



ANMF (Vic Branch) Policy

Refund of member subscriptions

Preamble

This policy relates to requests for a whole or part refund of subscriptions to the Australian Nursing and Midwifery Federation (Victorian Branch) by a member retiring, transferring interstate, reverting to Associate status or similar situation where the member has expressly sought a refund with retrospective effect.

Rules

Rule 8 provides that Branch Council may, on the application of a member:

- Because of the member's special financial circumstances, waive the payment of the member's subscription in whole or in part for such period as the Branch Council specifies. That member will be deemed financial for the purposes of the Rules for the specified period of the waiver.
- Being satisfied that appropriate circumstances exist, suspend the member's obligation to pay subscriptions for a specified period not exceeding 24 months, in which case the member is unfinancial for the period of the suspension the member's membership shall continue and his or her name shall not be removed from the Register of members.

Rule 8 provides that Branch Council may set different annual subscriptions or part thereof having regard to the variation in income between the different categories of employment in which members are engaged and may determine different rates subscription for each category of membership.

Rule 9 provides where a member changes his or her place of employment (or where unemployed his or her place of residence) from Victoria to another State or Territory that member's membership in the Federation shall be transferred from Victoria to the Branch in the latter State or Territory. Victoria must effect the transfer by fixing the date of the transfer as near as practicable to the date on which the member ceased employment in or moved from Victoria and notify the Branch to which the member is transferred.

Rule 10 provides (relevantly for this policy) that a member shall cease to be a member when they are no longer eligible, or the period of notice of intention to resign (unless previously withdrawn) has expired. A member may resign from membership by written notice addressed and delivered to the Branch Secretary in which he or she is a member. The notice may be given electronically.

The notice of resignation takes effect:

- Where the member ceases to be eligible to, on the day on which the notice is received by the Branch Secretary; or on the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member, whichever is later; or

- In any other case at the end of two weeks after the notice is received by the Branch Secretary; or on the day specified in the notice, whichever is later.

Policy

It is ordinarily an obligation on a member to notify the Branch of an intention to change their membership status or subscriptions. Such notification would ordinarily happen in advance of the requested change. This Policy provides the Secretary with discretion to act on behalf of Branch Council pursuant to Rule 8.

In extraordinary circumstances, a member may contact the Branch after the change in circumstances has occurred. In this situation, the membership department will notify the member that the rules do not allow membership department staff to provide a retrospective adjustment to their subscriptions. If the member is dissatisfied with this response, membership staff will advise the member to escalate their concern to the Branch Secretary, and request that the member provide the Branch Secretary, in writing, reasons why there has been a delay between when the change in status occurred and the date of notification to the Branch, and any special circumstances they wish to present for consideration.

The Branch Secretary, or her delegate, will provide a response to the member and/or membership department in resolution of the matter, which may involve a request to Branch Council. Pending resolution the member's status is to be changed in accordance with their request. The Membership Department manager will maintain a record of all such communications and decisions.

This policy will be provided to a member who seeks consideration by the Secretary, along with the email address of records@anmfvic.asn.au to progress their request.