



www.hea.edu.au  
contact@hea.edu.au  
1300 72 99 91

*Proudly supporting homeschoolers across Australia*

## **Policy for granting Life Membership to HEA members**

Approved: 02.02.2021

To be reviewed by December 2022

### **Background**

The HEA has had a long practice of thanking volunteers for their years of service for the Association by granting life membership. This was originally enacted in the document: "HEA Volunteer Policy\_2010"

However, it was pointed out in April 2019 by Mr Keith Roberts that the HEA Constitution never allowed for "life members".

Mr Keith Roberts was appointed by Court Orders in April 2019 to Chair the SGM of 4 May 2019 for the HEA elections.

**Keith Roberts FGIA FCIS  
Director, NFP Support Pty Ltd ATF  
NFP Support Trust**

*Keith Roberts has consulted to the not for profit sector since 2006, mainly on organisational restructuring, modernising constitutions and governance measures to improve board effectiveness. Prior experience included almost 14 years as Chief Executive of a charity, following 20 years at CSR Limited in wide ranging management positions including managing corporate and external affairs and reporting.*

*Keith holds a BCom(Hons) from University of NSW, Advanced Certificate in Associations Management from Mt Eliza Business School and has completed numerous short courses.*

*Keith is a Fellow of Governance Institute of Australia and of The Institute of Chartered Secretaries and Administrators. He recently completed a decade as a Director of Australasian Reporting Awards Ltd and Chaired its Awards Committee for 6 years. His director experience includes 4*

*companies limited by guarantee and 3 private companies and is a Member of AICD. He is currently company secretary of a company limited by guarantee that is a registered charity.*

[A new HEA Constitution](#) was ratified by the Members on 14 June 2020. The updated Constitution now provides for life membership from the date of its approval by the regulator, NSW Office of Fair Trading which was on 30 July 2020:

- *4.3. A life member has all the rights of an ordinary or associate member, as determined by the Committee, without the annual fee.*

## **Policy**

Members who have served the HEA or the homeschool community in an exceptional way may be considered for life membership of the HEA.

Life Membership is an honour and should not be treated lightly. It is reserved for members whose contribution goes beyond the ordinary or even the excellent for an extended period of time. On average, one or less life memberships are likely to be awarded each year.

The award is not competitive in nature and therefore nominees must be considered individually and on their personal attributes and achievements, and not in comparison with others.

Some things to consider when nominating a person for life membership:

The nominee should be able to demonstrate a significant contribution to the core activities of the HEA over a majority of their years of membership. This may include:

- significant contributions while holding positions on either the Management Committee or on a Subcommittee
- significant contributions to the home education community in Australia
- participating to a much greater extent than the average member

## **Nomination by members**

1. Any HEA member may nominate another HEA member for life membership if they have two other voting members who will also give written support for the nomination.
2. The person being nominated must have held membership with the HEA for at least 5 years.
3. The person being nominated must have worked in a voluntary capacity for the HEA on the Committee or a Subcommittee, or both.
4. The person being nominated must have achieved an identifiable contribution to the HEA in line with the Objects of the Association. The achievement(s) should be described as part of the written nomination submission.

### **Resolution by the Committee**

5. The nomination for life-membership must be received by the Committee no less than 8 weeks prior to the upcoming AGM. If less than 8 weeks, it will be held over for consideration until after the AGM.
6. The Committee will consider the nomination at a Committee meeting.
7. The Committee members need to know that a consideration for nomination is on the agenda at least 48 hours prior to the meeting; supporting documentation to read should also be given in advance.
8. The Committee members in attendance will vote whether to submit the nomination for life membership to the Members to vote upon.
9. The Committee also needs to determine (by vote) whether the person will receive an ordinary, voting life-membership or an associate membership per clause 4.3 of the Constitution.
10. The Committee does not need to provide a reason for its decision, in similarity to clause 7 of the Constitution.
11. The resolution will be passed by the Committee upon a 50% or higher in-favour vote, with no less than 3 votes in-favour.
12. If it is not passed, the person may be considered again in the future if they meet the stipulated criteria.
13. If it is passed by the Committee, then the nomination will go to the Members to vote upon prior to the AGM.

### **Voted upon by the Members**

14. The nomination for life membership will be determined by the Members by a 50% in-favour vote, after approval by the Committee (points 5-11 above).
15. The nomination for life membership is to be announced with the Notice for the AGM.
16. Provision for voting is to be included within the Notice, as determined by the Committee.
17. An introduction to the candidate and the criteria for which they are being put forward is to be included in the Notice. Also the names of the members who nominated the candidate are to be included in the Notice.
18. If resolved by 50% of the votes received, the Secretary shall ensure the life membership is recorded in the register and records of the HEA and identifying the membership as ordinary with voting rights or an associate membership.

### **Conditions of life membership**

Lifetime membership to the HEA is awarded to individuals who have served the HEA and homeschool community in an exceptional way and in line with the Objects of the Association. Conditions of membership still remain - adherence to the rules and constitution of the association, and always acting in the best interests of the association. Therefore life members can still come under committee discipline per clause 18 and related clauses of the Constitution.

## **Members who were given “lifetime memberships” prior to the updated Constitution**

This Committee (elected or appointed in 2020-2021) recognises that though the original Constitution did not in fact provide for life memberships, they were awarded in good faith. Therefore this Committee will continue to recognise those people who received “life membership” prior to 2019.