

Policy Title:	Membership Policy		
Policy Owner:	Action Learning, Action Research Association Ltd		
Relevant Statute (if applicable):	Action Learning, Action Research Association Ltd Constitution		
Relevant Legislation (if applicable):			
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- i. Intent of Policy:** This policy describes the classes of membership of Action Learning, Action Research Association Ltd (“ALARA”) and is used to guide the enlistment and financial management of all members.
- ii. Scope:** ALARA is keen to make the connections between people and activities in all the strands, streams and variants associated with our paradigm - including action learning, action research, process management, collaborative inquiry facilitation, systems thinking, organisational learning/development, appreciative inquiry, etc. - who are working in organisational, community, workplace or other practice settings.
- ALARA offers four types of membership: Individual, Organisational, Ex-officio and Life. Within the Individual type, ALARA has four levels: Member, Associate Fellow, Fellow and Esteemed Fellow (please refer to Membership Levels Policy 3_3).
- This policy describes:
- The principles and practice associated with the first three of these types of membership (Individual, Organisational and Ex-officio), and
 - How ALARA translates membership into benefits for individuals and member organisations.
- iii. Exclusions (if any):** Life members of ALARA are managed according to the Life Membership Policy 3_2 in addition to this policy.
- iv. Key Objectives:** To provide guidance to the ALARA membership on the principles and practice of enlisting and managing members
- To provide for a legitimate income stream and service orientation to further develop ALARA’s capacity to implement its constitutional objectives
- v. Policies, records and action plans** This policy is related to the ALARA Membership Levels policy, ALARA marketing strategy, the ALARA business and financial plan, all ALARA events management, ALARA administration, ALARA membership forms, ALARA events registrations and ALARA website updates
- vi. Supporting/ Related Documents:** ALARA Constitution, sponsorship policy



vii. Key Words:	Individual members Organisational members Ex-officio members Developing, Emerging and Developed Countries World Bank
viii. Supporting Procedures/ Guidelines:	Policy reviews, business planning, marketing and networking

SECTION A INDIVIDUAL MEMBERS

A1. Definitions:	ALARA membership is open to any individual interested or active in applying the practices of action learning and action research within community and organisational contexts.
A2. Forms and Templates	Applicants are encouraged to apply via ALARA's website. For those wishing to apply on paper, the following application form is applicable: ALARA Individual Membership Form
A3. Policy Functions:	<p>A3.1 This SECTION A of the policy provides a guideline for the enlistment and management of individual members, including the fee structure, and the way in which ALARA makes benefits available.</p> <p>A3.2 <u>Enlisting Individual Members</u></p> <p>ALARA offers potential individual members the option to join and pay online through the ALARA website, or to download and submit an application form. The form collects all data required for processing by ALARA administration, and the applicant submits it to ALARA by mail, fax or email.</p> <p>A3.3 <u>Processing individual membership applications</u></p> <p>Once ALARA receives a Membership Application Form, the Administration Secretary enters the applicant's details into the ALARA member database. The Administration Secretary sends the details to the Bookkeeper, who generates and posts a tax invoice to the applicant outlining all payment options (e.g. Visa, Mastercard, American Express, direct deposit, bpay and billpay).</p> <p>The Bookkeeper notifies the Administration Secretary upon receipt of payment (either via cheque or online).</p>



Once ALARA has received payment, the Administration Secretary creates the new member's logon for the ALARA website and the OJS site for the *ALARj*. The Administration Secretary sends an email, providing the information needed to become involved (e.g. how to access the web sites and update the member's profile).

New applicants applying online complete most of the information required for ALARA's database themselves, before proceeding to PayPal to make payment. The new member receives automated acknowledgement and welcome emails. The Administration Secretary gives the new member access to the website once in receipt of confirmation of payment by the new member. The Administration Secretary also adds the new member to the OJS site and sends an email to the new member with details of that site.

New applicants, using either the paper or online application process, may request a level of membership that is higher than 'Member' by completing the paper or online request form and making the appropriate payment, as described in the Membership Levels Policy 3_3.

The Administration Secretary advises the Board at its next subsequent meeting of the names and details of new applicants. The Board determines whether to approve the appointment of the applicant as a member. The Board may seek further information before deciding on the application. One of the Board members welcomes as a member each applicant accepted by the Board. The Administration Secretary or the Membership Co-ordinator contacts any applicant not accepted by the Board to discuss the reasons for non-acceptance.

A3.4 Annual Fees

ALARA has a fee structure aligned to the World Bank's classification of countries according to Gross National Income (GNI). This classification structure is as follows.

World Bank Classification (GNI for 2019 in USD)	ALARA Category
Low-income economies (\$995 or less)	Developing
Lower-middle-income economies (\$996 to \$3,895)	
Upper-middle-income economies (\$3,896 to \$12,055)	Emerging
High-income economies (\$12,056 or more)	Developed

(ALARA adjusts the GNI figures to remain in alignment with the World Bank.)

ALARA offers three types of Individual Membership.

1. Full Membership



2. Concessional Membership

3. Reduced Membership

Within each of these three types, the three categories of Developing, Emerging and Developed apply. The usual country of residence of the member determines which category applies to the member. Members can move between types and categories at each annual renewal when their circumstances change.

The Board determines the annual fee amount for each Membership type and category.

ALARA offers a Concessional Membership fee to applicants who are one of the following.

- Full-time student
- Retired
- Earning less than AUD 20,000 per annum

Concessional members must confirm their concessional status each year at renewal of their membership.

ALARA also offers a Reduced Membership Fee to applicants who are members of an organisation that is an Organisational Member of ALARA. By including the name of the Organisational Member on their application, applicants pay the Reduced Membership Fee. Members who paid the Reduced Membership Fee in the previous year must confirm their continuing membership status in the Organisational Member each year at renewal of their ALARA membership to remain eligible for that Reduced Fee.

Membership is for one year from the date of acceptance.

The fee structure applies for Australian and international members. For Australian members, the fee is inclusive of Goods and Services Tax in accordance with the requirements of the Australian Taxation Office.

ALARA provides an Australian Tax Invoice for all annual fee payments.

A3.5 Membership renewal

Members receive an email about renewing their membership one month before that membership is due. Members must renew no later than the renewal date. If a member does not renew, the member receives a reminder email. If the member does not renew within two weeks of that second email, the member receives an email warning that membership is about to be cancelled. If the member does not renew, the Administration Secretary receives an email advising of the member's failure to renew, and the Administration Secretary manually disables the member's account, but retains the content (in case the member returns), unsubscribes the member from the e-News, hides the member in the database, and deletes the member's photograph.



Members who renew within three months of the renewal date will have their membership reinstated, backdated to their original renewal date, and therefore retain continuity of membership. ALARA will manage former members who pay their membership fee after three months following their renewal dates as new applicants for membership.

A3.6 Benefits of Individual Membership

The following benefits are offered to individual members:

- Access to the *ALAR Journal* published twice annually, and ALARA Monograph;
- Reduced price (when offered) on other ALARA publications, such as Conference or World Congress Proceedings
- Opportunity to contribute to *ALAR Journal*, with mentoring by the publication team when available;
- Access to *ALAR journal* back issues via the website;
- Fortnightly e-news updates;
- Discounts at ALARA events, conferences and World Congresses;
- Advance notice via email of events and items of interest through the e-news, website, and *ALAR Journal*;
- Opportunity to be mentored by other members on the submission of a paper at the Annual National Conference or World Congress when available;
- Voting rights at the annual AGM (not available to Reduced fee-paying members);
- Opportunity to nominate for a Board position (not available to Reduced fee-paying members);
- Logo for inclusion on own website, with a link to the ALARA website
- Access to the ALARA web site to participate in online discussions, and access the entire membership;
- Voting rights at the annual AGM (not available to Reduced fee-paying members);
- Opportunity to nominate for a Board position (not available to Reduced fee-paying members);
- Logo for inclusion on own website, with a link to the ALARA website

A4. Sub-groups

N/A

SECTION B ORGANISATIONAL MEMBERS

B1. Definitions:

B1.1 ALARA offers five categories of Organisational memberships: Corporate, Professional, SME (small to medium enterprise), Micro Enterprise (10 or less employees) and Affiliate.

B1.2 A **Corporate membership** is open to any business or organisation that employs more than 200 staff and has a demonstrated commitment to supporting the development and application of AR/PAR/AL practice.

B1.3 A **Professional membership** is open to any allied professional organisation that support ALARA's objectives without necessarily themselves having comparable objectives e.g. a professional association in a specific discipline or a university department.

B1.4 An **SME membership** is open to any small to medium sized enterprise that employs 200 or less staff and has a demonstrated commitment to supporting the development and application of AR/PAR/AL practice.

B1.5 A **Micro Enterprise membership** is for small businesses with 10 or less employees, which has a demonstrated commitment to supporting the development and application of AR/PAR/AL practice.

B1.6 An **Affiliate membership** is open to peer professional AL and AR networks and associations. Such organisations share substantially similar goals and objectives in action learning, action research, process management and participatory action research, and actively promote AR and AL through their missions and activities.

Whether incorporated or not, Affiliate members may join ALARA through reciprocal membership or other agreed membership fee arrangements. In these cases, the agreement provides reciprocal benefits for each organisation (e.g. circulation of each other's e-newsletters and announcements) and in effect, provides for a membership category that is clearly distinct from other Organisational membership.

B2. Forms and Templates

The following application form is used to enlist Organisational members:

ALARA Organisational Membership Form

B3. Policy Functions:

B3.1 This SECTION B of the policy provides a guideline for the enlistment and management of Organisational members, including the fee structure, and the way in which benefits to members are made available to individuals within the organisation.

B3.2 Enlisting Organisational Members

Potential Organisational members must download and submit an application form. The organisation must provide on the form all data required for processing by ALARA administration. The Organisation submits the form to ALARA by mail, fax or email.



B3.3 Processing Organisational Membership Forms

Once ALARA receives a Membership Form, the Administration Secretary enters the data provided into the ALARA member database.

The Administration Secretary sends an email to the nominated contact person confirming receipt of the application and notifies the ALARA Bookkeeper, and in the case of an Affiliate application, the President.

The President (or other ALARA Board member) contacts the nominated person of the Affiliate Organisation to explore suitable reciprocal arrangements, and mutual benefits. If reciprocal membership is available, both organisations waive their respective Annual Fees. If reciprocal arrangements are not suitable, the fee payable is the same as full individual membership.

The Board reviews and approves the application for Organisational membership before ALARA sends the Organisation an invoice. If the Organisation has already paid their membership fee, and the Board rejects the application, the Bookkeeper refunds the membership fee. If the Board approves the application, the ALARA Bookkeeper generates and posts a tax invoice to the nominated contact person outlining all payment options (e.g. Visa, Mastercard, direct deposit, bpay and billpay), or indicating nil balance for those who have paid online and for Affiliate Organisations with reciprocal arrangements.

Once ALARA has received payment, the Administration Secretary creates the new member's logon for the ALARA website and OJS site for the *ALARJ*. The Administration Secretary sends an electronic "new member kit" outlining the benefits of membership and providing the information the Organisation needs to become involved (e.g. how to access the web site and update the Organisation's profile).

Membership is finalised on receipt of payment of the relevant fees.

B3.4 Annual Fees

The fees for Organisational members are scaled according to category. The Board determines the annual fee amount for each Membership type.

If:

- 20 or more individuals from a Corporate Organisation,
 - 15 or more individuals from a Professional Organisation, or
 - 10 or more individuals from any of the other types of Organisations,
- join ALARA (taking advantage of the Reduced fee as described in SECTION A) at the time of Member Organisation membership application, and / or at the time of annual renewal, ALARA will waive the Member Organisation Membership annual fee.



This fee structure applies for Australian and international organisations. For Australian organisations, this fee is inclusive of Goods and Services Tax in accordance with the requirements of the Australian Taxation Office.

ALARA will provide an Australian Tax Invoice for all annual fee payments.

B3.5 Membership renewal

ALARA notifies Organisational members about renewing their membership between four and nine weeks before that membership is due. Members must renew no later than the end of the month following their renewal date to retain their membership benefits.

After that month grace period, ALARA will remove non-renewed members' access to the ALARA website. Members who renew within three months of the renewal date will have their membership reinstated, back-dated to their original renewal date, and therefore retain continuity of membership. ALARA will manage former members who pay their membership fee after three months following their renewal dates as new applicants for membership

B3.6 Benefits of Membership

The following benefits are offered to all Organisational Members.

- Access to the *ALAR Journal* published twice annually and the ALARA Monograph;
- Reduced price on other ALARA publications, such as Conference or World Congress Proceedings for the nominated representative;
- Access to *ALAR Journal* back issues via the website;
- Fortnightly e-news updates;
- Special member discounts to ALARA events, conferences and World Congresses consistent with individual membership discounts for the nominated representative and members of the Organisation who join ALARA (see SECTION A);
- Notifications by email from ALARA about events, activities or resources;
- Online access to ALARA's considerable professional development resources;
- Access to ALARA's members for professional development and other delivery of AL and AR services;
- The voting rights of a single member through a nominated representative as identified on the application form;

- Opportunities to sponsor ALARA events such as workshops, conferences and Congresses, and special editions of publications, to mentor ALARA members and be mentored by ALARA members, and gain valuable profile in the professional community;
- A web link from the ALARA website to the Organisation's website if available, and a link on the Organisation's website to the ALARA website. The Organisational member writes an appropriate descriptive paragraph to go with the link on the ALARA website (which the Board approves before posting);
- Discounted individual membership of ALARA for members of the Organisation (see SECTION A).

B4. Sub-groups

Many organisational members will have sub-groups such as agencies from public sector departments, research centres from universities or divisions within corporate organisations. Such sub-groups are included in the Organisational membership and their staff or members enjoy the same benefits of membership as the registering organisation (see SECTION A).

SECTION C

EX-OFFICIO MEMBERS

C1. Definitions:

ALARA ex-officio membership is open to any individual interested in providing services in kind to support ALARA activities and functions. ALARA assesses ex-officio membership based on the combination of the salient needs of ALARA and the availability of willing contributors. This form of membership allows individuals who are not members, but have specific skills and capabilities to offer, to provide contributions to ALARA in lieu of fees.

C2. Forms and Templates

Nominations must be directed to the President for authorisation by the Board.

C3. Policy Functions:

C3.1 This SECTION C of the policy provides a guideline for the enlistment and management of individuals seeking ex-officio membership.

C3.2 Processing of membership applications

Ex-officio membership is based on personal networks and connections. Any member may make a nomination based on a match between skills and need.

The decision to approve ex-officio membership falls with the Board. A reasonable case is required to facilitate this decision.

Once approved, the Administration Secretary sends a "new member kit" to the applicant confirming ex-officio membership, outlining the benefits of membership and providing the information needed to become involved (e.g. how to access the web site and update ex-officio's profile).



C3.3 Membership renewal

Ex-officio Membership is for one year, or such shorter, agreed period. The Board will review renewal of the Ex-officio membership before its due date according to ALARA's continued need for the skills provided.

C3.4 Benefits of Membership

The following benefits are offered to ex-officio members in recognition of their contributions to ALARA functions:

- Access to the *ALAR Journal* published twice annually and the ALARA Monograph;
- Reduced price on ALARA publications, such as Conference or World Congress Proceedings;
- Opportunity to contribute to *ALAR Journal*, with mentoring by the publication team when available;
- Access to *ALAR Journal* back issues via the website;
- Fortnightly e-news updates;
- Discounts at local ALARA events, conferences and World Congresses;
- Advance notice via email of events and items of interest through the newsletter, website, and *ALAR Journal*;
- Opportunity to submit and present a paper at the Annual National Conference or World Congress;
- Access to the ALARA web site to participate in online discussions, and access the entire membership.

C4. Sub-groups

N/A