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## **Policy for the process for Accepting or Rejecting Members into the HEA**

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Supersedes V22-03-2020

Next review: by July 2022

[Constitution](#) clauses relevant to this policy:

### **Constitution Part 3 - Membership**

*3. Subject to these rules the members of the Association shall be the members of the Association immediately prior to incorporation together with such other people and organisations as the Committee admits to membership.*

And includes:

Section 4: Eligibility

Section 5: Application for membership

Section 6: Processing of membership applications

Section 7: Determination made by the Committee:

*7. The Committee shall determine whether an applicant who has been granted membership shall be granted ordinary membership or associate membership. The Committee is not required to supply reasons for its decision to grant either membership.*

Definition of “Rules” in our Constitution:

- **Rules** - *the governing documents of the Association, which include but are not limited to, the Constitution, any codes, policies, procedures and by-laws. The Constitution is the primary governing document, being a contract between the members and the Association.*

Rules which are related and relevant in addition to the Constitution(per s4 of Constitution) are:

- [HEA Code of Conduct and Terms of Membership](#)
- [Complaints Policy](#)
- Membership Application Policy (this policy)

In accordance with the Constitution, the HEA Management Committee sets out the below process and policy for the Acceptance or Rejection of Applications for Membership:

The HEA has two Memberships:

1. Ordinary, voting membership
2. Associate, non-voting membership

Both of these memberships are applied for and paid for either 12 months or 24 months. Afterwhich, the member can then purchase a “Renewal membership subscription” for another 12 or 24 months.

Memberships which are given by way of grants or for special cases will be deemed Associate memberships unless resolved by Committee vote to be voting memberships.

## **PROCESS FOR APPROVAL OR REJECTION OF NEW MEMBERSHIP APPLICATIONS:**

1. Applicants create a login to the [HEA Member Portal](#) website and choose a membership subscription.

- a. The Constitution and Code of Conduct are to be provided during the application process and membership is conditional on an agreement to support and adhere to these rules.
  - b. Applicants are provided with the information that their full membership will not be approved until the next Committee meeting.
2. Applicants fill out an application form which is provided by the Committee.
3. Applicants pay for the membership into an HEA bank account or PayPal account.
4. Upon payment and fully filling out the application form, the applicant can be deemed to have provisional membership on an Associate basis in accordance with Constitution cl 5.2. .
5. Applications will be approved/rejected as soon as practicable after receipt of completed applications and payment of fees, in accordance with Constitution cl6.
6. The Committee has total discretion to allow or reject applications for Membership but in considering applications may take into account whether the applicant:
  - a. has interests or objectives in common with the Association; and/or
  - b. can add value to the Association, as determined by the Committee in its total discretion.
  - c. Other considerations may be, for example:
    - i. Does the applicant have any children?
    - ii. Is the applicant homeschooling?
    - iii. Has the applicant ever homeschooled?
    - iv. Does a spouse/partner already have a membership?
    - v. Has the applicant indicated or not indicated why they would like a membership?
    - vi. Are there any concerns that the applicant will not support or abide by the policies or rules of the HEA?
7. If the applicant is accepted as a member, the Committee may determine to give Associate membership (non-voting membership). Reasons for such a decision may be, for example:
  - a. The applicant plans to only homeschool for a few months, and just wants to access temporary discount benefits
  - b. The applicant may not be homeschooling, but just wants to support the home-education sector
  - c. The applicant may be a business or a tutor, wanting to access discount benefits
  - d. The applicant may have a spouse or partner who already holds a voting membership.
8. If the Committee approves an applicant as a member, the Secretary must ensure, as soon as practicable, that the applicant is notified in writing of the approval for Membership.

- a. The member must be told what type of membership has been granted: Ordinary, voting membership or Associate, non-voting.
9. If the applicant is accepted as a member, the Treasurer or Committee shall confirm that the applicant has paid his/her membership fees.
  - a. If the applicant has not paid the full membership fees, the Committee will request the applicant do so within 14 days in order to be accepted as a full member.
10. If the applicant has paid the membership fees and is accepted as a member, the Secretary shall ensure the member is recorded in the HEA register database as such, in compliance with the Constitution.
11. If the Committee rejects an applicant, the Committee must, as soon as practicable, notify the applicant in writing that they have been rejected. The Committee is not required to give reasons for its decision.
12. If the applicant is rejected for membership, the Treasurer shall ensure that the applicant is refunded all money paid by the applicant when applying. The Committee shall not retain any associated bank fees or application fees, but return 100% of the money.
13. However, if the rejected applicant does not accept the Committee's decision, and attempts to apply again, and pays membership fees again, the Committee will refund the membership fees paid, but the applicant will forfeit any associated banking charges incurred by the Association as well as the application or administration fee associated with a new membership application. This fee will be no more than 20% of the annual membership subscription.