

**Membership
Application Form**



Receiving staff member to stamp

Membership

Membership is a vital part of Mungabareena Aboriginal Corporation's growth, direction and sustainability. They make important decisions, usually at meetings, about how the corporation is run, including who its directors are, how it spends its money, and how it manages the services it provides

Who is eligible?

Any Aboriginal and/or Torres Strait Islander person is eligible for membership providing they meet the following criteria:

- Applicant is aged 15 years or older.
- Applicant is an Aboriginal/Torres Strait Islander person.
- Applicant is permanently residing in the North East Victoria or Southern New South Wales region.

Members' rights

A member of Mungabareena:

- Can attend, speak and vote at general meetings
- Can be made a director (after six months of becoming a member)
- Can put forward resolutions at general meetings
- Can ask the directors to call a general meeting
- Can look at the books and records of the corporation (if the directors have authorised them to do this, or if the members have passed a resolution which lets them do this).

Members' responsibilities

A member of Mungabareena:

- Must follow the rules detailed in Mungabareena's constitution.
- Must advise the corporation if they change their address and/or contact details.
- Must be aware of and adhere to Mungabareena's code of conduct.
- Treat other members with respect.

Withdrawing your membership

If you wish to stop being a member, Mungabareena requires you to submit your wishes in writing either via email or in person.

Cancelling Membership

Your membership can be cancelled by members passing a special resolution at a general meeting if you cannot be contacted for two years, or if you are found in breach of Mungabareena's Code of Conduct.

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CODE OF CONDUCT

Purpose of this Code of Conduct:

When visiting Mungabareena Aboriginal Corporation and/or accessing our services, members, staff, volunteers, Board Members and visitors

Must:

1. Treat staff & volunteers with respect & honesty.
2. Refrain from discriminatory comments or actions in regards to sexism, racism, ableism, classism, homophobia, biphobia, transphobia and any other behaviour that is derogatory to a marginalized person(s) in our community.
3. Inform staff of needs and changes in circumstances in order to receive relevant services.
4. Give advance notice of their need to access services in order to ensure the services can be provided in a timely manner.
5. Be prepared to work with others to find common ground to solve problems.
6. Understand that Mungabareena works with many individuals with many levels of needs, and staff may need to prioritize their time to deal with emergency or high need situations.
7. Maintain confidentiality of other clients, patients and staff.
8. Understand that Mungabareena and its staff has limitations in regards to the services they provide.
9. Realize that access to services may have limits and eligibility does not automatically ensure an entitlement to our services.
10. Understand that staff/volunteers may not be available on a drop in basis, an appointment may be necessary.
11. Deal with problems and concerns in a mature manner according to Mungabareena Policies and Procedures.
12. Understand that posting comments on social media that harass, bully or defame a visiting practitioner, clinic staff, Mungabareena staff, patients or clients is unacceptable and could result in immediate dismissal from program and services.
13. We reserve our right to commence legal action to those making false or misleading postings.

Refusal of Service:

Clients have a responsibility to be respectful and considerate of other service users, employees and volunteers of Mungabareena. If the above code of conduct is not observed a decision to refuse service is usually made by the employee/volunteer in consultation with the Chief Executive Officer and this decision will be final.

Wherever possible, if a client is refused service, that service user is provided with a referral to other services and/ or other appropriate agencies and will no longer be welcome at Mungabareena.

Applicant details

Full Name: _____

Address: _____

Phone: _____

Email address: _____

☐ I would like to receive news/updates and notices via email.

Proof of Aboriginality: _____

Apply to become a member of Mungabareena Aboriginal Corporation. In the event of my admission as a member, I agree to be bound by the rules, code of conduct and policies of the organisation. I acknowledge that in the event that I breach the rules, code of conduct or policies of the organisation that the Board of Directors shall determine an appropriate action/consequence. I also acknowledge that I am at least 15 years of age, an Aboriginal and/or Torres Strait Islander person and that I am permanently residing in North East Region of Victoria or Southern East Region of NSW.

Signature of Applicant

Date

Nomination from current members

I, _____, a member of the organisation, nominate the applicant, who is personally known to me, for membership of the organisation.

Signature of Proposer

Date

I, _____, a member of the organisation, nominate the applicant, who is personally known to me, for membership of the organisation.

Signature of proposer

Date

Office use only:

Applicant name:		
Date Application received:		
Tick the complete sections:	<input type="checkbox"/> Applicant Details complete. <input type="checkbox"/> Nomination from current members complete. <input type="checkbox"/> Confirmation of Aboriginality sighted. <input type="checkbox"/> All sections requiring signature are complete.	
Recommendation:	Approved	Not Approved
Detail of recommendation:		
Recommended by (name):		
Date:	Motion number:	
Follow up/Actions Required:	<i>If Approved:</i> <input type="checkbox"/> Letter sent to applicant on _____ <input type="checkbox"/> Applicant added to Membership register on _____ <input type="checkbox"/> Application filed.	
	<i>If Not Approved:</i> <input type="checkbox"/> Letter sent to applicant on _____ <input type="checkbox"/> Application returned to applicant on _____	