



Policy Title:	Membership Levels Policy		
Policy Owner:	Action Learning, Action Research Association Ltd		
Relevant Statute (if applicable):	Action Learning, Action Research Association Ltd Constitution		
Relevant Legislation (if applicable):			
Policy Reference and Version No.:	Pol_3_3ALARALtd_Membership_Levels	Policy reviewers:	Colin Bradley Emmanuel Tetteh Chivonne Algeo John Molineaux Andrew Cook
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i. Intent of Policy: This policy describes the levels of membership of Action Learning, Action Research Association Ltd (“ALARA”) and is used to guide the allocation of appropriate level of membership to all financial 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. The Membership Policy and the Life Membership Policy contain details of these types of membership.

Within the Individual and Life Members types, ALARA has four levels: Member, Associate Fellow, Fellow and Esteemed Fellow.

This policy describes the principles and practice associated with the four levels of membership.

iii. Exclusions (if any): This policy relates to individuals, irrespective of their membership. It does not apply to Organisational or ex-officio types of membership.

iv. Key Objectives: To provide guidance to the ALARA membership on the principles and practice of defining the membership level of 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 and Life Members policies, ALARA marketing strategy, ALARA business and financial plan, ALARA administration and ALARA membership forms.

vi. Supporting/ Related Documents: ALARA Constitution, sponsorship policy



- vii. Key Words:** Individual members
Associate Fellow
Fellow
Esteemed Fellow
- viii. Supporting Procedures/ Guidelines:** Policy reviews, business planning, marketing and networking, ALARA-supported education programs

SECTION A MEMBERSHIP LEVELS

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.

All members of ALARA, irrespective of their type of membership (Full, Concessional, Reduced Fee, etc.), join ALARA at the Member level. Members may request an upgrade of their membership level to:

- Associate Fellow;
- Fellow; or
- Esteemed Fellow.

A2. Criteria for Each Level of Membership I Member – everyone who joins and remains a financial member of ALARA, is a Member, unless qualifying for a higher level.

II Associate Fellow (meets all criteria):

1. Is a financial member of ALARA;
2. Has obtained qualifications:
 - a) A certification in action learning or action research that is recognised for advanced standing in a Master or higher qualification,
 - b) A Master related to the field of action learning or action research,
 - c) A Doctorate related to the field of action learning or action research, or
 - d) Has experience equivalent to the lowest of these qualifications as an action learning / action research practitioner for at least 5 years;
3. Is actively engaged in action learning or action research within the previous three years by either:
 - a) Undertaking projects of at least six months in duration, or
 - b) Presenting at professional conferences or publishing articles in refereed journals or similar publications about action learning or action research.



III Fellow (meets all criteria):

1. Is a financial member of ALARA;
2. Has obtained qualifications:
 - a) A Master related to the field of action learning or action research,
 - b) A Doctorate related to the field of action learning or action research, or
 - c) Has experience equivalent to the lower of these qualifications as an action learning / action research practitioner for at least 10 years;
3. Is actively engaged in action learning or action research within the previous three years by either:
 - a) Undertaking projects of at least six months in duration, or
 - b) Presenting at professional conferences or publishing articles in refereed journals or similar publications;
4. Has been actively involved in the action learning / action research field for more than five years, during which time has been a significant contributor to the action learning / action research community by:
 - a) Contributing to the knowledge within that community through many (greater than 3) publications in refereed journals or other publications or presentations in international events,
 - b) Being a facilitator, leader, coach or mentor of others undertaking many (greater than 3) action learning or action research projects and thereby increasing the knowledge and experience of others in action learning and action research, or
 - c) Being actively involved in ALARA and its operations and governance;
5. Is an active contributor to ALARA's activities within the previous two years (through such activities as involvement in governance, workshops, conferences or local branches / chapters / committees, or by contributions or review of articles, etc.), or has a previous long-term (greater than 5 years) history of contribution to ALARA.

IV Esteemed Fellow (meets all criteria):

1. Meets the first four criteria of Fellowship;
2. Is generally recognised across many countries / the world as a leader and significant authority in action learning / action research;
3. Has a history of being an active contributor to ALARA for at least 5 years.

SECTION B REVIEW PROCESSES

B1. Application for Review

ALARA members (and those applying for membership, as part of that application process) are able to apply for a review of their membership level by following the process described in this Section.



A member may request at any time (but not more frequently than twice in any twelve-month period) a review of the member's level of membership.

The application process includes the completion of an application form, the attachment of supporting documentation as required, and payment of the Membership Level Review fee.

B2. Exemptions from Application

Financial members of ALARA as at 1 November 2018 receive an initial free Membership Level Review to establish their level of membership. In addition, recent former members (2018 renewals who did not renew) can renew and receive an initial free Membership Level review. New members joining ALARA at the completion of an ALARA-supported education program also receive an initial free Membership Level Review. The Membership Level Review fee applies to all other new applicants and second and subsequent reviews for all members.

B3. 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:

Action Learning, Action Research Association Ltd Membership Level Review Form

B4. Policy Functions:

B4.1 Processing membership level reviews

Existing members can request a review of their membership level at any time by completing the request form and making the appropriate payment. The Administration Secretary provides the information supplied by the member, once in receipt of confirmation of the Review payment, to the appropriate Membership Level Review panel members.

Those Review panel members advise the Administration Secretary of the membership level that the member's documentation best applies. The Administration Secretary provides the Committees Group with details of applications for Reviews and the advice of the Review panel members for each member.

The Committees Group confirm the recommended level. If the Review panel members disagree, the Committees Group review the documentation and arbitrate on a level.

The Committees Group recommend the member's level to the Board of ALARA, which formally approves the level.

The Administration Secretary advises the member of the outcome of the Review, and makes the necessary changes to the member's records in the membership database as appropriate.

B4.2 Membership Level Review fee

The Board determines the fee amount, which is the same amount for all members.



B4.3 Membership renewal

Members holding a level higher than Member must confirm that they continue to meet the criteria for the level they hold at each annual renewal of membership, which they complete online.

A member failing to confirm a continuing ability to meet the criteria for the Membership Level will revert to Member level. Should the member wish to gain (regain) a higher level, the member must request another review and pay the Review fee.

B4.5 Appeal of Review Decision

If a member believes the decision of a Review of the member's Membership Level is not correct, the member may lodge a formal Appeal in writing to the Board within 14 days of notification of the decision.

The Appeal must state clearly the errors in the decision that the member believes exist, provide supporting documentation, including copies of testimonials, qualifications, etc., and state the level that the member believes is the correct level for the member. The Committees Group will consider the member's appeal within one month of receipt, and, after gaining Board approval of the recommended outcome, advise the member, through the Administration Secretary, of the decision of the Appeal.

The Committees Group (or a sub-committee of the Committees Group) may undertake a further review of a member's Membership Level if it obtains information indicating that the level is not, or no longer, appropriate for that member, and may request the member to provide information to clarify any discrepancy. Any change to member's Membership Level resulting from this further review takes effect fourteen days after the Administration Secretary advises the member of the decision.

B5. Sub-groups

N/A