



## ***PROVISION OF MEMBERSHIP SERVICES TO UNFINANCIAL AND NON MEMBERS POLICY***

This policy is based on the commitment of HACSU's Committee of management and HACSU staff to providing industrial advice, advocacy, representation and professional representation of the highest quality on an equal basis to all financial members of HACSU. *As a general rule*, the Union does not use members' resources to provide individual representation and advice to unfinancial members and non-members.

1. The Union does not provide assistance to non-members and unfinancial members.
2. Where a person joins the union and a problem arises after the date of joining then that member shall be entitled to advice and assistance immediately.
3. Where a person experiences a problem while he/she was a financial member of HACSU but is no longer eligible to be a member of HACSU he/she shall continue to receive advice and assistance in relation to that problem.
4. An unfinancial member seeking assistance will be required to pay the membership fees in arrears before direct representation is provided.
5. Subject to the provisions of clause 6 and 7 below, where a non-member seeks advice and representation about an existing problem or a current member seeks advice and representation for an issue that arose prior to the time they joined the union, limited advice on process/es only will be given.
6. In the interests of progressing the objectives of the union and assisting union members, a special exemption may be granted, at the discretion of the State Secretary, whereby the above clauses may be waived in whole or part. In exercising such discretion the State Secretary should consult with workplace delegates on the circumstances and application for special exemption.
7. When an exemption is granted in accordance with 6 above, then a levy of up to 2 times the annual fee, plus 10% of any settlement, may be charged at the discretion of the State Secretary depending on the particular circumstances.

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### MEMBERSHIP POLICY

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BCOM 1<sup>st</sup> approval date: 23/9/2009