

FAMDA Membership Administration Procedure

Document Type: Operational Procedure

Applies to: All Membership Categories

Authority: FAMDA Constitution (Annual Subscription provisions)

Status: Draft for Committee Review

1. Purpose

This procedure provides clear guidance for the administration of membership subscriptions and the maintenance of the FAMDA membership register.

It supports the Constitution by setting out the day-to-day process used by the Association.

2. Membership Period

Unless otherwise determined by the Committee or Annual General Meeting (AGM):

- The FAMDA membership year operates on a **financial year basis (1 July to 30 June)**.
 - Membership benefits apply only while a member remains financial.
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3. Annual Subscription Due Date

In accordance with the Constitution:

- FAMDA may determine the annual membership subscription due date at each Annual General Meeting in accordance with the Constitution.
 - **Operationally, subscriptions are normally due on 1 July each year**, unless otherwise resolved by the AGM.
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4. Renewal Process

The Secretary or Membership Officer will:

- Maintain the official Register of Members
- Issue membership renewal reminders prior to the due date

- Record payments received
- Update member status (financial / unfinancial)

Reminders should be issued:

- At least once prior to the due date; and
 - Once after the due date where payment remains outstanding.
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5. New Members

New members must:

- Complete the approved membership application process; and
- Pay the applicable joining fee and/or subscription.

Where a new member joins part-way through the financial year, the Committee may apply:

- Full annual fee; or
- Pro-rata fee; or
- Fixed fee determined by the Association,

in accordance with the Constitution.

6. Non-Payment

Members who have not paid the annual subscription by the determined due date:

- Are recorded as **unfinancial**; and
 - Have their membership rights suspended in accordance with the Constitution until payment is received.
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7. Record Keeping

FAMDA will maintain:

- An up-to-date Register of Members
- Records of membership payments
- Relevant correspondence relating to membership status

Records will be stored in the approved FAMDA records system.

8. Review

This procedure will be reviewed periodically by the Committee to ensure it remains practical and aligned with the Constitution.