

The new process for applying for membership is as follows:

The below is a seven step guide to the new membership application process (starting in this example with September as the 1st month of the new process). We hope to have this process in place for 2017. This is a process put in place by the Membership, Benefits and Privileges Sub-Committee (MBPSC):

Step 1: All applications for membership received by the Management of the Association during the month of September are collected at the end of the month of September. Under 10.C it is the Management of the Club that receives applications and processes the subscription fee. These Applications must be fully complete, as under the Rules an Application that is not fully complete cannot be considered by the sub-committee or accepted by the Club.

Step 2: The September applications are sorted and the relevant information distilled to exclude private information. Then the names and some information about applicants will be posted in the Club for the perusal of current members on the 1st of October (the following calendar month) by the Manager and/or the Manager's delegated person/s*(see below). This is standard practice in many Clubs. This material is available for at least 14 days in October for current members to view and provide any relevant information or feedback that might be relevant to the outcome of those applications.

Step 3: The MBPSC then meet after the 14th of October and engage in the process of recommending the approval or rejection, or within the sub-committee's own authority under the rules deferring applications to seek more information from those applicants. At this time information and concerns from members about new applicants will be considered. The MBPSC may, under the Rules (11.B), defer any application in its own right to seek further information when necessary. Any follow-up will occur as soon as practical by the management on behalf of the MBPSC. The MBPSC will have a copy of the current Register of Members for reference around the validity of the membership of any movers and seconders of applications.

Step 4: The MBPSC then provide their recommendations regarding the September applicants to the Committee of Management meeting in October and present a list of those being recommended for outcomes to the Secretary. The Secretary must provide, under the Rules, a list of all properly completed applications (those being recommended for an outcome) at the next monthly meeting (the 4th Tuesday in the month) under Rule 11:

11) A list of all properly completed applications for full membership must be presented by the Secretary to the next meeting of the Committee. In all cases the Secretary will appropriately advise the applicant of the Committee decision immediately following the Committee meeting

The Report of the MBPSC is separate to the list of fully completed full member applications presented by the Secretary.

Step 5: The COM then vote on the applications on the 4th Tuesday of October and presumably take into account recommendations from the MBPSC and other members if appropriate.

Step 6: The Secretary then advises those applicants of the outcome of their membership as appropriate based on resolutions made in the COM meeting of the 4th Tuesday of the month (in this example, October) under Rule 11. This process can be delegated by the Secretary to the management staff. If the Secretary refuses to do this, the COM is obliged to instruct the Management to proceed with this correspondence.

The Secretary also ensures that any full members approved are added to a Members' Register kept by the Secretary for posterity. The management add these approved members to the active members' register. Membership registers should be reviewed and audited from time to time. The Secretary and Management will only update the members' registers once approval from the COM has been given for a successful membership.

Step 7: The member applications received in October are collected and information posted in the Club on the 1st of November, and the process continues.

Applications MUST have all relevant information on them from the applicant (missing phone numbers and emails may make it hard to approve these members without contact for verification purposes). Staff will not accept an application that is missing vital information such as dates of signature, dates of birth, signatures, movers and seconders, full names etc.

If an applicant has no mover and seconder, and genuinely doesn't know anyone in the Club but wishes to join, the MBPSC or Management may ask for two references/referees from the applicant and proceed from there with the application. If the MBPSC is satisfied with the applicant's genuine interest then the members of the MBPSC may move and second the application for membership and re-submit the application for consideration.

***Note for Step 2:**

The 'posted' document will be titled: "Persons Proposed for Full Membership to the Association in (*Insert Month*) (*Insert Year*)."

The list would include the following information:

- Name
- Occupation
- Suburb of Residence
- Mover and Seconder
- Date Received by Club

Attached to the listing of prospective members is the wording:

"As an existing Member of The Celtic Club if you believe you have information regarding the outcome of any of these new Applications please contact the Manager on 03 9670 6472 or email mark@celticclub.com.au by the 14th of this Month with subject line 'Membership Applications'. Any information provided will be treated in the strictest Confidence."