

# **USMAA Management Committee Policies 2019-20**

## **Financial Hardship Membership**

- New migrants to Australia and full-time students can apply for a Hardship Membership where the first year's membership fee will be waived to assist them to assimilate with the community
- In order to maintain confidentiality on the matter, members can approach any of the Executive Management Committee (EMC) members with this request, however preferentially the President
- Any existing financial members who are suffering from financial hardship can also follow the above process

## **New Member and Pro Rata Membership Fee**

- All new eligible members are encouraged to join USMAA provided they are nominated or introduced by an existing current financial member
- Any new member who is unable to produce an introducer can be welcomed to the organisation as a new member provided the EMC is satisfied to do so after a short and informal interview/chat. This is to maintain the integrity of USMAA and to make sure we are not infiltrated by individuals who want to misuse the organisation or tarnish its image
- Any new member who joins the organisation midway through the financial year is only required to pay a pro-rated member subscription fee. This is generally calculated based on the number of remaining months in the financial year at the date of joining

## **Returning Member Subscription Fee**

- Members who were part of USMAA previously, but have not been a financial member in the last year/s can be a full financial member and enjoy discounted ticket prices at events, provided the current full yearly membership fee is paid. These members are required to pay the full membership fee as opposed to a pro-rated fee
- These members will not be asked to pay membership fees retrospectively for all the years they have missed paying the membership fee, but only for the current financial year

## **Reserved Seats at Events**

- If there are reserved seats at an event, they are primarily for special invitees, the Management Committee (MC) members and the Trustees
- The MC has the right to proxy their seat to a person of their choosing (e.g. parents). The seating allocation is one MC seat to one proxy, or a maximum of two if space permits
- On very rare occasions the MC has the discretion to allocate reserved seats to general members (e.g. prominent, connected and articulate member to sit with special guests)

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## Complimentary Tickets at Events

- The MC and volunteers may enjoy free/discounted tickets for themselves and their immediate family (spouse and children) at USMAA events
- The complimentary tickets do not apply to extended family (parents or siblings, etc)
- If an event is fully catered for by caterers then all members including the MC members and the volunteers will have to purchase an entry ticket, however the MC reserves the right to allocate discounted tickets for the MC members and the volunteers as long as it does not increase the price of the general membership tickets unreasonably
- MC also reserves the right to allocate complimentary tickets to other special invitees (e.g.: chief guests, politicians, guest speakers, etc)

## Visiting Relative Ticket Price

- Any extended family member (parents, siblings, in-laws, etc) of a financial member, who is temporarily visiting Australia, can enjoy discounted member ticket prices
- If a family member of a current financial member has migrated to Australia, then they need to follow the new member process and become a full financial member to benefit from discounted member prices. (Does not apply to spouse and children under 18 years of age as they are part of the members' immediate family)
- Family member/s of a non-current financial member will pay the full ticket price

## Excess Food

- Under no circumstances would food be removed or packed and taken away by members, volunteers and MC members prior to the conclusion of an event
- Any excess food at the end of the event will be distributed amongst the MC members and volunteers to partially compensate them for volunteering their time and efforts
- The MC reserves the right to distribute any excess food for gold coin donations or to the general membership at their discretion
- If a volunteer group is organising the event on behalf of the MC, but the event is funded by the general membership and not that particular volunteer group, they will have to adhere to the above points, however, if a volunteer group is organising the event with their own funding (e.g. Ifthars) they are free to follow a distribution mechanism of their own choosing, with the only caveat being not to distribute food prior to the event as this could result in a food shortage at the event and will negatively affect the efforts of the MC and volunteers

## Year End Surplus Funds

- The MC at the end of each financial year is required to transfer all surplus funds, except for a float for the oncoming MC to conduct business, to the building fund. This is to be practised, so that USMAA can steadily build its cash reserves towards the future 'USMAA Centre'. This also prevents any new MC misusing the funds carefully saved by the previous MC (e.g. running fully outsourced events for convenience)
- The current float is set at AUD 4,000

# **USMAA Management Committee Policies 2019-20**

## **Borrowing USMAA Assets**

- Generally USMAA equipment or assets are not to be lent to members as these assets have been purchased with member subscriptions and donations. This policy applies to all including the MC, Trustees, sub-committee members, volunteers and general members
- On special circumstances the MC reserves the right to lend equipment to special non-USMAA events to boost USMAA's image (e.g. Harmony Day, Independence Day)
- General members are encouraged to contribute to the community by lending personal assets to USMAA as this is not benefitting any singular member exclusively, but the community as a whole

## **Disposing and storage of USMAA Assets**

- Each MC must maintain an asset register
- At the end of the financial year, the register and the assets must be handed over to the new MC
- Any missing assets must be accounted for
- If an asset is no longer needed the MC can auction or sell the asset to the general membership at a reasonable price. Failing which a MC member can make an offer to purchase the asset or sell the asset through other means (e.g. Gumtree) to recover the cost
- If there is no storage space for an asset, the MC can store the asset/s at the private residence of a MC member or a general member. This needs to be clearly articulated in the asset register as to who is holding the asset with contact details and a storage address

## **Announcements at Events**

- Any announcement at an event must be communicated to the MC at least two days prior to the event. This is due to the MC requiring sufficient time to finalise the program. The MC often grooms young members to become the Master of Ceremonies, therefore it is unreasonable to bombard them with impromptu announcements and notifications
- The President and/or the EMC members may choose to make impromptu announcements. However, this is totally at the discretion of the EMC

# **USMAA Management Committee Policies 2019-20**

## **Circulation of non-USMAA email notifications**

- USMAA wishes to limit the constant dissemination of information via emails to its members as it dilutes the value of USMAA and will prompt members to treat USMAA communications as junk notices
- The MC however, reserves the right to circulate any non-USMAA notifications as deemed necessary
- Some of the positive contributing factors for non-USMAA notifications would be :
  - Charitable initiatives and fundraising activities closer to USMAA's Vision and Values
  - To promote USMAA with other organisations
  - To support closely affiliated organisations to USMAA (ICV, Mates Vision, PGCC etc.)
- USMAA generally will not agree to circulate personal or commercial messages through email, instead it will encourage members to use their existing social media and communication networks

## **Janaza Notices**

- Janaza notices will be sent via email and WhatsApp in the event of the demise of a current USMAA financial member, an immediate (spouse and children) or extended (parents or siblings) person of that member. Janaza notices for the above will be sent regardless of whether the deceased person resides in Australia or overseas. This is an USMAA current financial member benefit
- Emails will not be circulated to notify funeral details of any other relatives (e.g. cousins, etc.) of current USMAA financial members, however it will be notified or forwarded through the USMAA members WhatsApp group
- A text message (SMS) may accompany Janaza notifications for current financial members at the discretion of the Janaza Committee, if the funeral were to take place in Melbourne
- Non-current financial members can post their family obituaries through the Obituaries page on the USMAA website for a nominal fee (when operational)
- Obituary notifications of non-current financial members may also be distributed by the USMAA WhatsApp group at the discretion of the Janaza Committee

## **Management Committee Meetings**

- MC meetings will only be conducted in English
- All agenda items and minutes are to be documented in English as well