

**Genealogical Society of
Queensland Inc (GSQ)**

25 Stackpole St
Wishart Qld 4152

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POLICY NAME	Membership Policy			POLICY NO.	GSQ M 1
EFFECTIVE DATE	1.3.2024	DATE OF LAST REVISION		VERSION NO.	1
ADMINISTRATOR RESPONSIBLE	Membership Officer	CONTACT INFORMATION	membership@gsq.org.au		
APPLIES TO Apply group names to define applicable areas of staff.					
GROUP 1	Membership	GROUP 2		GROUP 3	
GROUP 4		GROUP 5		GROUP 6	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1				

REVIEW AND APPROVAL

The Membership Policy is to be reviewed annually by the Vice President in conjunction with the Membership Officer.
The reviewed Policy is to be approved annually by the Management Committee following the Review.

ADDITIONAL NOTES

SCOPE

POLICY STATEMENT

This Policy sets out any requirements that are supplementary to the Constitution but does not take precedence over the Constitution. It is a set of guidelines for Membership Eligibility, Joining Process, Expectations of Members Conduct and Access to Members Data.

TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION
Natural Member	Is an adult individual human being who holds membership in the association and is entitled to vote.
Single Member	As defined by BY-LAW 3.a: A single member is a natural person who receives a single membership, enjoys all benefits of membership, is entitled to vote, and may hold office.
Dual Member	As defined by BY-LAW 3.b: Two natural persons of the same family can purchase a dual membership at a reduced membership fee, as determined by the Management Committee, and be classed as dual members. Each of the dual members has the same membership benefits, entitlement to vote, and may hold office, but will receive only one copy of all communications and documents.
Single Life Member	As defined by BY-LAW 3.c: A single life member is a natural person who purchases a life membership at the price determined by the Management Committee, has all membership benefits but never again pays an annual fee.
Dual Life Member	As defined by BY-LAW 3.d: Two natural persons of the same family, resident at the same address, can purchase a dual life membership at a reduced life membership fee, as determined by the Management Committee, and be classed as dual life members. Each of the dual life members has the same membership benefits, entitlement to vote, and may hold office, but will receive only one copy of all communications and documents.
Honorary Life Member	As defined by BY-LAW 3.e: An Honorary Life Member is entitled to all the benefits of membership without payment of any membership fee and is appointed in accordance with process set out in the By-Law.
Affiliate Member	As defined by BY-LAW 4.1: Any appropriate not-for-profit group, organisation, association, or other body, whether incorporated or unincorporated, who espouse objects similar to those of GSQ.

Corporate Member	As defined by BY-LAW 4.2: Any registered company which supports the objects of GSQ.
MembershipWorks	An all-in-one membership software solution to manage member profiles, events, payments, and content.

POLICY SECTIONS

Member Eligibility. Refer Clause 11 of the Constitution for full details. All members, as defined, are eligible to join GSQ on completion of the membership application <https://www.gsq.org.au/membership-sign-up/#join> and payment of the appropriate fee. The information supplied by the Secretary to the Management Committee will be contained in the Membership Officers report. The is Provisional until ratified at the next Management Committee meeting.

Refer Clause 12 for details of rejection of membership and Appeals process.

Register of members. As defined by Clause 8 of the Constitution. Members accessing their own data will be reported to the Management Committee as supplementary information to the Membership Officer’s monthly report to satisfy Clause 8.v.

Member Rights and Cessation of Membership. As defined by Clause 13 and 15 of the Constitution.

EXCEPTIONS

No exceptions scheduled.

Attachments

1. Code of Conduct

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
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Membership Officer	Responsible for maintaining “MembershipWorks”.

CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
Constitution and By-Laws	Secretary		secretary@gsa.org.au
Membership	Membership Officer		membership@gsa.org.au