

MEMBERSHIP POLICY

Policy name	Membership Policy
Policy group	Membership
Version	1
Last Updated	August 2018
Status	Ratified
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Due for review	June 2026
Owner	Membership & Engagement Committee (MEC)
Ratified by	Board of Directors

Background

The constitution provides that the directors may adopt a membership policy and may set varying amounts for membership. Under the Constitution, there is one class of membership which can be separated into different categories by reference to benefits and fees. This policy outlines the types of membership and the options for different membership fees and benefits available to members. It also contains the application process and grievance procedure.

1. Eligibility to become a member of the company

Members

To be eligible to become a member and remain a member, the applicant must actively support, in the Board's opinion, the advancement of philanthropy and the company's purposes. There is additional eligibility criteria for Impact members (outlined in 2.1)

Complementary Members

Complementary Members are signed off by the CEO, on the terms and for the period decided by the Complementary Membership Policy. Complementary Members receive the same benefits as an Engage (Individual) member, unless otherwise specified.

Life Members

Philanthropy Australia offers the important designation of Life Member to esteemed members of the Australian philanthropic community whose contribution of leadership and/or philanthropic generosity has had a significant impact on the sector and Australian society. Life Members are, in the Board's opinion, outstanding leaders in the sector.

Other than an exemption from paying subscription fees and appointment for life, Life Members have all the rights and responsibilities of other members and the same benefits as an Engage (Individual) Member.

2. Member categories

Subject to the eligibility criteria, members can elect the category of membership in their application form. There are differing categories of membership for which the Board has set differing fees and benefits. These are:

- Impact
- Engage (Organisation)
- Engage (Individual)
- Connect – note, reference to ‘member’ at Connect level, does not mean member of the corporate entity Philanthropy Australia Ltd. See 2.3 below.

2.1 Additional eligibility criteria for member benefits

In order to be an Impact member, the applicant must satisfy the definition of Funder to the Board's satisfaction and be approved by the CEO.

2.2 Member benefits

Current fees and benefits are set out below (as at May 2025). The CEO can make non-material variations to these benefits on a case-by-case basis. This fees and benefits table will be updated on an annual basis and will be clearly displayed on PA's website.

All categories of membership (other than Connect) are entitled to attend and speak at general meetings, vote with one vote per member and be nominated as a director.

	CONNECT	ENGAGE	IMPACT
Fortnightly newsletter: Get the latest news, grant opportunities, job postings, and research delivered right to your inbox.	✓	✓	✓
Online Resource Portal (the Better Giving Hub): Access a digital library with tools to boost your knowledge and skills in philanthropy.	✓ Capped at 10	✓ Capped at one for Engage Individual	✓
Sector Recruitment: Use our free job board to find new talent in the sector.	✓ Capped at 2 per year	✓	✓
Alliance Magazine Subscription: Stay updated on global philanthropy trends.	✓	✓	✓
Discount on Key Events: Enjoy discounts on major Philanthropy Australia events (Conference and Summit).	10%	25%	25%
Professional Development and Networking: Join events throughout the year to expand your networks and knowledge.		✓	✓
Staff Support: Access to a PA staff member to help you better connect to other members and make the most of your PA membership.		✓	✓
Priority Event Access: Be the first to secure tickets for major events and exclusive member-only opportunities.			✓
Input into Strategic Initiatives: Invitations to consultations to provide feedback and input into PA's work.			✓
Visibility and Influence: Gain prominence as a member with opportunities for speaking engagements and guest articles in our newsletter.			✓
Invitations to VIP events: Opportunity to join our small VIP events with a select group of guests and speakers.			✓

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2.3 Connect category

Philanthropy Australia has a category for those wishing to join PA but not become members of the company. Those individuals and organisations are referred to in PA's various communications as 'Connect'. They are not formal members of the company and have no rights under the Constitution or other governance documents of PA. Their benefits and obligations are outlined on the website under Connect category information.

3. Application

Every applicant for membership of the company must apply in the form and manner decided by the Board. The applicant will specify the category of membership applied for. If a member is an organisation, one membership per entity is permitted, as identified by their ABN. If the Board decides a member is no longer eligible to be a member, it will follow expulsion procedures in the constitution.

3.1 Additional application process for Impact Members

After receipt of an application for membership, the CEO, as delegated by the Board, must consider the application and decide:

- a. whether the applicant comes within the definition of Funder required for the Impact category;
- b. whether the company wishes to have the applicant as an Impact Member;
- c. and whether to admit or reject the admission of the applicant.

The company need not give any reason for rejecting an application. Where the CEO determines that the applicant does not meet Impact member criteria, another category of membership may be offered.

The Board or its delegates may at any time review a member's eligibility for the Impact category and may request further information from the member to be provided within a specified time frame. If a member is deemed no longer eligible for the Impact category, they will be offered a different membership category and may be refunded any difference in fees, apportioned from the date of change.

A member can apply to upgrade their membership to the Impact category at any time and will be considered by the CEO as delegated by the Board.

4. Register

The company must maintain a register of members setting out the name, address, alternate electronic or other address (if any) for receipt of notices and date membership starts and ceases. It is up to members to notify the company of any such changes.

A member may request in writing to the Secretary to restrict access to the member's personal information on the register.

5. Membership fees and expiry

Varying annual membership fees will be decided by the Board. The company will notify all members of the relevant fees. No fees are payable by Life Members.

The Directors must notify all persons entered on the register of members (identified as primary contacts) of the amount and time for payment of any annual subscription fee and of any alteration to the annual subscription fee.

After one month of the due date, where the annual subscription fee is not received:

- the directors may issue a written reminder notice to the member; and
- the member's right to receive notices of general meetings and the right to attend and vote at general meetings will be suspended and the member will cease to receive member benefits.

No refund of fees will be provided unless in exceptional circumstances.

6. Grievance procedure

- Any dispute under the Constitution between a member and another member or between a member and the company must, unless the parties otherwise agree, be dealt with by the procedure in this policy.
- Any party to a dispute between members, may refer the dispute to the Board for determination or mediation.
- The Board may, subject to this policy, act as a mediator or decision maker (provided they are unbiased) or may appoint a third party as a mediator or decision maker.
- If there is a dispute between the company and a member, either party may require the dispute be referred to mediation or for determination.
- The mediator or decision-maker must be unbiased and:
 - a person chosen by agreement between the parties to the dispute; or
 - in the absence of agreement within 14 days of a party requiring mediation:
 - in the case of a dispute between a member and another member, a person appointed by the Board;
 - in the case of a dispute between a member and the company, a person who is a mediator or decision-maker appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice) or its equivalent in another state or territory, as selected by the Board.
- A member can be a mediator or decision-maker, provided they are unbiased.
- Any party to a dispute may appoint any person to act on behalf of that party.
- In each dispute:
 - the parties to the dispute must have a reasonable opportunity to be heard;
 - due consideration must be given to any written statement submitted by a party; and
 - natural justice must be accorded to the parties to the dispute throughout the process.
- If the mediation process does not result in the dispute being resolved, within a reasonable time as decided by the mediator, or failing this decision, within one month of the party requiring mediation, any party to the dispute may refer the matter to an unbiased decision maker.
- A determination made under this policy is final and binding on all parties to the dispute.

Policy Review

This policy will be reviewed annually or as necessary to ensure its effectiveness and alignment with best practice and regulatory requirements.

RELATED POLICIES & DOCUMENTS

This policy needs to be read in conjunction with:

- Philanthropy Australia Constitution
- Board Charter
- Privacy Statement
- Life Member Policy

Document Change History

Version	Status*	Comments	Author	Ratified By	Date Ratified
1	RATIFIED	Initial review by MEC	Rachel Findlay	Board	25/06/2025

*Valid values for this column are: DRAFT, RATIFIED, REVIEWED (no revision)