2nd Battalion Royal Australian Regiment Association, Inc

**Standard Operating Procedure (SOP)**

**STANDARD OPERATING PROCEDURES – MEMBERSHIP**

**SOP No. 3**

*(Version No 2 date 28 July 2023)*

**Introduction** Rule 4 of the constitution state that membership of the association shall consist of one of the following.

1. Ordinary Member

2. Associate Member

3. Honorary Member

4. Life Member

1. **Ordinary Member:** The following persons are eligible to be admitted as Ordinary Members:
   1. Any person who served in either from 16th October 1945 in the 66th Battalion, 2 RAR, 2 RAR/NZ, 2/4 RAR. Including all ranks who have served, are currently serving, or will serve in 2 RAR (Amphibious) in the future.
   2. Eligible members may include persons from all CORPs; this includes members of supporting arms and philanthropic organisation attached.
   3. All members will be of equal status within the association.
   4. All ordinary members must be financial to vote at all general, annual and special meetings.
   5. The number of ordinary members is not limited.
2. **Associate members:** The following persons are eligible to be admitted as Associate members:
   1. Wives, partners, descendants, and family members of ex serving members of 66 Bn, 2 AR, 2 RAR, 2 RAR/NZ (ANZAC) Bn, and 2RAR (Amphibious), and

b. members of other Battalions of The Royal Australian Regiment, and

c. Supporters of 2 RAR.

d. All associate members must be financial members of the Association.

e. All associate members are not eligible to vote but may enjoy all other privileges of an ordinary member.

1. **Honorary Members:** Honorary membership maybe bestowed on a person not otherwise eligible for membership of the association, a person who is not eligible under Ordinary or Associate member qualifications. But who provides a service to the association and advances the aims and objectives of the association? Honorary members may not vote or hold a position on the committee. Honorary membership will be decided on a vote by the committee and decided on a two thirds majority vote of members.
2. **Life Members:** Life membership may be granted to any financial member as a mark of appreciation for outstanding service to the association, the executive committee will present its recommendation to the Association at an Annual General Meeting. This recommendation is to be confirmed or denied by a ballot and will be decided by a two – thirds majority vote. The vote can be taken either by a show of hands or ballot. Life members retain all rights to vote as an ordinary member but shall not be required to pay membership fees.
3. **Membership Fees:** Membership fees for each class of membership shall be determined by the members of the association at the Annual General Meeting. The fees for each membership shall be payable by bank transfer, Pay Pal transaction or other electronic device, cheque or cash at a time suitable to the management committee or Membership Officer. Current fees are $20 a year (to 30 September) and are to be paid by 31 October each year. Membership fees paid within the last 3 months of the current year ending (i.e., between 1 July and 30 September), then Membership will carry over until 30 September of the following year.
4. **Admission or rejection of membership:** After a receipt for membership and the applicable fee the treasure or Membership Officer will at the next Management or general meeting list all applicants who have applied. The executive committee will there upon determine the admission or rejection of the applicant. A majority vote by the executive committee shall determine the result. The secretary or Membership Officer shall forthwith give the applicant notice in writing of acceptance or rejection. All new members will be added to the electronic database of Members.
5. **Patron:** The Association shall only have one Patron at any time. Subject to approval at an Annual General Meeting, a Patron may be appointed for life, unless removal is specifically sought by an Annual General Meeting, or the Patron resigns. When the position of Patron becomes vacant, nominations may be accepted for appropriate people for the position of Patron of the Association. The Patron Is classified as an Ordinary Member of the 2 RAR Association and his Membership fees are waived whilst he remains Patron.
6. **Commanding Officer and RSM 2 RAR (Amphib) and Chaplain 2 RAR Association:** The Commanding Officer, 2 RAR (Amphib), the Regimental Sergeant Major, 2 RAR (Amphib) and the Chaplain, 2 RAR Association be recorded as Ordinary Members of the 2 RAR Association, whilst they serve in that position. Membership fees are waived whilst they hold those appointments. This applies to all future appointments of Commanding Officers, RSMs and Association Chaplains.
7. **Conclusion:** This SOP has provided the procedures to be followed by the committee so as to comply with the relevant requirements.

**Review**

This SOP is to be reviewed two years from the current version date unless circumstances require an earlier review.