

**MEDIA
ENTERTAINMENT
AND
ARTS ALLIANCE**

*Rules of the Alliance
Relating to Membership*

7 - ADMISSION TO MEMBERSHIP

- a) Each applicant for membership shall subscribe her or his name to the Application for Membership form of the Association.
- b) The Application form shall then be placed before a meeting of members of the branch council of the branch which the candidate proposes to join and a motion for her/his admission is carried, the candidate shall be admitted to membership. The motion for admission to membership shall be moved by a member of the section to which the candidate is seeking to be attached, or in the absence of such a member, by the Branch Secretary. No error, omission or want of form in connection with any application for or admission to membership shall invalidate membership.
- c) Each member shall be deemed to be attached to the branch of the Association in which he or she resides and the section to which he or she is allocated by the Branch Council in accordance with the relevant policy regarding allocation to sectional membership then in force **provided that** where a member's employment is in a branch other than the branch where the member resides (eg. in a border town or city) the Federal Secretary may allocate that member to the branch where the member is employed. For the purpose of these Rules members residing in the Northern Territory shall be regarded as residing in South Australia.
- d) Each member when allocated to a section shall have the rights and responsibilities of a member of that section as determined by these rules and by the Federal Council. Members who wish to be allocated to more than one section will nominate, and be allocated to, a primary section and will be entitled to vote in sectional elections for that primary section only. Where a member wishes to be allocated to another section or sections or transfer to another section, he or she shall submit an application to that effect to the Branch Council. Where an application form is prescribed by the Federal Council for that purpose and forms are available, it shall be done on the prescribed form.
- e) Where the Branch Council admits a member to another section or transfers her or his membership, the member may be required to pay the difference between any entrance fee or subscriptions applicable to that section.
- f) Applicants for membership shall, upon application, pay an entrance fee according to their category of membership of not more than four hundred dollars as determined from time to time by the Federal Council.
- g) Applicants for membership shall be advised by the Association in writing of:
 - i) the financial obligations arising from membership of the Association; and
 - ii) the circumstances, and the manner, in which a member may resign from the Association.

8 – TEMPORARY & INTERNATIONAL MEMBERSHIP

- a) The Federal Council of the Association may create categories of temporary membership which will allow the enrolment of members for fixed periods of time. At the end of the period so fixed, unless the member indicates in writing to the Branch Secretary a desire to continue as a member and pays the appropriate subscriptions, the member shall cease to be a member of the Association.
- b) International members shall be admitted for the period during which they are contracted to perform services in Australia pursuant to a valid visa. At the end of the such period the member shall cease to be a member of the Association.

9 – ENTRANCE FEES

- a) Entrance fees shall be determined at the annual meeting of the Federal Council to operate for the following calendar year. The entrance fee payable by an applicant for membership shall be no more than \$400 according to the category of the member concerned as determined by the Federal Council.
- b) Additional entrance fees shall be payable where a member moved from one category to another or from one section to another. Where this occurs, and the member is admitted to the new category or section, the member shall pay the difference between the entrance fee previously paid by him or her and the entrance fee payable by the new applicants coming within the category or section to which he or she has moved. Failure to pay such difference to the Association not later than eight weeks after an account or other written demand for its payment has been forwarded to the member shall render the member unfinancial.
- c) Payment of all or part of the entrance fee may be waived, reduced or deferred by the Branch Council, in cases of hardship or in other cases, with the approval of Federal Management Committee.

10 – SUBSCRIPTIONS

- a) Unless relieved of the liability to do so by the Branch Council or Federal council under these rules, all members shall pay an annual subscription to the Association. Subscriptions shall be fixed from time to time by the Federal Council, provided that the subscriptions shall not be more than four hundred dollars per annum or 1% of the member's annual earnings whichever is the greater.
- b) Except where sub-rule (c) applies, subscriptions for members in any year shall fall due on the first day of January in that year and shall be payable in advance. They may be paid yearly or half-yearly or, where a Federal council so decides, quarterly. Payment of subscriptions must be made as follows:

- (i) In the case of half-yearly payments within two calendar months of January 1 or July 1 each year.
 - (ii) In the case of quarterly payments within one calendar month of January 1, April 1, July 1, or October 1 in each year.
- c) The Federal Executive may authorise the Federal Secretary and the Branch Council may authorise the Branch Secretary to make arrangements with employers or government departments for the deduction, on the signed authority of the member, of entrance fees and/or subscriptions from the members' wages or other monies payable to the member, and for the forwarding of such amounts to the Association. Any such arrangements shall conform to any guidelines determined by Federal Council to apply to such deduction schemes. As long as such authority remains in force, the member shall be regarded as a financial member provided that if no subscriptions are received from a member in respect of employment for three months, the member shall be regarded as an unfinancial member as from the first day of the succeeding half year, until such time as a further payment is received or action is taken under either Rule 15 or 17.
- d) Where the Branch Council decides, additional subscriptions may be payable where a member moves from one category to another or from one area of employment or section to another. Where this occurs, and the member is admitted to the new category or section, the member shall pay the difference between the subscriptions previously paid by him or her and subscriptions payable by new applicants coming within the category or section to which he or she has moved. Failure to pay such difference to the Association not later than eight weeks after an account or other written demand for its payment has been forwarded to the member shall render the member unfinancial.
- e) Fines and levies shall be the first charge on all payments by members.
- f) Any member who fails to pay her/his subscriptions (and/or fines and levies) prior to or upon the due date may also be required thereafter by the Branch Council to pay an additional costs incurred by the union in the recovery of the outstanding subscriptions (and/or fines and levies).
- g) Payment of all subscriptions, entrance fees, levies and fines may be made to any authorised collector, delegate or to the Secretary of the Branch to which the member is attached or in the case of international members, to the Federal Secretary. No receipt shall be valid or binding upon the Association unless given on the form prescribed by the Association.
- h) Payment of any sum due by any member under these Rules may be postponed, reduced or waived by the Branch Secretary of the Branch to which the member is attached, if in the view of the Branch Secretary, it would be appropriate to do so, especially in the case of hardship. The member shall be notified of a decision taken under this sub-rule within fourteen days. The Branch Council shall be notified of any decision taken by the Branch Secretary under this sub-rule at the next meeting.

- i) Where payment of subscriptions is postponed by a decision under sub-rule (h), the member shall be regarded as a financial member as from the date of such decision until the date specified in the decision for payment of such postponed amount, provided that any other sums due by the member to the Association are paid in accordance with these Rules.
- j) Where an amount is reduced or waived by a decision under this sub-rule, the financial status of the member shall be determined as though the amount reduced or waived had been paid by the member on the date of the decision or such other date as may be specified in the decision.
- k) It shall be the duty of each member without the necessity for any request to do so, to pay his or her subscriptions when required to do so by these rules to the Branch to which the member is attached, or to any person authorised by the Association to receive such subscriptions.

11 – RIGHTS OF MEMBERS

- a) Each financial member shall be entitled to all the rights and privileges of membership prescribed in these rules and to participate to the maximum degree possible in the activities of the Association under the Rules. Without limiting these rights, each member shall also be entitled to vote in any relevant election, plebiscite or ballot in accordance with these rules.
- b) Each financial member shall be entitled to attend any Association, branch, sectional committee or branch council meeting to which he or she is attached as an observer, provided that such member may be required to leave any such meeting where confidential information is being discussed.
- c) Any financial member may at a reasonable time during office hours inspect the books and records of the Association or of a Branch upon giving the Federal Secretary or the Branch Secretary as the case may be, 72 hours notice in writing of their wish to do so **provided that** the member shall not have the right to inspect any graded, staff or employment list other than that relating to his or her employment or to see any confidential record except that relating to the member personally.

12 – DUTIES OF MEMBERS

- a) Each member shall be bound by the rules of the Association and each shall take steps as are reasonable in the circumstances to ensure that the rules of the Association are observed.
- b) Each member shall pay his or her dues and any other monies owing or due to be paid to the Association without a request to do so having to be made to the member.

- c) Any member in attendance at a meeting of the Association which is to deal with a matter which affects that member's activity as an employer or agent of an employer shall, immediately prior to discussion of that matter, rise to declare his or her interest. Upon the objection of any other member, the Chair of the meeting shall exclude the member with a declared interest while the particular matter is dealt with.
- d) Any member who believes that another member should declare his or her interest in a matter shall ask the Chair to give a ruling on whether a declaration of interest should be made. The member under challenge shall have the right to be heard. Upon an interest being found by the Chair, the member under challenge shall be excluded from the meeting during the debate and voting on a matter subject of a declared interest upon one member objecting in accordance with this sub-rule.
- e) A member who is indebted for any sum of money to the Association in any way whatsoever notwithstanding that the member may not be unfinancial within the meaning of this Rule, shall pay within seven days of his or her receipt from the Federal Secretary or Branch Secretary, notification of the resolution by the Federal Executive or Branch Council demanding payment of such sum of money.
- f) Each member shall co-operate with the officers of the Association, representative and workplace delegates.
- g) A member changing her or his residence shall report this in writing to the Secretary of the local branch within twenty-eight days of such change.

14 – UNFINANCIAL MEMBERS

- a) A member who has not paid subscriptions in accordance with rule 10 (or who is not an honorary life member), shall be deemed to be an unfinancial member and shall remain an unfinancial member until such time as all contributions including any fines, levies or other monies payable by the member have been paid.
- b) An unfinancial member shall not be entitled to:
 - i) Any of the rights, privileges and benefits of the Association,
 - ii) Hold any office in the Association,
 - iii) Nominate for, or vote in, an election to any office,
 - iv) Nominate any candidate for election to any office,
 - v) Have access to union records,
 - vi) Receive notice of any meetings
 - vii) Take part in any meeting or proceedings connected with the Association,
 - viii) Receive copies of any journals, reports or documents issued by the Association.

- b)** Notwithstanding the provisions of sub-rule (a) a member may be declared, by the Branch Council to which the member is attached, to be a financial member of the Association subject to the provisions of this sub-rule:
- i) A declaration under this sub-rule may be made on application by the member concerned or on the motion of the Branch Secretary;
 - ii) A declaration under this sub-rule shall only be made where the Branch Council is satisfied that the member concerned has paid such entrance fees, subscriptions, levies and fines as have been demanded of the member by the Association, and should in all the circumstances be regarded as a financial member;
 - iii) A declaration under this sub-rule shall not absolve the member concerned of any financial obligation to the Association which may later be discovered and notified to the member in writing;
 - iv) A declaration under this sub-rule may be revoked, if the Branch Council determines that the declaration was made on false information supplied by the member concerned. Before any declaration is revoked, the member concerned shall be given at least fourteen days notice of the intention to consider such revocation and shall be given the opportunity to address the Branch Council either orally or in writing before a motion to revoke the declaration is dealt with;
 - v) A member who applies for a declaration under this sub-rule shall be notified in writing by the Branch Secretary within six weeks of such an application being made. Where an application has been denied, the notification shall state the reason for the decision and detail any actions which may be taken by the member to become a financial member;
 - vi) The absence of a declaration under this sub-rule in respect of any member shall not be construed as an indication of the financial status of the member for any purpose under these rules.

15 – TEMPORARY SUSPENSION OF MEMBERSHIP

- a)** Any financial member who expects to be absent from Australia or who expects not to be employed for six months or more on work defined in Rule 4 and who desires to retain some form of contact with the Association, may apply to his or her Branch Council to be taken off the membership list of the Branch and placed on a temporary suspension list. Unless the Branch Secretary decides otherwise, only persons who agree to notify the Association when they resume employment in the industry shall be eligible to be placed on the temporary suspension list.
- b)** Persons who are placed on the temporary suspension list by a Branch Council shall not pay any fees to the Association and shall not be members of the Association for the period of being on the temporary suspension list.
- c)** A person on the temporary suspension list on obtaining employment covered by Rule 4 shall again become a member entitled to all rights, privileges and benefits of membership provided they make themselves financial in accordance with Rule 10.

- d) If a person whose membership is temporarily suspended takes up work and does not notify the Association the members' dues shall become payable as and from the date when the member so resumes work.
- e) A person on the temporary suspension list shall, if he or she desires, receive copies of any relevant Association publication. Federal Management Committee may require a subscription fee for any publication.

16 – RESIGNATION FROM MEMBERSHIP

- a) A member may resign her or his membership of the Association by notice in writing and such resignation shall take effect:
 - i) Where the member has ceased to be eligible to become a member of the Association – on the day on which the notice of resignation is received or a later date if that later date is specified in the notice; or
 - ii) In any other case, at the end of two weeks after the day on which the notice of resignation is received or a later date if that later date is specified in the notice.
- b) Notice of resignation shall be in writing, addressed and delivered to the Secretary of the Branch to which the member is attached.
- c) For the purpose of this Rule, subscriptions payable shall be calculated on a quarterly basis. Nothing in this rule shall mean that any or all subscriptions, fines and levies owed by the member to the Association and payable on the date on which the resignation is to take effect and unpaid, shall not continue as a debt owed by the member to the Association.

17 – REMOVAL FROM THE ROLL OF MEMBERS

- a) The Council of a branch may at any time purge the roll of membership by striking off the names of members:
 - i) who are in arrears of more than six months;
 - ii) who have ceased to be eligible to become a member of the Association;
 - iii) whose address is unknown; or
 - iv) who are deceased.

But such action by the Council shall not free any such discharged member from liability for the arrears at the time the member is removed from the roll.