



11.1 Membership Policy

A. Introduction

1. HCCA encourages people and organisations who share its aims, objectives and values to become members of HCCA, and recognises that diversity in its membership is very important to strengthening direct consumer involvement in health decision making.
2. HCCA requires that members of the Executive Committee (EC) and Executive Director (ED) be current members during their tenure. Staff, participants in training and volunteers are encouraged to join, although non-membership does not preclude active participation.
3. Consumer Representatives are required to be a member of HCCA if the organisation is to endorse their participation.
4. HCCA offers membership to both individuals and organisations which provides the following benefits:
 - i. receipt of the newsletter
 - ii. support consumer representatives on the performance of their duties
 - iii. attendance and voting rights at the Annual General Meetings
 - iv. become a member of the EC
 - v. access to all services and new publications
 - vi. access to attend EC meetings
 - vii. invitation to activities, launches and other HCCA functions.

B. Privacy Policy

5. HCCA acknowledges that all individuals have a right to privacy. HCCA supports and endorses the National Privacy Principles contained in the *Privacy Amendment (Enhancing Private Sector) Act 2012* and will comply with these principles wherever personal, sensitive and health information, as defined by the Act, is collected by HCCA. For a copy of the policy, please contact HCCA or visit the website: <http://hcca.org.au/index.php/members/privacy-and-confidentiality-policy.html>
6. No member's name or contact details be given to a third party without the permission of that member.

C. PROCEDURES

- i. **Membership Application Form** Each person or organisation applying for membership must fill out the membership application form and sign the declaration that they agree to accept and fully support the Aims and Objectives of the Association.
- ii. **Approval of New Membership Applications** All membership applications will be considered by the Executive Committee (EC) at the first meeting after receipt of applications. The applications will be tabled for consideration by the meeting. An individual or organisation may be accepted for membership if they agree to accept and fully support the Aims and Objectives of the Association and has applied in accordance with the application process. Once accepted, a letter of confirmation will be sent from HCCA.
- iii. If the EC decides that an applicant is not suitable to become a HCCA member, the Executive Director will send a letter to that applicant outlining why the EC has decided not to accept their membership application. The membership fee (if any) and any donation received will be returned to the applicant with the letter.

D. Renewal of Membership

7. The membership period is three years. Renewal of membership is due on 1 July in the year of expiry. All members must renew their membership at the end of the three-year membership term.
8. Where any member fails to renew by September 30 in the year the membership expires, their membership will lapse and will not be reinstated until the membership renewal form is submitted. If a membership has lapsed for more than a calendar year they will be required to reapply for membership.

E. Membership Fees

9. Subject to any resolution by the general meeting, the Committee may determine:
 - i. any membership fee for each membership period;
 - ii. the joining fee (if any); and
 - iii. categories of members and the fees (if any) to be paid by members in each category.
10. The Executive Director has the authority to waive fees (if any) in the certain circumstances (eg financial hardship).
11. A person who resigns or is expelled from membership shall not be entitled to a refund of fees (if any).

12. New members, joining from 1 April in the year in which the three-year membership expires do not need to renew their membership in June for the following three year membership period.

F. Resignation of HCCA membership

13. When a member decides to resign from HCCA, the Executive Director or President will invite the member to have an exit interview.

G. Membership Register

14. In accordance with the incorporations Act, HCCA will make the Membership Register available for inspection by members as per section 11.4 Inspection of Membership Register of the HCCA Constitution. A member wishing to see the Membership Register need to request this to the Executive Committee. The Committee can refuse the request if it is concluded that the purpose for such request was:

- i. not directly related to the management or the purposes of HCCA
- ii. Improper or to the detriment of members

15. If the Executive Committee allows the request for a member to see the Membership Register, the only information available will be the members' names and email addresses or phone numbers if the email is not provided.

16. Members are entitled to request that their personal information be restricted so that only the Public Officer is permitted to access it.

H. Forms

17. HCCA Membership Application and Renewal Forms which are available at the HCCA website: <https://www.hcca.org.au/members/how-to-become-a-member/>

I. Relevant Policies and Procedures

- i. HCCA Constitution
- ii. Consumer Representatives Program Policy
- iii. HCCA Members, Consumer Representatives and Volunteers Code of Conduct: Principles
- iv. Privacy and Confidentiality Policy

J. Relevant legislation

- i. Privacy Act 2012

ii. Associations Incorporation Act 1991 (ACT)