 Dictionary</a> in Australia and as defined in the <a href="#">Companies Act 1992 Part 1 Section 2 Interpretation</a> .
<b>Employee</b>	A person engaged under an employment agreement or award by any company in the Compass Group.
<b>Executive Manager</b>	Many positions within Compass include the title "Executive Manager". Regardless of whether an Executive Manager heads a Business Unit, the delegated authority of each Executive Manager depends on the functions and reporting relationship of the Business Unit for which the Executive Manager is responsible. Executive Managers should refer to the document Compass Organisational Chart in Terms of Levels of Delegated Authority for confirmation of the band of authority they hold.
<b>Officer</b>	Has the same meaning as defined in the <a href="#">Corporations Act 2001 Part 1.2 Division 1 Section 9 Dictionary</a> in Australia and as defined in the <a href="#">Companies Act 1992 Part 1 Section 2 Interpretation</a> in New Zealand
<b>Parent Company</b>	Compass Housing Services Co Ltd (Compass)
<b>Worker (Compass Group)</b>	a person engaged to carry out activities in any capacity for a company in the Compass Group, including work as: an Employee, or an independent contractor or subcontractor, or a worker of a contractor or subcontractor, or a worker of a labour hire company who has been assigned to work in the person's business or undertaking, or an outworker, or an apprentice or trainee, or a student gaining work experience, or a volunteer

Term	Definition
<b>Worker (Compass)</b>	has the same meaning as defined in the <a href="#">NSW Work Health and Safety Act 2011 No 10</a> Subdivision 2 Part 7 Meaning of 'worker' (1) A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as: an employee, or a contractor or subcontractor, or an employee of a contractor or subcontractor, or an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or an outworker, or an apprentice or trainee, or a student gaining work experience, or a volunteer, or a person of a prescribed class.

*End of document.*