

# Policy: Members Policy

**Version: 1**

## Purpose

St John WA is committed to accountability and transparency towards its members through the annual report, annual general meeting and member communication and engagements, and taking reasonable steps to be accountable to members, and allow its members adequate opportunities to raise questions. The purpose of this Members Policy (**Policy**) is to set out important information for members.

## Scope

This Policy applies to the members of the Western Australian Commandery of the Most Venerable Order of the Hospital of St John of Jerusalem, who are also members of St John Ambulance Western Australia Ltd. This Policy should be read in conjunction with the Constitution of the St John Ambulance Western Australia Ltd (**Constitution**) which outlines the requirements for membership and members' rights and obligations. Where inconsistencies exist between this Policy and the Constitution, the Constitution prevails.

## Principles and Process

### Membership of the Most Venerable Order of the Hospital of St John of Jerusalem

The membership of the Most Venerable Order of the Hospital of St John of Jerusalem (**the Order**), via admission as member means that upon your acceptance you become part of the global Order of St John. Members who reside within Western Australia form part of both the Australian Priory (**Australian Priory**), and the Western Australian Commandery (**WA Commandery**). The Australian Priory and the WA Commandery are Establishments of the Order, subject to the Royal Charter, Statutes and Regulations of the Order, and are also separate autonomous legal structures with their own bespoke service delivery.

### Membership of the St John Ambulance Western Australia Limited Company

As a member of the WA Commandery, you also become a member of St John Ambulance Western Australia Limited (**Company**). The Company is registered as a public company limited by guarantee under the *Corporations Act 2001* (Cth) and as a charity under the *Australian Charities and Not-for-profits Commission Act 2012* (Cth). Eligibility, admission, cessation and suspension of membership is set out in the Constitution.

### How members participate in the governance

As a member of the Company, you have the right to attend Company general meetings and hear reports on performance of the past 12 months directly, from the Chair and Group Chief Executive Officer (**GCEO**); with the ability for you to ask any questions. All company members are eligible to vote on Company matters. The role of the Company voting members is shown below:

Four Rights:	Four Voting Rights:
<ul style="list-style-type: none"> <li>• Receive notices to member meetings</li> <li>• To be heard at any members general meetings</li> <li>• Receive the annual financial report, directors' report or auditor's report</li> <li>• To call a general meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Approve, remove and re-elect directors</li> <li>• Approve changes to the Constitution</li> <li>• Approve or remove external auditors</li> <li>• Approve the wind-up of the Company</li> </ul>

As member of the Company, you receive Company publications such as the Annual Report (including the annual financial statement), the Impact Report and the Order of St John (WA edition) Yearbook.



### **Liabilities of Members**

In becoming a member of the Company, you agree to abide by the Constitution of the Company and agree to contribute one dollar (\$1.00) if the Company is wound up (as specified in the Constitution). This is what is meant by company "Limited by Guarantee" (it is limited to \$1 from each member).

Liabilities of members are set out in detail in the Constitution.

### **Duties of Members**

Each member must act honestly, respectfully and with reasonable care towards each other member and the Company's team members personnel; advance the objects of the Company (as set out in the Constitution); not make improper use of information or opportunities received through being a member of the Company; not make any public statement on behalf of the Company; and must keep any confidential information of the Company confidential, except as required by law or as authorised by the Board.

Duties of members are set out in the Constitution.

### **Annual General Meeting, Notice and Voting**

The Company must hold an annual general meeting each year within five months after the end of its financial year.

Each member is entitled to receive a 21 days' notice of every general meeting.

The directors may decide how voting is to take place at a general meeting which may include by a show of hands, by poll or by electronic means or a combination of any.

The Constitution sets out further details on general meetings including convening of general meetings, notice of general meeting, postponing/cancelling/adjourning a general meeting, quorum, chairperson of general meetings, proxies, voting, resolutions, and use of technology.

## **Related documents**

Under this Policy, the following documents are relevant and should be consulted if deemed appropriate:

1. Constitution of St John Ambulance Western Australia Ltd

## **Commitment to Members Policy**

Signed

Sally Carbon

**Board Chair**

## **Definition / glossary**

<b>Heading / Topic</b>	<b>Definition</b>
<b>Policy</b>	<b>A set of principles and rules for all members to follow.</b>



## Policy Administration

<b>Policy Name:</b>	<b>Members Policy</b>	<b>Policy No:</b> [XX]	<b>Version No:</b> 1
<b>Policy Owner:</b>	Board	<b>Responsible Manager:</b>	Board Chair
<b>Risk Rating:</b>	Low	<b>Review Cycle:</b>	Triennial
<b>Date of Review:</b>	09/2024	<b>Due Date of Next Review:</b>	09/2027
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<b>Consulted with:</b>	Legal	27/08/2024	
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<b>Policy Approver: Board Chair</b>			
<b>Date of Approval:</b>	19/09/2023		
<b>Compliance References</b>			
<b>Statutory:</b>	<i>Corporations Act 2001 (Cth)</i>		
	<i>Australian Charities and Not-for-profits Commission Act 2012 (Cth)</i>		

## Version History

<b>Version</b>	<b>Description of Change</b>	<b>Author</b>
1	New Policy	Board via Company Secretary