



<b>Policy Title</b>	<b>Membership Policy</b>
<b>Scope</b>	This policy applies to all levels of membership and payment types.
<b>Purpose</b>	The purpose of this policy is to provide the terms and conditions of membership. ASMIRT reserves the right to amend these terms and conditions without notice.
<b>Governing Document</b>	Constitution
<b>Policy Statement</b>	<p><b><u>Membership</u></b></p> <ol style="list-style-type: none"> <li>1. Membership is based on a 12-month year from 1 July to 30 June (Student from 1 January to 31 December).</li> <li>2. Membership is <u>not</u> transferrable to another person. It cannot be transferred or sold in any manner whatsoever.</li> </ol> <p><b><u>Membership fees and the Joining fee</u></b></p> <ol style="list-style-type: none"> <li>3. Membership fees and the Joining Fee are reviewed periodically by the Board of Directors.</li> <li>4. New members joining part way through a membership year may pay a pro-rata fee, for their membership fee only, that first partial membership year.</li> <li>5. A member that has not paid the required membership fee may not exercise any rights associated with their class of membership.</li> </ol> <p><b><u>Non-payment of membership fee</u></b></p> <ol style="list-style-type: none"> <li>6. If a member does not pay the required membership fee within one (1) month after the due date, or such later time as ASMIRT may determine, ASMIRT may cancel that member's membership.</li> </ol> <p><b><u>Membership renewal</u></b></p> <ol style="list-style-type: none"> <li>7. ASMIRT will send a Membership Renewal Notice to members. This will be sent electronically in the first instance, but may be followed up with SMS and hard copy mail.</li> </ol> <p><b><u>Ceasing to be a member</u></b></p> <ol style="list-style-type: none"> <li>8. Any member that ceases to be a member remains liable for any moneys which may be owing to ASMIRT.</li> </ol>

9. A member who cancels their membership prior to the end of the agreed minimum term will be obliged to pay, IN FULL, the balance of their contract.
10. Members in default of their debt will be charged with a dishonour fee of \$5 for each rejection of payment.

#### **Resignation from membership**

11. A member may resign from membership of ASMIRT at any time by providing written notice to ASMIRT addressed to the Chair or the Secretary of the Board of Directors.
12. Unless the notice provides otherwise, the resignation will take effect from the date the notice is received.

#### **Automatic stopping of membership**

13. A member's membership will automatically stop if the member:
  - i. is deceased
  - ii. fails to pay any required joining fee within one (1) month after the date on which the joining fee becomes due, or such as later time as determined by ASMIRT.
  - iii. fails to return a Membership Renewal Notice within one (1) month after the return date specified in the notice, or such later time as determines by ASMIRT.
  - iv. no longer complies with the membership eligibility requirements.

#### **Reinstating membership**

14. A member who has held past membership to ASMIRT must email membership@asmirt.org to arrange their reinstatement.

#### **Refunds**

15. Membership fees are not refundable.
16. Non-usage of the membership does not:
  - i. allow early termination of the membership agreement
  - ii. affect any payment terms and conditions of the membership agreement
  - iii. warrant a refund of any type, and
  - iv. ASMIRT is not responsible for a member's level of usage of their membership.

#### **Suspending membership**

17. Membership cannot be suspended\* at any time throughout the year.

\*Suspension is when the membership agreement is placed on hold by the member

#### **Terminating Membership**

18. ASMIRT, may at their discretion, terminate any membership agreement without notice for any non-compliance of their membership agreement, or for any action deemed inappropriate.