



# LIFE MEMBERSHIP POLICY

## Purpose

Royal South Street Society (RSSS) conducts an annual Eisteddfod that encourages and involves volunteer support and active participation. RSSS encourages an environment of mutual respect, where employees and volunteers work towards the goals of the organisation.

This policy guides the nomination criteria and considerations for an award of Life Membership of the Royal South Street Society. This award exists to recognise the valuable contribution of individuals to the current and future existence of RSSS.

## Scope

This policy sets out the eligibility criteria, rights and privileges, responsibilities, terms and conditions, governance and considerations for nomination for an award of Life Membership of RSSS. The policy applies to all individuals (staff and volunteers) who may be considered for nomination.

## Definitions

The following definitions are to be applied to Life Membership criteria:

<b>Active Volunteer</b>	An individual who has recorded hours of active/participative volunteer service throughout the eisteddfod and/or annual calendar year – as evidenced and verified by meeting Minutes, volunteer rosters/records etc
<b>Life Membership</b>	Life membership is a special award/recognition granted in a not-for-profit organisation that often comes with specific rights, privileges, and responsibilities that are guided by the organisation's constitution, bylaws, or membership policy.
<b>Royal South Street Society</b>	The formal title of the organisation. The organisation that formally oversees the Royal South Street Society Ballarat Eisteddfod
<b>Royal South Street Society Ballarat Eisteddfod</b>	Our core business/event/season of events/eisteddfod which is overseen by the Royal South Street Society
<b>Volunteering</b>	<p>In accordance with the National Standards for Involving Volunteers in not-for-profit organisations RSSS adopts its definition of volunteering:</p> <p>Formal volunteering is an activity which takes place in not for profit organisations or projects and is undertaken:</p>



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	<ul style="list-style-type: none"> <li>• To be of benefit to the community and the volunteer;</li> <li>• Of the volunteers own free will and without coercion;</li> <li>• For no financial payments; and</li> <li>• Is designated volunteer positions only.</li> </ul>
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## Policy Statement

### Life Membership

Life Membership is the highest Award available to recognise the exceptional contribution of individuals to the RSSS. It is therefore only to be awarded in exceptional circumstances.

### Life Membership Benefits, Rights & Privileges

In addition to the status of membership of a select group within RSSS, Life membership offers:

- **Recognition:** Life members are acknowledged formally at the AGM, in annual reports, guidebooks, website, honour boards, plaques and events.
- **Acknowledgment:** A certificate, plaque or similar token is provided to signify the Life Membership, and a badge presented to wear at any events.
- **Voting Rights:** Life members have voting privileges at general meetings.
- **Perks:** Life members receive benefits such as access/invitations to RSSS performances, exclusive events, publications and communications.

### Life Membership Responsibilities

- **Adherence to Policies:** Life members are expected to abide by the organisation's rules, bylaws, and ethical guidelines.
- **Active Participation:** Continued involvement, such as attending meetings or volunteering may be encouraged.
- **Promotion of Mission:** Life members are viewed as ambassadors for the organisation and are expected to uphold and promote its mission.

### Life Membership Limits, In Memoriam & Retraction

- **Limit:** There is no limit to the number of Life Memberships granted.
- **Non-Transferable:** Life membership is non-transferable and tied to the individual.
- **In Memoriam Life Members:** Posthumous and passed Life Members will be recognised separately as In Memoriam Life Members.



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- **Membership Retraction:** Retraction of a Life Membership may occur where the recipient has conducted themselves in a manner that reflects directly and adversely on the reputation or activities of RSSS.

This provision will only be exercised in exceptional circumstances and will require the full support of the RSSS Board. As part of the deliberations, the Life Member in question is also to be given the opportunity to present their case for retention of their Life Membership status.

## **Life Membership Eligibility Criteria/Consideration:**

In considering the award of Life Membership an individual must have demonstrated:

### **1. Membership Duration / Length of Service**

- A minimum of 20 years active service to RSSS
- Posthumous nominations may be received at the discretion of the Board as In Memoriam Life Members.

### **2. Contribution and support of the Organisation**

- A significant, sustained and high quality service enhancing the reputation and future of the RSSS.
- A sustained demonstrated commitment, contribution or leadership to RSSS that considers:
  - The general attitude and overall demeanour of the nominee to ensure that the attitude is one that reflects a dedication to the values of RSSS.
  - Commitment to the principals of the mission statement; and
  - Valued leadership and good role modelling that reflects credit upon RSSS.

### **3. Approval Process**

- Nominations are considered by the Board prior to the Annual General Meeting (AGM).
- Formal nominations (on digital/written RSSS Life Member Nomination Form) may be presented by a Board member, staff or registered Associate Member of RSSS any time throughout the calendar year and must be received by 01 Feb in each calendar year.
- The RSSS Board will assess all nominations for Life Membership.
- A majority vote of the RSSS Board at a Board meeting is required prior to the AGM before Life Membership can be presented at the Annual General Meeting.



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## Process for Assessing Applications for Life Membership

### Guiding Principles

1. Formal nominations for Life Membership should be received by the RSSS office and forwarded to the RSSS Board by 01 February in each calendar year.
2. Nominations may be presented by a Board member, staff or registered Associate Member of RSSS.
3. Nominations must demonstrate clear attainment of eligibility criteria.
4. Achieving minimum service levels does not automatically guarantee the award of Life Membership.

### Supporting Documents

- Volunteer Policy
- Privacy Policy & Procedure
- Confidentiality Policy
- Child Safety & Wellbeing Policy
- Child Safe Code of Conduct

### Forms

- Life Membership Nomination Form

### Responsibility

- The Royal South Street Society Board is responsible for monitoring the implementation, outcomes and scheduled review of this policy.
- The Executive Officer/Business Manager is responsible for maintaining the content of this procedure as delegated by the Royal South Street Society Board.

### Communication & Implementation

This procedure will be communicated and implemented via:

- Identified and recorded on the RSSS Quality Management Plan Cycle
- Listed in the Policies & Procedures file on the RSSS Intranet
- On Board review/approval, included on Staff Meeting Agenda for location and active implementation
- Staff induction documentation and sessions.
- Listed on the public website



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## Legislative Context

- Child Safety & Wellbeing
- Privacy Act
- Anti-discrimination Laws
- Equal Employment and Opportunity Laws
- National Standards for Volunteer Involvement

## Records Management

DOCUMENT TITLE	LOCATION	RESPONSIBLE OFFICER	MINIMUM RETENTION PERIOD
Life Membership Nomination Form	records management system	Executive Officer	Electronic record will be retained in the records management system
Board Minutes – recording approval of nomination	records management system	Executive Officer	<b>Permanent</b>

## Policy Authorisation

<b>Approved by</b> RSSS Board	12/02/2025	<b>Responsible Person</b>	Executive Officer/Business Manager
<b>Version</b>	Version 2 2025	<b>Scheduled Review Date</b>	01/01/2027