

Tasman FM Membership Policy

Tasman Community Broadcasters Association Inc (Tasman FM 97.7)

Policy number	02
Approved by the Committee on	31 August 2026
Responsible person	Secretary/Public Officer
Review date	31 August 2028

Why this matters

Our licence requires us to encourage people in the Tasman and Forestier Peninsula community to take part in running the station. Membership is how people do that. The rules are in the Constitution (clauses 5 to 8); this policy explains them in plain language and sets out how the Committee applies them. If anything here differs from the Constitution, the Constitution applies.

Joining

1. Fill in the membership application, sign the Code of Conduct and Volunteer Agreement, and lodge both with the Secretary with the annual subscription.
2. The Secretary puts the application to the Committee. The Committee decides within 60 days and the Secretary tells you the decision in writing.
3. The starting point is that people who want to be part of the station are welcome. The Committee may only refuse an application on the grounds in clause 5.4 of the Constitution (reasonable grounds to believe the applicant would not abide by the rules, the Code of Conduct or the Codes of Practice; a conviction for an indictable offence; a safety risk; or where the law requires it). Any refusal is given in writing with the grounds.
4. If your application is refused you have a right of reply: you may address the Committee, in person or in writing, at a meeting held 14 to 28 days after you receive the notice. If the Committee confirms its decision, you may appeal to a general meeting of members within seven days, and that meeting is held within 28 days and decides by secret ballot.

Being a member

- The annual subscription is set at the Annual General Meeting and falls due after it. A member whose subscription is more than three months overdue loses voting rights until it is paid; after six months, membership ceases.
- Members may attend and vote at general meetings, stand for the Committee, and nominate others.
- The Secretary keeps the register of financial members and records every membership decision in it. The register is the list used for meeting notices and quorums.

- Membership is not the same as having a program. Who presents what, and when, is decided under the On Air policy. A broadcaster infringement under clause 8.6 of the Constitution affects the right to broadcast, not membership, unless the Committee takes a separate membership decision under this policy.

Leaving

- You may resign at any time by writing to the station, including by email. Resignation takes effect when it is received and is recorded in the register.
- Membership also ceases if a subscription is not renewed within two months of expiry.
- Station property is returned within 14 days.

Suspension and expulsion

Only the Committee (or a general meeting) can suspend a member, and only the Committee can expel one, and only for conduct detrimental to the health, safety or interests of the station (clause 8.1). In every case the Secretary gives written notice setting out the decision and the grounds, and the member has the right of reply and appeal in clauses 6.5 to 6.9 or 8.3 to 8.5 of the Constitution. A decision does not take effect until those rights have run their course. Complaints about a member's conduct are handled first under the Complaints and Disputes Policy and Procedure; suspension or expulsion is a last step, not a first one.

How the Committee decides

- Every membership decision is minuted with its grounds and recorded in the register.
- Every notice to an applicant or member is in writing, gives reasons, and states the right of reply or appeal and its dates.
- A committee member with a conflict of interest in a membership decision (for example, a family relationship or a dispute with the applicant) declares it and does not vote.

Responsibilities

- **Secretary/Public Officer:** receives applications, keeps the register, issues all notices within the Constitution's timeframes.
- **Committee:** decides applications within 60 days, and suspensions and expulsions only as the Constitution allows.
- **Station Manager:** passes on applications and enquiries promptly and tells people how to join.

Related documents

Constitution (clauses 5 to 8); Code of Conduct and Volunteer Agreement; membership application form; Induction Record; Getting Involved Policy; Complaints and Disputes Policy and Procedure; On Air Policy; Community Radio Broadcasting Codes of Practice 2025 (Code 3).