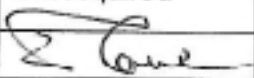




LIFE MEMBERSHIP POLICY & PROCESS

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Approval, Ownership & Control

	Title	Signature	Date
Review by	Committee Members	Not required	
Approved by	Committee Chairperson		25-3-22

Update History

Update No.	Date	Sections	Remarks

Update Procedure

This document conforms to the current WAHTCC Document Management system. Improvements are welcomed and may be proposed by anyone involved in the use or management of the document. In particular, it is a requirement that any changes affecting the contents, are taken into account through the formal update procedure contained in the Document Management System.

Related Procedures

In addition to the information set out in the procedure or manual, reference may also be specifically made to the following related procedures and reference documents.

Title	Document No.
A. Internal	
B. External	

1.1 PURPOSE

This policy describes the process with regards to the nomination and award of Life membership.

1.2 DEFINITIONS

WAHTCC – West Australian Historic Touring Car Club

Life Membership – The award of a Life Membership should be a rare occurrence and extremely difficult to achieve as a member. The award bestows an honour on the member, including membership of the Club and the benefits it carries without payment of the annual club fee for the term of the member's life.

Award Criteria – the criteria against which a person nominated is assessed as to worthiness of award. The Criteria is detailed at Section 1.6.

Senior Club Member – a club member who has been a continuous member for more than 7 years, or a combined membership of 10 years

Nominator – the person putting forward a written submission nominating a person for consideration for the award of Life Membership.

Nominee – the person who is subject to the nomination of Life Membership.

Recipient – a person who has been successful in gaining the award of Life Member.

The Committee – the duly elected committee members endorsed by members at the AGM.

The Chairperson – the duly elected chairperson endorsed by members at the AGM.

1.3 RESPONSIBILITIES

The Club Committee will ensure that Life Membership is only awarded to people who are worthy and substantially meet the criteria. Popularity or race competitiveness will have no part in the award of Life membership.

1.4 AUTHORITY LEVELS

An individual member (the nominator) can nominate a person (the nominee) for a Life Membership award.

Only the Club Committee has the authority to review the nomination and recommend to the Chairperson that the award be progressed.

The Chairperson on recommendation from the Committee and on acceptance from the Nominee, can approve the award of Life Membership.

1.5. ADMINISTRATION AND CONTROL

1.5.1 Life Membership is an honour bestowed on an individual club member whose exceptional, loyal and outstanding service and contribution, has provided a measurable benefit to the club over an extended period of time. It should be recognised as the highest recognition that can be awarded to a member in acknowledgement of exceptional service and contribution. It should retain its prestige, be a rare award and be carefully assessed to ensure the nominee is worthy in all regards for the award.

1.5.2 Potential life members can be nominated by any financial member, however it will usually be a senior member of the Club or another life Member who is aware of the service of the nominee.

1.5.3 Nominations should include the nominator's reasons for nominating the nominee and must set out the achievements and activities of the nominee in writing. (see Attachment 1) The expectation is that the nominator will address all aspects of the award criteria outlined in this policy, and mount a convincing argument of how the nominee meets the high merits of the award. The quality of the written submission should allow the committee to simply review that the award criteria has been met and that they are comfortable to progress the award. It is not up to the Committee to assist the nominator address the criteria. If it is not met in the view of the committee it will be rejected.

1.5.4 Once the Committee have received a nomination, a majority of the quorum of the Committee can agree/not agree to process the award. The nomination should be kept strictly confidential while in process.

1.5.5 If the nominee is a member of the current Committee, the nominee must be disqualified from any deliberation of the nomination, and it is best that they not be aware of the nomination, and a special meeting be held on the nomination without their knowledge.

1.5.6 If the Committee believes after reviewing the information provided, confirming against the Policy, that the nominee is worthy of nomination, the committee will endorse the nomination to the Club Chairperson.

1.5.7 If the Committee does not believe the nominee is worthy of the award at this time, then the person nominating the nominee will be advised, and the nominee will never be made aware that they were nominated. There is no appeal process available to the nominator, however they can with further evidence, re-nominate the person again but no sooner than 12 months.

1.5.8 If the Chairperson receives endorsement from the Committee of the nominee, the Chairperson will privately meet with the nominee to discuss their acceptance or rejection of the nomination. Depending on the outcome of this discussion the Chairperson will approve or reject the award.

1.5.9 If the nominee accepts the nomination, the Committee will organize an award ceremony at a suitable time and club members will be invited to attend, witness and congratulate the recipient.

1.5.10 Following official award, the new life member will be added to the honour role on the Club website.

ATTACHMENT 1



WA HISTORIC TOURING CAR CLUB

Since 1988

Life Membership Nomination Suggested Format

This is not a form and is not intended to be used to submit a nomination, rather it is a suggestion of what you need to cover in proposing a person for Life Membership. Your proposal should be in a format easily reviewed by the Committee.

Date

Nominator Name: _____

Nominee Name: _____

Full description of why the nominee should be made a Life Member.

This description (argument) needs to be very strong to succeed, and needs to address all the criteria in the Life Membership Policy (Section 1.6). In addressing the criteria, the nominator needs to describe how the nominee has achieved greater than normal attention to each point, with multiple tangible concrete examples of how the nominee has "demonstrated an exceptional contribution, beyond the ordinary for an extended period of time, which has a measurable benefit to the members and the club."