Bats Qld (Flying Foxes & Microbats) Inc
Policy and Procedure

Termination of Membership Policy

Version 1 (September 2018)

RESIGNATION

A member may resign at any time from Bats Qld (Flying Foxes and Microbats) Inc ('Bats Qld') by giving notice in writing to the Secretary. Resignation will take effect at such time as the notice is received by the Secretary, unless a later date is specified, in which case the resignation will take effect on that later date.

TERMINATION

The Management Committee may terminate or refuse a renewal or application of membership if the member:

- Is convicted of an indictable offence; or
- Does not comply with any of the provisions of Bats Qld rules, regulations, policies (bullying policy and procedures, privacy policy and confidentiality agreement, social media policy, and disciplinary policy and procedures) and constitution; or
- Has membership fees in arrears for at least 1 (one) month; or
- Makes defamatory (namely: libellous, slanderous, defaming, calumnious, vilifying, traducing, scandalous, scandalmongering, malicious, vicious, backbiting and abusive) comments about Bats Qld or any of its members – This includes but is not restricted to social media, group emails/messaging services and public events.

Procedure

If the Management Committee resolves to terminate a member's application or refuses the renewal of membership application, the Management Committee will instruct the Secretary to advise the member in writing accordingly. The notice will be sent by registered post or handed to the member by one of the Management Committee members in person. The notice will contain sufficient information to allow the member to prepare a defence against the complaints made. The reasons for the termination or refusal to renew must be specific enough so that the member knows exactly the nature of the conduct complained of and nothing should be left to guess work. If the charges in the notice are amended after notice has been given, further notice, with time to prepare a defence to meet, must be given. After receipt of the notice, either initial or amended, the member will have

28 days to prepare a defence and provide the Management Committee with same either by email to the Secretary at secretary@batsqld.org.au or by post to Bats Qld at PO Box 549, Helensvale Plaza, Helensvale 4210.

Meeting

Following the receipt of the member's defence, the Management Committee will arrange to meet with the member and allow him/her to present their defence. The meeting will be held at a location convenient to all parties and at a time convenient to all parties.

At the meeting the member is entitled to a full and fair opportunity to present their defence against the charges listed in the notice and/or mitigating factors in relation to the charges so as to seek disciplinary action other than termination or refusal to renew.

The Management Committee will inform the member of its decision, in writing, within 14 days of the meeting. The Management Committee's decision will be provided to the member by registered post or handed to the member by a member of the Management Committee personally.

If a carer resigns or is terminated, the animals in their care may be confiscated. The carer must, as soon as practicable, do all things necessary to return the animals to Bats Qld, and must follow all instructions by Bats Qld to ensure the safe return of the animals. Bats Qld will send a letter to the Environment Protection Agency notifying them that the person is no longer a carer with Bats Qld.

The carer will have no further contact with Bats Qld, except to the extent of appealing the decision of the Management Committee if such occurs and will not be allowed to attend future workshops or functions.

Appeal

A member who has been terminated has the right to appeal against such termination by the Management Committee by appealing the Management Committee's decision to a general meeting of the members of Bats Qld, for the purpose of determining that appeal. The member is entitled to a full and fair opportunity to present their case before the general meeting. If the member intends to appeal the decision of the Management Committee, the member must notify the Management Committee within 28 days of the Management Committee's decision in writing either by email to the Secretary at secretary@batsqld.org.au or by post to Bats Qld at PO Box 549, Helensvale Plaza, Helensvale 4210.

Upon receipt of the member's intention to appeal, the Management Committee shall convene such a general meeting in accordance with the rules concerning general meetings. The general meeting should be held within 3 months, or other such time as reasonably practicable, of the receipt of the member's intention to appeal, at a time and location suitable to the majority of the members to attend.

Confidentiality

The member being terminated has a right of confidentiality of the dismissal. All Management Committee members, Head Coordinators, volunteers and phone operators who need to know of the

dismissal for operational purposes must sign a Confidentiality Agreement to ensure the member's termination details are not communicated to other members of the organisation.