Membership application and ratification policy

Darling Downs Potters' Club Ltd

1. Purpose

This policy sets out the administrative process for managing membership applications in accordance with the Articles of Association.

2. Qualification of membership

A person becomes a member only when:

- the Board of Directors resolves to admit the applicant, and
- the applicant's name is entered into the Membership Register.

Until that time, the person is an **Applicant only** and is not a member.

3. Applicants

To become a member of the Darling Downs Potters club, everyone must go through the application process.

All Applicants must:

- complete the approved application form
- provide any information reasonably required by the Club for assessment
- pay any applicable application fees

Applicants:

- are not members of the Club
- have no voting or governance rights
- are not entitled to attend or vote at any General Meeting by virtue of being an applicant

4. Induction (Safety and Access Requirement)

The Club requires all Applicants to complete an induction before they can use club facilities. Inductions must be completed before an Applicant can be ratified by the Board.

Inductions include review of:

- safety procedures
- equipment and studio use
- conduct expectations
- operational requirements of the Club

5. Board Consideration and Membership Ratification

5.1 All eligible applications are presented to the Board at a duly convened Board meeting.

5.2 The Board may resolve to:

- admit the Applicant as a Member
- defer consideration of the application
- refuse the application

5.3 Membership only commences when:

- the Board resolves to admit the Applicant, and
- the Applicant's name is entered into the Membership Register

6. Policy Review

This policy will be reviewed by the Board every two (2) years or earlier if required.