



MEMBERSHIP PROCEDURE

It's in the Balance

This procedure describes how the MDA will process applications for membership to the MDA.

This procedure should be read in conjunction with the [Membership policy](#), and supports the [Membership application form](#). The Constitution of the MDA sets out at Part 3 – Membership Categories the rights and categories of membership the MDA, and at Part 10 – Membership Generally the further provisions for application, cessation and conduct of membership.

The membership approval process will support the provisions outlined in the constitution.

Where a person applies to join a Region of the Murray Darling Association in the category of Individual Member

- (1) The CEO will promptly
 - a. send a copy of the application to the Chair and the secretariat of the Region specified in the application, and to the MDA Membership Services Officer (MSO) or,
 - b. in the case of an application from a person where no region is specified in the application, to the Chair and the secretariat of the region of the municipality in which the applicant is a resident.
- (2) The MSO will contact the Chair of the region and prepare a brief biography of the applicant. The applicant may be invited to provide further information to support the biography, including information on the person's reasons and objectives in seeking to join the MDA.
- (3) The Chair will bring the application before the next general meeting of the Region, and the region must either resolve to recommend to the Board that the application be accepted or resolve to recommend to the Board that the application be refused;
- (4) If the application is recommended for acceptance:
 - a. the Region secretary will notify the Board of the recommendation; and
 - b. at the next board meeting after receiving that notification the Board must resolve to either
 - i. accept the Region Executive's recommendation, and the MSO will promptly notify the applicant and the Region Chair that the applicant has become a Member of the Region and the date from which that membership is effective, or.
 - ii. reject the Region Executive's recommendation and refuse the application.
- (5) If the Region resolves to recommend to the Board that the application be refused:
 - a. the Region Secretary must notify the Board within 14 days that the Region has resolved to recommend that the application be refused;
 - b. at the next board meeting after receiving that notification the Board will note the Region's recommendation and approve the membership.

- (6) In the case of a Member applying to transfer his or her membership to another Region, the member must put the request in writing to the Membership Services Officer, whereupon the matter will be considered by the relevant regions at the next meeting of the region.
- a. Both regions will provide their recommendations to the Board and at the next board meeting after receiving that notification the Board will accept the Region's recommendation and approve the transfer of the membership.

Where an Organisation applies to join the Murray Darling Association in the category of Organisation Member

- (7) The CEO will promptly
- a. send a copy of the application to the Chair and the secretariat of the Region specified in the application, and to the MDA Membership Services Officer (MSO) or,
 - b. in the case of an application from an organisation where no region is specified in the application, to the Chair and the secretariat of the region of the municipality in which the organisation is operating.
- (8) The Membership Services Officer will contact the Chair of the region and prepare a brief biography of the organisation, and of the organisation's representative to the MDA. The applicant may be invited to provide further information to support the biography, including information on the organisation's reasons and objectives in seeking to join the MDA.
- (9) The Chair will bring the application before the next general meeting of the Region, and the region must either resolve to recommend to the Board that the application be accepted or resolve to recommend to the Board that the application be refused;
- (10) If the application is recommended for acceptance:
- a. the Region secretary will notify the Board of the recommendation; and
 - b. at the next board meeting after receiving that notification the Board must resolve to either
 - i. accept the Region Executive's recommendation, and the MSO will promptly notify the applicant and the Region Chair that the applicant has become a Member of the Region and the date from which that membership is effective, or.
 - ii. reject the Region Executive's recommendation and refuse the application.
- (11) If the Region resolves to recommend to the Board that the application be refused:

- a. the Region Secretary must notify the Board within 14 days that the Region has resolved to recommend that the application be refused;
- b. at the next board meeting after receiving that notification the Board will accept the Region's recommendation.

(12) In the case of a Member Organisation applying to transfer that membership to another Region, the Member organisation's appointed representative must put the request in writing to the MSO, whereupon the matter will be considered by the relevant regions at the next meeting of the region.

- a. Both regions will provide their recommendations to the Board and at the next board meeting after receiving that notification the Board will accept the Region's recommendation and approve the transfer of membership.

Where a Council applies to join the Murray Darling Association in the category of Member Council

(13) The CEO will promptly

- a. send a copy of the application to the Chair and the secretariat of the Region specified in the application, and to the MDA Membership Services Officer (MSO) or,
- b. in the case of an application from council where no region is specified in the application, to the Chair and the secretariat of the region of the municipality in which the council is located.

(14) The CEO

- a. approve the application under delegated authority
- b. will notify the CEO/GM of the applicant council the approval.
- c. Provide contact details

Where an Individual, Organisation or Council applies to join the Murray Darling Association in the category of Member at Large

(15) The Membership Services Officer will prepare a brief biography of the applicant. The applicant may be invited to provide further information to support the biography, including information on the person's reasons and objectives in seeking to join the MDA.

(16) The application, including the applicant biography, will be presented at the next board meeting after receiving that notification the Board must resolve to either

- i. accept the application, and the Membership Services Officer will promptly notify the applicant that the applicant has become a Member of the Region and the date from which that membership is effective, or.
- ii. reject the application.

(17) In the case of a Member at Large applying to transfer his or her membership to another Region, the member must put the request in writing to the Membership Services Officer, whereupon the matter will be considered by the relevant region at the next meeting of the region.

- a. The region will provide their recommendations to the Board and at the next board meeting after receiving that notification the Board will accept the Region's recommendation.

RELATED DOCUMENTS

[Constitution](#)

[Strategic Plan](#)

[Membership Application Form](#)

REVIEW PERIOD

12 Months

RESPONSIBLE OFFICER

APPROVAL HISTORY

Chief Executive Officer

Dated