



MEMBERSHIP POLICY

of the

MEN'S KITCHEN ASSOCIATION LIMITED

Australian Company Number (ACN) 647 828 064
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A company limited by guarantee



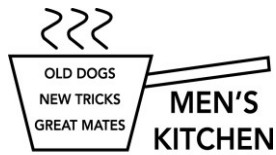
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Version History

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1 Purpose

- 1.1 The purpose of this policy is to outline the applicable membership eligibility criteria, conditions of membership, fees and other important information regarding an individual belonging to the **association**.
- 1.2 This policy is not applicable to **association** members that are incorporated.

2 Membership Types

- 2.1 The constitution provides for both personal and corporate membership. At this time membership is unable to be offered to incorporated bodies.
- 2.2 The constitution simply defines members, and the rights and obligations associated with being a member. However, the Men's Kitchen wishes to attract and retain members to simply enjoy the services we provide and to be able to do so without the need to be involved in the governing of the company.

In this document two types of memberships are defined:

- a. **Governing Membership**
These are members as defined and described in the constitution. In this document only the procedures associated with their appointment etc will be defined.
- b. **Participating Membership**
These are the members who join to be involved in the activities of the Men's Kitchen, but have no rights or obligations as defined under the constitution.

Participating members are not entitled to vote at general meetings and are not liable to pay the guarantee should the **association** be wound up.

To be clear, any natural person may be granted either or both membership types.

3 Governing Membership

- 3.1 **Governing membership categories**
There are no differentiating categories within a **governing membership**, there is one category and that is as defined in the constitution.

3.2 Governing membership term

- a. The term of **governing membership** is indefinite. A member becomes a member when they have been approved by the membership application process defined below. Each approved **governing membership** continues indefinitely until they stop being a member (see section 5.2 below). A **governing member** who is also a **participating member** will cease to be a **governing member** in the event they are no longer a **participating member** for any reason.
- b. The **MKA board** may elect to grant **governing membership** to an individual for a finite period of time. That period will be determined by the **MKA board** and communicated to the member upon their acceptance by the **MKA board** as a **governing member**. A **governing member** whose approval period has expired will cease to be a **governing member** upon that expiry.

3.3 Governing Membership Eligibility criteria

- a. The **association** reserves the right to refuse **governing membership** to any applicant for any reason. **Governing membership** may be terminated at the discretion of the **MKA board** (clause 8.4d of the constitution applies).
- b. The position holders of the following roles within the **association** once formally approved into their role are automatically eligible to be accepted by the **MKA board** as **governing members**.

Role	Approver
Director	MKA board
President	MKA board
Vice President	MKA board
Finance Manager	MKA board
District Manager	MKA board
District Treasurer	MKA board
Life Member	MKA board

- c. One additional **participating member** per **district** may also apply for **governing membership** at any time. There may only be a maximum of one additional **governing member** proposed by a **district**.
- d. Notwithstanding section c. above, a director may invite any **participating member** to apply become a **governing member**. Clause 3.4 below applies.

3.4 Governing membership acceptance

- a. To become a **governing member** a person must apply by completing the **association governing membership** application form. Every new **governing membership** application must be separately proposed and seconded by existing **governing members** of the **association**. (Clause 6.3 of the constitution applies.)

A properly proposed and seconded **governing membership** application is then to be tabled at the next **MKA board** meeting for acceptance. (Clause 6.4 of the constitution applies.)

3.5 Disciplining governing members

- a. Refer to section 8 of the constitution.

4 Participating Membership

4.1 Participating membership categories

- a. The **association** has several categories of personal **participating membership**:
- b. A person who joins the **association** to participate in our cooking sessions and other organised activities may apply to become a **full member** having the membership rights and privileges outlined in section 4.8 once they are financial.
- c. A person who joins the **association** to become a cooking instructor and also support other organised activities may apply to become a **honorary member** having those rights and privileges assigned to an **honorary member** by the **association** and which may be changed from time to time (see section 4.8 for an outline). An **honorary member** pays no annual membership fees.
- d. A person who joins the **association** to support the association other than as a cooking instructor may apply to become a volunteer having those rights and privileges assigned to a volunteer by the **association** and which may be changed from time to time (see section 4.8 for an outline). A volunteer pays no annual membership fees.
- e. A **governing or participating member** of long standing who has been accepted by the **MKA board** as a **life member** will become a **life member** having those rights and privileges assigned to a **life member** by the **association** and which may be changed from time to time (see section 4.8 for an outline). A **life member** pays no annual membership fees.



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4.2 Participating membership term

- a. The term of a **participating membership** is indefinite. A person becomes a **participating member** when they have been approved by the applicable membership process below. Each approved membership continues indefinitely while a member remains financial or until their membership is revoked by the **association**.
- b. The **association** may elect to grant **participating membership** to an individual for a finite period of time. That period will be determined by the **association** and communicated to the member upon their acceptance by the **association** as a **participating member**. Upon the expiry of that approved finite period of time that **participating membership** ceases.

4.3 Participating membership eligibility criteria

- a. The Men's Kitchen has been established to address a significant demand from older men to learn cooking skills, however as an organisation policy we do not prevent men of any age, women, disabled or other groups of people from learning cooking skills. Each **district** shall be at liberty to determine the makeup of the **participating membership** of each of its operational **kitchens**, recognising that operating as male only, female only, mixed or including disabled people in the groups requires local member consultation before making changes to the mix of members.
- b. **Participating membership** is available to all qualifying individuals 18 years of age and over, who:
 - i. want to become a member
 - ii. support the **association** purpose
 - iii. agree to comply with the **association's** constitution
 - iv. agree to pay the membership and **per diem** fees, and
 - v. agree to comply with the **expectations of members**.
- c. The **association** reserves the right to refuse **participating membership** to any applicant for any reason and membership is revocable without cause. **Participating membership** may be terminated at the discretion of the president of the **association**.

4.4 Participating membership acceptance

The method of being proposed and accepted as a **participating member** of the **association** depends on the category of membership being applied for.

- a. To become a **full member** a person must apply by completing the **association** membership application form. Every new **full member**



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application must be separately proposed and seconded by an existing financial member of the **association**.

A properly proposed and seconded **full member** application is then to be tabled at the next **district** committee meeting for acceptance. Where a **district** has no district committee, a **full membership** may be proposed and approved by the **association** president alone.

- b. To become an **honorary member** a person offering to volunteer to become a **cooking instructor** must apply by completing the **association** membership application form. Every new **honorary membership** application must be separately proposed and seconded by an existing financial member of the **association**.

A properly proposed and seconded **honorary member** application is then to be tabled at the next **district committee** meeting for acceptance. The **district committee** may either accept or reject the person as an **honorary member** as it so determines.

At any time, an **honorary membership** may be proposed by the head chef and approved by the **association** president.

- c. To become a **volunteer** a person must apply by completing the **association** membership application form. Every new **volunteer** application must be separately proposed and seconded by an existing financial member of the **association**.

A properly proposed and seconded **volunteer** application is then to be tabled at the next **district** committee meeting for acceptance. A **volunteer** may be proposed and approved by the **association** president alone.

- d. To become a **life member** a financial individual member who having supported the **association** for ten years at least (or such other term that the directors have agreed) may be proposed and seconded by two financial members of the **association** for life membership status by submitting a written proposal to the president of the **association**.

The prospective new **life membership** proposal is then tabled for approval at the next **MKA board** meeting.

4.5 Participating membership benefits

- a. On admission to the **association** **participating members** receive a member's folder containing:
 - i. an **association** name badge
 - ii. a copy of the **association** - Kitchen Fundamentals document
 - iii. a copy of the **association expectations of members** document, and

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- iv. one or more recipe books.
- b. **Participating members** may attend **cooking sessions** on a regular basis and any other events for members organised by the **association**.

4.6 Participating membership fees

- a. Individuals whose **participating membership** application has been accepted will be charged an annual membership fee which will depend on the category of membership granted.
- b. **Full members** will be charged a one-time joining fee which will provide them with financial membership status until the next 30th of June.
- c. Renewing **full members** will be charged an annual membership fee amount with effect on the 1st of July each year.
- d. Membership fees may be amended by the **association** having given members a month's prior notice.

4.7 Per diem or cooking session fees

- a. **Full members** and **life members** attending cooking sessions will be charged **per diem** fee per cooking session that they attend.
- b. **Per diem** fees may be amended by the **district committee** having given members a month's prior notice.

4.8 Summary of **participating membership** obligations, rights and privileges

Category	Full Member	Honorary Member	Life Member	Volunteer
Obligations				
Payment of annual membership fees	Yes	No	No	No
Payment of per diem fees	Yes	No	No	No
Comply with association policies	Yes	Yes	Yes	Yes
Rights and Privileges				
Participate in cooking sessions	Yes	Yes	Yes	No*
Receive payment for services	No	No	No	No
Reimbursement for approved expenses	Yes	Yes	Yes	Yes

* By invitation only

4.9 Disciplining participating members

- a. In the event that a member is both a governing member and a participating member, clause 8 of the constitution applies to any disciplinary action.
- b. In accordance with this clause, the president may resolve to warn, suspend or expel a **member** from the **association** if the president considers that:
 - i. the **member** has breached the **constitution**; or
 - ii. the member has violated the **expectations of members** policy; or
 - iii. the **member's** behaviour is causing, has caused, or is likely to cause harm to the **company**.
- c. At least 14 days before the president initiates any disciplinary action, the relevant **district manager** must notify the **member** in writing:
 - i. that the president is considering a recommendation by the **district manager** to warn, suspend or expel the **member**;
 - ii. that this recommendation will be considered by the president and the date of that decision by the president;
 - iii. what the **member** is said to have done or not done;
 - iv. the nature of the recommendation; and
 - v. that the **member** may provide an explanation to the president, and details of how to do so.
- d. Before the president approves any recommendation, the **member** must be given a chance to explain or defend themselves by:
 - i. sending a written explanation to the president before that the decision date; and/or
 - ii. speaking with the president directly.
- e. After considering any explanation, the president may:
 - i. take no further action;
 - ii. warn the **member**;
 - iii. suspend the **member's** rights as a **member** for a period of no more than 12 months;
 - iv. expel the **member**; or
 - v. refer the decision to the **MKA board** on conditions that the president considers appropriate.
- f. Neither the **MKA board** nor the president can fine a member.
- g. The **district manager** must give written notice to the **member** of the decision.



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- h. Disciplinary procedures must be completed as soon as reasonably practical.
- i. There is no right of appeal from a final resolution of the **MKA board**.



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5 Conditions that apply to all governing and participating members

5.1 Ongoing membership obligations

- a. All active members must comply with the **association's expectations of members** code of conduct document.

5.2 Membership termination

- a. A member immediately stops being a member if they:
 - i. resign, by writing to the **association**
 - ii. have not paid their fees within three months of those fees falling due
 - iii. are expelled
 - iv. have not responded within three months to a written request from the **association** that they confirm in writing that they want to remain a member
 - v. were appointed as a member for specified time period and that period has ended without the person's membership term being extended, or
 - vi. die.
- b. Terms of membership
 - i. Non-endorsements
Members may not use **association** membership as an endorsement of any product or service.
 - ii. Use of the **association** name and logo
The **association** name and logo are trademarked, proprietary and may not be used in any way or associated with any statement of endorsement without written permission of the president.

The **association** name and logo may not be used in any way after membership has expired or been cancelled.

5.3 Privacy & confidentiality

- a. All data about a membership collected by the **association** is kept secure, private and confidential, and complies with the Australian Privacy Principles. Please see the **association's** Privacy and Confidentiality Policy for more information.

5.4 Changes to this policy

- a. This policy may change from time to time. The most up-to-date version of the policy will be made available to members via the **association** website.

6 Definitions

In this document the following terms have a defined meaning:

association means the Men's Kitchen Association Limited a company limited by guarantee

cooking session means the cooking class held on regular basis

district means a Local Government Area in which one or more **kitchens** operate

district committee means the operational committee in the applicable **association district**

district manager means the person appointed by the **president** as the manager of a **district**.

district treasurer means the person who has been appointed to manage the finances in the **district**

expectations of members means the **association's** member code of conduct policy as amended from time to time

full member means an individual (not incorporated) who has applied and been accepted as a **full member** of the **association**

governing membership means that membership type described in section 3.

honorary member means an individual to whom the **association** has granted honorary membership status

life member means an individual member who has been granted life membership status by the **association**

MKA board means the directors of the **association** as a collective.

kitchen means the facility where the **association** is conducting one or more regular **cooking sessions**.

participating membership has the meaning defined in section 3.5.

per diem means the amount paid by each member to attend each **cooking session**

end