



Policy Title:	ALARA Life Membership Policy		
Policy Owner:	Action Learning, Action Research Association Ltd		
Relevant Legislation (if applicable):	Action Learning, Action Research Association Ltd Constitution		
Relevant Policy (if applicable):			
Policy Reference and Version No.:	Pol_3_1ALARALtd_Life_Membership	Policy reviewers:	Colin Bradley Emmanuel Tetteh Chivonne Algeo John Molineaux Andrew Cook
Commencement Date:	30 January 2019	Next Review Date:	30 January 2022

- i. Intent of Policy:**
- To recognise significant contributions by individuals to Action Learning, Action Research Association Ltd (ALARA) and the field of action learning and action research in Australia through the awarding of ALARA Life Membership
 - To formalize honorary life membership awards as previously recognised by ALARPM
- ii. Scope:** To provide the Board with clear criteria and terms with which to award Life Membership to individuals
- iii. Exclusions (if any):** Recognition of contribution to the field by an organisation rather than an individual.
- The life members do not make decisions about any matters as a group and do not replace the decision-making responsibilities of the MC or the general membership.
- iv. Key Objectives:**
- To recognise an individual's significant contribution to the field of action learning and action research
 - To afford individuals who have contributed significantly to the field of action learning and action research the complimentary and lifelong benefits of Life Membership
 - To integrate previously awarded life members into the ALARA Life Membership Policy
 - To agree on the nature of the benefits provided to life members
 - To ensure that the benefits are the same for all life members
 - To ensure the sustained quality of benefits over time and geography
 - To bring prestige to ALARA through the quality of its life members
 - To enrich Board decisions with the organisational knowledge, history and practice expertise of life members
 - To provide ongoing access to the field through ALARA for highly experienced practitioners



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 Board Roles
vii. Key Words:	Board, Life Membership
viii. Supporting Procedures/ Guidelines:	Action Plan Template Policy Template Procedure Template
1. Definitions and Acronyms:	ALARA: Action Learning, Action Research Association Ltd LMP: Life Membership Policy ALARPM: Action Learning, Action Research and Process Management Association Inc.
2. Forms and Templates	N/A
3. Policy Functions:	<ul style="list-style-type: none">• To guide the decision to award an individual with Life Membership• To ensure the continued quality of Life Membership awards
4. Policy and Procedure	4.1 <u>Criteria</u> A Life Membership is awarded to an individual who meets a <i>majority</i> of the following criteria: <ul style="list-style-type: none">a) Has contributed significantly, through services and/or leadership, to the development of action research, action learning and/or associated inquiry methodologies in Australia and/or internationally for a period of fifteen years or moreb) Has contributed to the development of ALARA and its predecessor for a period of 10 years or morec) Has exercised leadership and/or consistent high quality of service in action research and action learning through formal and informal responsibilities including in ALARA, organisational roles,



mentoring, advocacy and innovation in the action learning, action research and associated methods field in any sector

- d) Is recognised for excellence in action research, action learning and associated inquiry methods through publications, awards and other formal attributions
- e) Has sustained living systems of action research, action learning and/or associated methods in Australia using action learning, action research and/or associated inquiry methods
- f) May have (although this is not required) standing and recognition in international action research, action learning and related methods networks, associations and fields
- g) Has not been seen to act against ALARA's vision and objectives in any activities associated with action learning, action research and associated inquiry methods
- h) Is seen to have actively furthered ALARA's vision and objectives

4.2 Awarding of Life Membership

A Life Membership is awarded to an individual who is seen by a *unanimous* agreement of the Board to fulfil a *majority* of these criteria and who will bring esteem to ALARA in the recognition of Life Membership. The Board may also assign a Life Member to a Membership Level, as described in the ALARA Membership Levels policy.

4.3 Awarding not limited by some factors

A Life Membership award is not limited to:

- a) A person who has consistently been a financial member for 10 years (that is, sporadic financial membership or lapse of membership at the time of being nominated *does not* act against value of contribution to the field or the organisation)
- b) A person who specialises in action learning or action research (that is, strong capabilities in other related methods will also be considered, but not at the exclusion of the primary criteria in "1" above)

4.4 Life Member's commitments

On receiving a Life Membership award the recipient agrees to the following:

- a) To be available to freely contribute to ALARA activities as an advisor, advocate and/or ambassador when needed and within reason, with agreed costs carried by ALARA
- b) To engage in ALARA Life Membership activities at the member's convenience and at the request of the Board or other Life Members



- c) To speak well of ALARA in public environments and abide by ALARA's constitution and policies
- d) To stay abreast of the action learning, action research and associated methods field in Australia and internationally
- e) To be invited to be a public face for ALARA on publications, website and other marketing material, with their consent

4.5 Procedures

- a) One member of the ALARA Board and one ALARA member (non-management), nominates a potential recipient
- b) Nomination takes the form of completing the *ALARA Life Membership Nomination Form* and sending to ALARA administration by the date required
- c) On presentation of the nomination to a Board meeting, the nomination can only progress by way of unanimous agreement of the whole Board (ex officio members are not included in this decision)
- d) On achieving unanimous agreement the Secretary writes a letter of invitation to the nominee requesting acceptance and outlining terms and benefits of Life Membership
- e) On receipt of the nominee's written agreement, ALARA formalises Life Membership at the next AGM with the presentation of a Life Membership certificate or any other symbolic attribution as decided by the Board
- f) Life Membership affords the recipient:
 - Complimentary active membership status (including non-voting participation on Board) for the duration of their lifetime - or until such time as they formally withdraw, or the Board withdraws the award in the event of the initial agreement being transgressed
 - Receipt of ALARA publications as issued to Members
 - Free attendance at ALARA conferences, congresses and workshops (when conducted solely by ALARA)
 - If so desired, attribution of a "Master Class" category to professional development activities that the nominee facilitates through ALARA
- g) The number of Life Memberships is limited to 15 individuals at any one time
- h) The quality of Life Membership awards is reviewed every three years by engaging recipients in evaluative conversation about the benefits and possibilities of the award
- i) The outcomes of these conversations can change the Life Membership Policy with unanimous Board endorsement.