



## MEMBERSHIP POLICY

### MEMBER CLUBS

---

**Requirements for becoming a Member Club** - A club, body, association or other entity, which supports HikeWest's objects and interests and whose primary focus is bushwalking, may apply for membership (refer Clause 5.3 of the constitution).

- **Eligibility** - A Member Club must have at least ten (10) individual members, although the Board may, at its discretion, accept an application for membership from a Club with less than ten members.
- **Communication with a Club's members** - Each Member Club is expected to support HikeWest's work by ensuring all HikeWest communications that could be of interest to individual club members (e.g. HikeWest e-Newsletter) are made accessible to all members within that club either through direct email forwarding and/or via the club's own communications (e.g. by including a link to an online copy of the HikeWest Communication).
- **Incorporation?** - A Member Club is not required to be an incorporated body to be eligible for membership, but HikeWest strongly urges all Member Clubs to be incorporated and to avail themselves of the special comprehensive insurances cover facilitated through HikeWest and the peak national body Bushwalking Australia. Clubs which are not incorporated are excluded from the insurances cover which is available only to incorporated Member Clubs.

**Application for membership** - An application for membership as a Member Club must be in writing using the form provided. Information required includes:

- i) applicant's office holder names (plus email and phone contact info.);
- ii) copy of the applicant's Rules of Association/constitution;
- iii) completed Insurances Questionnaire;
- iv) total number and list of the applicant's members;
- v) any other information reasonably required by the Board.

Each application for membership is considered at a HikeWest Board meeting and the Member Club becomes a Member of HikeWest upon fees payment and its name being entered into the membership register by the Secretary.

**Membership fee (levies)** – Fees are set and reviewed annually. Members will be advised of any change in fees. An annual administration fee is charged, levied on club membership numbers. As HikeWest is a not-for-profit organisation, fees are set by the Board to solely reflect actual and reasonable forecast costs of achieving HikeWest's objects in the interests of its members, and taking account of other sources of recurrent funding. The fee includes an amount payable by HikeWest to Bushwalking Australia, the peak national body.

In the case of incorporated members, a more substantive payment for annual insurances cover (facilitated through HikeWest and BA) is also made to HikeWest at the same time as the membership fee. No portion of that payment is retained by HikeWest. (Details of the insurances cover is available on the [Bushwalking Australia website](#)).

**New members** joining HikeWest outside the standard renewal (and questionnaire) period are also required to complete the Insurance Questionnaire with their application for membership. In such cases the member fees and insurance premium will be pro-rated to the portion of the remaining financial year to be covered (to 30 June).

**Membership renewal** - is on an annual basis at the renewal date (30 June). Prior to renewal the Member Club must submit to HikeWest updated Club membership numbers, an updated list of all members, and a copy of any amendments to the Club's constitution. This is to be submitted in parallel with the return of an annual insurances questionnaire, usually issued to Member Clubs for completion in late Feb./early March.

**Membership expiry** - A member whose subscription is not paid by the due date for payment ceases to be a member unless the Board decides otherwise.

**Voting rights** – A Member Club has a single vote at HikeWest general meetings; If more than one member of any one Club attends, one representative must be identified by that Club for voting purposes.

cont.....

**Suspension or Expulsion** - A Member Club may be suspended or expelled by HikeWest if their conduct is considered not to be in HikeWest's interests. (See Rule 9 of the constitution.)

**Website recognition** - A profile of each Member Club is displayed on the HikeWest website. BWA encourages all members to include a link back to HikeWest's website on their own site

#### **Benefits of membership**

- **Advocacy** – As WA's recognised peak body for bushwalking, HikeWest is an effective voice for lobbying government, land managers and others on important issues that affect bushwalking opportunities and quality in WA. BWA maintains ongoing contact with the relevant agencies on behalf of members.
  - **Participation** - Individual Clubs are encouraged to engage with other Member Clubs through HikeWest and so are able to share their views on issues more widely, and to be effectively represented by HikeWest. A Club's members are eligible to participate on standing or special committees of HikeWest and to stand for any of the five elected Board positions when vacancies arise.
  - **Information** - Receive up-to-date news and other information relevant to local bushwalkers, including via HikeWest E-news and email alerts.
  - **Visibility** - HikeWest helps promote Member Clubs, including a profile of each on the HikeWest website. For many web searchers, the HikeWest website will be their first visited bushwalking site.
  - **Support** – Guidance to information and/or support on a range of issues clubs may face, such as risk management.
  - **National interest** - Be kept informed of national issues affecting bushwalking (through HikeWest membership of Bushwalking Australia, the peak national body).
  - **Insurances** - Access to affordable, comprehensive national insurances cover specially tailored to bushwalking clubs.
-