

AUSTRALIA COUNCIL OF PROFESSIONS (ACOP)

Membership Policy

Policy

1. This policy specifies the general criteria and processes for assessing and processing applications for professional association membership as per the "Eligibility" clause 6 of the Constitution and for supporting organisation membership as per the "Associate Members" clause 17 of the Constitution.
2. The Board may vary the criteria for individual applications by Board resolution at its discretion provided the application overall is in accordance with the requirements of "Part 3 – Membership" of the Constitution.
3. The application templates that are part of this Policy are deemed to be the form prescribed under clause 7.2 of the Constitution.
4. The Board may approve any application received consistent with the criteria set by the Board.

Professional Association Membership

5. Professional association members are those prescribed by the Constitution in clause 66.1(h) as being an incorporated body established in Australia to represent a profession and/or ensure its quality being a disciplined group of persons who:
 - Adhere to high ethical standards
 - Hold themselves out, and are accepted by the public, as possessing special knowledge and skills in a widely recognised organised body of learning derived from education and training at a high level; and
 - Are prepared to apply this knowledge and these skills in the interests of others

Supporting Organising Membership

6. As per the "Associate Members" clause 17 of the Constitution this membership is available to any association or other body or body politic that supports the objects of the company but is not eligible for professional association membership.

Procedure

7. The Board may consider an application for professional association or supporting organisation membership at any time.
8. An application will be submitted to the Board for approval using the appropriate application template at Attachment 1 and 2.
9. The application process will be managed by the Office of the CEO (being one or more individuals identified as undertaking duties and tasks as approved by the Board from time to time in line with clause 52 of the Constitution) working with the Administration and Finance Meeting group. (AFM).

10. In general terms the following process will normally take place, but it may vary as needed, at the discretion of the AFM.

- A membership prospect list will be preparing periodically by the Office of the CEO with input from Directors and the Membership Committee. The list can be vetted by the AFM to allow for targeted membership acquisition.
- Where contact is made by, or with, a prospective member, a discussion/meeting will be arranged to consider their needs, outline our relevance and value and to explore the likely cost of membership.
- The Office of the CEO normally then creates a draft proposal once any needed details of their membership types and number of members to ensure compliance with the criteria set out above in the Policy section.
- The Office of the CEO will consult with the AFM in relation to the application and proposed membership fee. After the AFM endorse the proposal, it will be sent and discussed with the prospective member.
- After the prospective member has accepted the proposal or proposes conditions, such as a variance to the proposed membership fee, that are considered to need Board guidance, the Office of the CEO will complete the relevant application form (Attachment 1 or 2) and forward to the AFM for review after which a motion may be put to the Board for formal consideration of the application.
- The outcome of the Board consideration will be conveyed to the perspective applicant and arrangements made by the Office of the CEO for payment and formal joining where approved.

ATTACHMENTS:

Attachment 1 - Application for professional association membership

Attachment 2 - Application for associate membership

REVISIONS APPROVALS AND

APPROVED BY BOARD:	16 March 2020
REVISION APPROVED BY BOARD:	2 November 2020
RESPONSIBLE OFFICES:	Chair/ Treasurer
REVIEW DATE:	2023