

1. Purpose

YWCA Australia (YWCA) has developed this Member Policy to outline the responsibilities of and engagement opportunities for YWCA Members (Members).

Capitalised terms not defined in this document have the same meaning as they are given in the YWCA Constitution, approved at the Annual General Meeting (AGM) held on 28 November 2019, as amended and restated from time to time (Constitution), unless the context requires otherwise.

2. Scope

This Member Policy applies to all Members and applicants for Membership of YWCA Australia.

3. Responsibilities

The YWCA Company Secretary will ensure this policy is compliant with the applicable law and the Constitution. The Company Secretary can be reached via email on members@ywca.org.au.

4. Policy

YWCA operates as a company limited by guarantee, signifying that, alongside complying with all relevant laws and regulations, both Members and YWCA are obligated to adhere to the provisions of the Constitution. In case of any conflict between the Constitution and this Member Policy, the Constitution will prevail to the extent of any inconsistency.

This Member Policy may be changed from time to time at the sole discretion of the Board of YWCA (Board).

5. What is YWCA Membership

Members and YWCA share a common strategic purpose: “making young women’s leadership and women’s housing our priority for gender equity in Australia”. Members actively support YWCA in fulfilling this purpose. Members should share an interest in and commitment to this cause, becoming integral parts of a larger social change community.

Being a Member transcends the conventional membership experience found in gyms or other membership bodies. It goes beyond mere services received. It embodies a collaborative effort between Members and YWCA to realise the vision of gender equality, ultimately benefiting our valued clients and residents.

Member engagement is important and there are two distinct avenues through which Members can actively participate:

- Through their Constitutional rights (see Section 7.3); and
- Through our Member communities and opportunities to support YWCA’s purpose (see Section 8).

Under the Constitution there are 3 classes of Membership (collectively, the **Member Classes**) for individuals summarised below:

Classes	Eligibility	Voting Rights	How to Apply	How to Cease
Ordinary Members	<ul style="list-style-type: none"> • A female or a person who identifies as a female; • Is 12 years or older; and • Agrees to uphold and act in accordance with the Object of the Company as set out in the Constitution. 	Yes	See Section 7.1 below, individuals can apply.	See Section 9 below
Associate Members	<ul style="list-style-type: none"> • Is not female or does not identify as a female; • Is aged under 12 years; and • Agrees to uphold and act in accordance with the Object of the Company as set out in the Constitution. 	No	See Section 7.1 below, individuals can apply.	
Honorary Life Members	At the Board's discretion if the person has made a significant contribution to YWCA's Membership and YWCA in Australia or internationally.	Yes	See Section 8.3 below, individuals are awarded	

6. Member Communication – Stay Connected

YWCA predominately communicates with Members through the Member Portal and via email. The Member Portal is where Members stay connected, access up to date news from YWCA, engage in activities, and conveniently manage their Membership, including setting up contact preferences. By specifying contact preferences, Members can control the frequency and subject matter of communications received from YWCA.

While Members have the option to opt-out of marketing, promotional, and campaign-related email communication, it is essential to note that, as a condition of Membership, Members must agree to receive all constitutionally mandated communications via email. This includes notice of the AGM, any voting opportunities, and all Membership related correspondence.

If Members wish all communication from the YWCA to cease, they will be required to resign as a Member by giving YWCA notice in writing, which they can do at any time (see Section 9).

7. Membership Applications

7.1 Applying to be a Member

To become a Member, individuals can complete the online application form available on the YWCA website, www.ywca.org.au. Please note that Member applications are exclusively accepted online.

By submitting the application, prospective Members signify their commitment to the following terms and conditions throughout their Membership term:

- Agreeing to be bound by the terms of Membership in the YWCA Australia Constitution and Members Policy, as updated from time to time;
- Understanding that personal information will be collected and used as set out in the YWCA Privacy Policy; and
- Agreeing to receive email communications from YWCA.

The application will be processed and approved and a confirmation will be sent to the Member containing essential details related to their Member Class, and instructions to access YWCA's Member Portal and join our member communities. New Members will be automatically added to the Member Register.

If, during a review of a Member application, the Board or its delegate decides to decline the application, the applicant will be promptly notified of the decision via email by the Company Secretary. Please note that no specific reasons will be provided for the decision. If the Company Secretary, for any reason, fails to send this email to the applicant, the decision to reject the application is not invalidated.

It is important to acknowledge that the Board, or its delegate, holds absolute discretion in either accepting or declining any Member application and is not required to give any reason for the decision.

7.2 Membership Fee

Currently, there are no joining or annual fees. However, for Members who wish to provide additional financial support towards our purpose, they have the option to:

- Make a donation to YWCA via donate.ywca.org.au

7.3 Constitutional Rights

Members possess rights under the Constitution. These include:

- Attendance at the Annual General Meeting (AGM), typically held in November;
- Casting votes on Constitutional changes and election of new Board Directors (subject to the specific Member Class); and
- Nomination for the position of Board Director, Nominations Committee Member, or Young Women's Council, (eligible criteria will be accessible on the Member Portal and our website).

8. Member Engagement - Member Communities

YWCA fosters an environment where Members can easily contribute to our purpose and drive social change via our member communities.

For Members seeking opportunities to collaborate with us in driving social change, YWCA offers two Member communities to join and support our initiative alongside other like-minded Members:

- Digital Activist
- InterLYnked

YWCA understands some Members have time constraints that prevent them from participating more actively in these communities, however, even for those Members, there are ways to be connected and informed:

- Engage with YWCA through their constitutional rights; and
- Stay updated with our work and developments by accessing our Member Portal.

8.1 Digital Activist

Digital Activists are participants who want to be involved in building online advocacy movements. They support our work by actively engaging in the following activities;

- Digital campaigns and advocacy;
- Supporting YWCA in writing submissions; and
- Creating and sharing digital content.

Members are able to join the Digital Activist community during the application process. They can also join or leave the Digital Activist community at any stage during their Membership through the Member Portal.

YWCA has the right to suspend a Member's participation in the Digital Activist community at any time. Any such suspension will be at the sole discretion of YWCA. Members will be notified if their participation has been suspended for any reason and how long the suspension will continue for.

8.2 InterLYnked

The InterLYnked community is dedicated to building connection among like-minded women of all ages, and supporting our work through professional and social connections by:

- Joining our LinkedIn professional network, and thereby endorsing and encouraging young women's leadership through intergenerational connection;
- Sharing professional networks in support of our work; and
- Participating in local connection groups.

Members are able to join the InterLYnked community during the application process. They can also join or leave the InterLYnked community at any stage during their Membership through the Member Portal.

YWCA has the right to suspend a Member's participation in the InterLYnked community at any time. Any such suspension will be at the sole discretion of YWCA. Members will be notified if their participation has been suspended for any reason and how long the suspension will continue for.

8.3 Honorary Life Membership

An Honorary Life Member is an acknowledgement and recognition award of a person's outstanding and distinctive contribution to YWCA's work in advancing gender equality. This prestigious award is granted for a lifetime. Honorary Life Members are exempt from the annual Membership fee (if applicable).

The Board has sole discretion to appoint any person as an Honorary Life Member.

8.3.1 Nominations Process

Members will receive an online notification when the Honorary Life Member nomination period opens, along with the detailed nomination process. Nominations must be submitted online to the Company Secretary via the Member Portal. When making nominations, Members are requested to consider the following selection criteria:

- An explanation of the nominee's contributions to YWCA, demonstrating their involvement over multiple years; and
- A brief statement detailing the reasons why the nominee is deserving of this recognition.

Any individual can be nominated provided they meet the criteria; this includes YWCA staff and contractors.

8.3.2 Selection Process

The YWCA Nominations Committee (**Committee**) will thoroughly review all nominations by Members in accordance with the selection criteria established in Section 8.3.1. Based on their assessment, the Committee may propose Honorary Life Members for the Board's consideration. Should there be no applications that meet the specified criteria, the Committee is not obligated to provide a recommendation.

8.3.3 Nomination Outcomes

After receiving the Committee's recommendations, the Board will conduct a review before making the final decision. All successful nominees will be contacted by the Company Secretary within 21 working days of the Board's final determination. To proceed with the award, the nominee must formally accept it via email. Upon acceptance, the Honorary Life Member will be presented with a commemorative pin and publicly announced during the next AGM.

9. Membership Resignation

9.1 Resignation by the Member

Recognising that life priorities can shift, a Member can resign as a Member at any time via the Member Portal. Following receipt of this resignation, the Member will receive a confirmation email and their name will be removed from the Member Register.

9.2 Expulsion by YWCA

The Board holds the authority expel any member under the following circumstances:

- Breach of a provision of the Constitution; or

- Any act or omission by a Member that is, in the opinion of the Board, unbecoming of being a Member, or prejudicial to the interests or reputation of the YWCA.

As detailed in the Constitution, the following steps must be undertaken prior to expulsion of a Member:

- Provide at least 5 Business Days' notice to the Member to advise of the time, date and place at which the Board will consider expulsion of that Member and the nature of the alleged event giving rise to the expulsion, and
- Provide the Member with the opportunity at the meeting before the passing of the resolution to explain to the Board, orally or in writing, why the Member should not be expelled.

The Company Secretary will send a communication to the Member confirming the expulsion and subsequently remove the Member from the Member Register.

9.3 Effect of Cessation

If a Member is removed from the Member Register under section 9.1 or section 9.2, they remain liable to pay, and must immediately pay, to the YWCA any amounts payable by them as a Member. However, this liability may be waived by the Board.

9.4 Member Passing Away

In the unfortunate event of a Member's passing, YWCA seeks to honour and acknowledge their valuable contributions. This recognition encompasses a "Rest in Power" tribute during the AGM. Additionally, based on the family's preferences, YWCA may send flowers or make a donation in memory of the departed Member. The relevant funeral or gathering arrangements will also be communicated among the YWCA community. If any Member becomes aware of another Member's passing, they are kindly asked to inform the Company Secretary.

Upon receiving such notification, YWCA will update the Member Register to reflect the change.

10. Member Values and Conduct

Members and the YWCA share and uphold the same [values](#). In addition, Members must:

- Foster safe, respectful, and inclusive environments, ensuring they are free from discrimination, harassment and bullying;
- Treat all individuals involved in YWCA business with respect and sensitivity to their rights;
- Refrain from misusing or supporting the misuse of YWCA's information or resources.
- Avoid manipulating others for personal advantage;
- Confront ethical dilemmas openly and honestly, seeking resolution in collaboration with the YWCA;
- Abstain from making public comments on behalf of the YWCA;
- Obtain express written authority from the YWCA before sharing or making public any confidential information; and
- Lead by example and encourage fellow Members to exercise the personal and professional behaviour expected under this Member Policy.

11. YWCA Events

Members may organise YWCA-branded events from time to time. These events must be approved by the Company Secretary.

The YWCA may be able to provide Volunteer and Public Liability Insurance for specific YWCA events. Confirmation of insurance must be provided to the Member before the commencement of any authorised YWCA event. If confirmation is not received, the event will not be insured by YWCA.

For an event to be covered by insurance, the following must apply:

- The event must be for the benefit of the YWCA, for example:
 - Fundraising for the benefit of the YWCA, or
 - Advocacy for the benefit of the YWCA

11.1 Process for events to be approved by YWCA

1. Members must submit a YWCA Event Insurance Application Form via the Member Portal, at least 2 weeks before the planned event. The application will require information including:
 - a. Name and contact details of the nominated leader for the event (must be a YWCA Member)
 - b. Type of event (and name of event if applicable)
 - c. Perceived benefit for the YWCA
 - d. Location, date and time of the event
 - e. Names of all other Members participating in the event
2. The application will be reviewed by the Company Secretary and the Member notified of whether the event is approved or not and, in the circumstance of it being approved, whether it is able to be insured.
3. If the event can be insured, the Member will receive a Certificate of Insurance, or a confirmation in writing that the event is insured and what insurance will apply, Public Liability, Volunteer Insurance or both.

12. Privacy and Security of Personal Information

12.1 Personal Information

YWCA will collect personal information including name, personal and/or business contact details, date of birth, gender and pronouns, job title and other information from time to time as may be necessary in the management of Membership.

Upon cessation of Membership, YWCA will remove the Member's name from the Member Register, however, records will be retained for a minimum of 7 years, as required under the *Corporations Act 2001 (Cth)*, including the date on which the person stopped being a Member. After this time, YWCA will safely archive all records.

Any past Member, not wanting their member record to be archived, must inform the Company Secretary in writing.

12.2 Credit Card and Bank Details

The YWCA will never collect and store Member credit card or bank details. If Members are required to pay for any event or if Members would like to make a donation, such payments will

be collected via the YWCA's secured payment gateways that are managed by our financial institutions.

12.3 Privacy Principles

YWCA has a Privacy Policy which complies with the Australia Privacy Principles for handling, storing and using personal information.

12.4 Cyber Security

Personal information is stored in the YWCA's electronic database management system that offers industry standard security in line with the the YWCA's Cyber Security Policy. The YWCA's Cyber Security Policy applies to all YWCA systems and applications following the Essential Eight standards issued by the Australia Cyber Security Centre (ACSC), which can be accessed via this link: <https://www.cyber.gov.au/resources-business-and-government/essential-cyber-security/essential-eight>.

12.5 Security Breach

If Members believe that their personal details stored in the YWCA system have been compromised, Members should immediately contact the Company Secretary.

13. Appendices

The following documents have been referred to in this Member Policy

- [YWCA Constitution](#)
- [YWCA Privacy Policy](#)
- [YWCA Values](#)

14. Review

From time to time, the YWCA may review and update this Member Policy. Any updated versions of this Policy will be available on our website and Member Portal.

Document Control Data				
YWCA Australia Member Policy				
Responsible Body	YWCA Australia Board			
Accountable Officer	Company Secretary			
Application	All Members			
Supersedes	N/A			
Associated documents	See Appendices			
Legislation	<i>Corporations Act 2001 (Cth)</i>			
Approval and Amendment history Review period – 2 years				
Approval date	Effective date	Version	Amendments	Next review
November 2023	November 2023	1.0	Policy established	2 years