

BUSINESS RULE

Membership Management

STATEMENT

Membership management will be the responsibility of the ACCYPN Board of Directors who will delegate specific functions of membership to another party.

OUTCOME

Member applicants will have their applications reviewed and actioned by the Board of Directors in a timely manner.

EVALUATION

Annual review of process to ensure outcome has been met.

DATE INTRODUCED

28th March 2009

LAST REVIEW DATE

January 2020

NEXT REVIEW DATE

January 2025

ISSUED BY

Board of Directors of ACCYPN

Meeting DATE BUSINESS RULE

ENDORSED

26th March 2020

Membership Data Management

1. The ACCYPN Board of Directors (BOD) has contracted a Company to provide the Secretariat functions to maintain an electronic database of members in keeping with the requirements of the Constitution.
2. The Secretariat will electronically record within 5 working days of receipt membership applications and renewals received electronically (automatically) or in hard copy. Each applicant will be allocated a unique identification number within the database.
3. Potential applicants will be advised that their application will go before the BOD at the subsequent Board meeting (4th Thursday of the month).
4. The Secretariat will provide the list of potential new members to the BOD via the monthly Board Meeting Agenda one week prior to the Board meeting i.e. by the 3rd Thursday of the month.
5. The BOD will review the applicants and either accept or reject the applications. The Secretariat will advise applicants of the outcome.
6. The Secretariat will bank all membership funds received via the mail.
7. The Secretariat will provide the Board Secretary within the first 7 days of the month:
 - i. A list of members that have paid in the preceding month to allow reconciliation with the bank statement,
 - ii. A list and description of any amounts banked on behalf of the Board in the preceding month,
 - iii. A batched file of membership payments for the preceding month.
8. Between the 7th and 14th day of each month the Board Secretary will provide the Bookkeeper with all relevant information required to prepare a cash flow statement.
9. Between the 15th and 20th day of the month the Board Bookkeeper will provide the Secretariat and Secretary a cash flow statement for the preceding month and a year to date balance sheet to be presented at the Board Meeting.