



**RIDING FOR THE DISABLED ASSOCIATION  
OF TASMANIA INC.**

**ABN 43 028 124 325**

**By-Law No. 02  
Life Membership**

<u>Revision No.</u>	<u>Revision Date</u>	<u>Purpose</u>	<u>Status</u>
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# Riding for the Disabled Association of Tasmania Inc.

## By-Law No. 02 –Life Membership

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The Riding for the Disabled Association (Association or RDAT) is a not-for-profit organisation incorporated in the state of Tasmania. RDAT is the peak body for the administration of the Sport of riding for persons with disabilities in Tasmania and is a member of the Riding for the Disabled Association of Australia.

The purposes and objects of the Association are stipulated in the Constitution and are administered by a Board, consisting of Directors and a State Executive Officer (SEO or Executive Officer).

This By-Law is deemed to be consistent with the Association's Constitution (as amended from time to time). Interpretations of By-Laws are solely the responsibility of the Directors and when in force, they are binding on all Members and applications for membership and have the same effect as a provision in the Constitution.

RDAT's Board is committed to promoting best practice in the governance and management of the Association.

### **1 PURPOSE**

Pursuant to clauses 6.2, 6.3(e) and 24 of RDAT's Constitution, this By-Law relates to the criteria to be met and the process of considering nominations, to become a Life Member of RDAT.

It is not the purpose of this By-Law that Life Membership is granted each year as a matter of course.

### **2 GENERAL PRINCIPLES TO CONSIDER IN GRANTING LIFE MEMBERSHIP**

The granting of Life Membership is a great honour and should not be treated lightly. On average, one or less Life Memberships are likely to be able to be awarded each year.

Life Membership should not be considered as a competitive matter and nominees must be considered individually and on their personal attributes and achievements and not in comparison with others. While it is inevitable that comparisons will be made for example against the types of achievements of past recipients, direct comparisons should not be made.

Granting Life Membership is a balancing exercise. Criteria are provided for guidance, but it is the overall contribution of the nominee that must be evaluated. There is necessarily some subjectivity in the granting of Life Membership. Nominees' strengths against the various criteria will vary. Some nominees will be extremely strong in some criteria but weaker against others, others will be more rounded.

Life Membership is reserved for those whose contribution goes beyond the ordinary or even the excellent for an extended period of time, not just a few years.

### **3 CRITERIA**

In considering the award of Life Membership, an individual must have demonstrated an outstanding contribution to RDAT which is above and beyond the expectations of normal duties and includes contributions at State level.

The volunteer has a demonstrated commitment to RDAT as a state organisation, participating in activities, and sharing skills and expertise. State recognised activities may include participating in delegations to state committees, boards and working parties; involvement in planning / participating in state or national events, workshops or competitions; training, mentoring and supporting coaches and volunteers both within Tasmania and interstate; assistance with development of state or national policies and procedures; general support of RDAT programs throughout Tasmania.

The following points are the main requirements to be met in being eligible for Life Membership.

- (a) The nominee's length of service with the Association shall be at least five (5) years, either out of

the field or in the field, or both.

- (b) The general attitude and overall demeanour of the nominee, to ensure that the attitude is one that reflects a dedication to the values of the Association.
- (c) The nominee has demonstrated a commitment to the principles of honesty, fair play and good governance, irrespective of their role.
- (d) The nominee has provided valued leadership and / or been an outstanding role model to the Association's Members in general.
- (e) The nominee's service must reflect favourably on and brought credit to the Association.
- (f) The nominee must be a currently active, financial member.

**Important Note** The above points apply in whatever role the nominee has participated in during their service in Riding for the Disabled Association. Achieving the minimum service levels will not in any way automatically guarantee the award of Life Membership.

#### **4 NOMINATIONS**

- (a) The proposer and the seconder of a nomination shall have considered the criteria for Life Membership, as set out in item 3 herein, before proceeding with preparing any submission to the Board.
- (b) A nomination can only be proposed by an individual financial member of the Association.
- (c) The nomination must be seconded by a different individual financial member of the Association.
- (d) Nominations for life membership are to be received in writing by the Board at least 60 days prior to the holding of the Annual General Meeting (AGM).
- (e) The written submission shall identify each item in the criteria and indicate the basis of the nominee meeting the requirements. Submissions to the Board may include photographic evidence and / or testimonies in support of the nomination.

#### **5 LIFE MEMBER COMMITTEE**

- (a) The Board shall establish a Life Membership Committee. Whenever possible, the Committee shall consist of one (1) RDA Life Member, one (1) RDA Board Member and one (1) independent person (sponsor, patron, government officer, etc), who is not a member of, nor affiliated with an organisation conducting riding for persons with disabilities. A Chair shall be decided by Committee at their first meeting.
- (b) Once a nomination has been received by the Committee, the Secretary has responsibility of calling a meeting of the Committee to consider and decide on the nomination, during which the proposer and seconder have the right to attend and provide further evidence or support for their nominee. A second meeting may be held if deemed necessary by a majority decision of the Committee. Meetings can be held by telecommunication.
- (c) It will then become the responsibility of the Committee to review the written submission and accept verbal testimony from the proposer and seconder, that will allow the Committee to make an informed decision with a recommendation to the Members at the AGM.
- (d) Other than members of the Life Membership Committee, the proposer and the seconder of the nomination, no other person shall be permitted to attend Life Membership Committee meetings, unless the Committee feels there are special circumstances requiring another person to attend. In

such an event, that person shall not be present when deliberation and voting is being undertaken.

- (e) Once the proposer and seconder have delivered their presentation and all questions and comments have been made, the Committee shall conduct a secret ballot on the worthiness of the nomination.
- (f) The Committee shall consider the criteria within item 3 hereof and determine if the nomination is worthy of Life Membership, culminating in a recommendation to the Members at the next Annual General Meeting.
- (g) Each nomination must be considered on its merits and not to be influenced by any personal relationship with the nominee. The Committee is not to make direct comparisons with other Life Members, nominees or persons not nominated.
- (h) The emphasis in the Committee's determination should weigh heavily on critical appraisal of the level of service to the Association. If there is any doubt of such a level being achieved, or a lack of information about the nominee that makes such a conclusion impossible, then Committee members should consider voting in the negative.
- (i) The Committee reserves the right to pass over recommending Life Membership if the Committee considers the nominee does not meet the criteria. This is to preserve the prestige of Life Membership. The Committee is not obliged nor required to provide reasons for or against any application.
- (j) Recommendations and / or decisions of the Committee shall become recommendations and / or decisions of the Board.

## **6 EFFECT OF MEMBERSHIP**

### **6.1 Benefits**

Once approved by the Members at the AGM, Life Member's enjoy the following rights:

- (a) Award of the Life Membership at the Annual General Meeting.
- (b) Exemption from membership fees of the Association.
- (c) Listing in the Association's web site and other official documents.
- (d) Invitations to attend all official Association functions.
- (e) Maintain insurance cover in the group insurance policies taken out by the Riding for the Disabled Association of Australia.

### **6.2 Retraction of Life Membership**

- (a) Notwithstanding the benefits of Life Membership in point 6.1, Life Membership may be retracted where the recipient has conducted himself / herself in a manner that reflects directly and adversely on the image or activities of the Association generally or on a specific code.
- (b) This provision will only be exercised in exceptional circumstances and will require the unanimous agreement of the Board to be enacted. As part of the deliberations, the Life Member in question is to be given an opportunity to present their case for retention of their Life Membership status.