



**APPLICATION FOR MEMBERSHIP OF GRAFTON JACARANDA FESTIVAL INC.**  
(incorporated under the Associations Incorporation Act 2009)

I, .....  
[full name of applicant]  
of ..... Postcode.....  
[address]  
Email: ..... Occupation: .....  
Phone: Home ..... Business..... Mobile .....

hereby apply to become a member of the abovenamed incorporated association. In the event of my admission as a member, I agree to be bound by the constitution of the association for the time being in force.

.....  
Signature of applicant Date

I, .....  
[full name]  
a member of the association, nominate the applicant for membership of the association.

.....  
Signature of proposer Date

I, .....  
[full name]  
a member of the association, second the nomination of the applicant for membership of the association.

.....  
Signature of seconder Date

*Applicant to complete Pages 1 and 2 of the Application for Membership which will go before the Committee of the Grafton Jacaranda Festival Inc. in accordance with the Constitution (see Clause 3 – Membership attached). The applicant will be notified whether the application is successful or not and if it is successful, a Joining Fee of \$10.00 plus the Annual Membership Fee of \$10.00 will be due within 28 days from the date of acceptance.*

Office Use: Paid \$.....  
Date ..... Rec. No.....



**Register of Members**

I, .....

[full name of applicant]

HEREBY AGREE or DISAGREE (please circle word applicable) to my details on the Membership Register being available to other members of the Jacaranda Festival in accordance with the Constitution (see Clause 8 – Register of Members attached).

.....

Signature of Applicant

.....

Date

**Social Media Policy**

I, .....

[full name of applicant]

HEREBY DECLARE that I have read and understand the contents of the Social Media Policy (a copy of which is attached to this Application form) and I agree to the terms and conditions of the document.

.....

Signature of Applicant

.....

Date

Please advise which area of the Festival you are interested in and what skills you have that you would like to share with the Festival.

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## **1. Nomination for Membership**

- (1) A nomination of a person for membership of the association:
  - (a) must be made by a member of the association in writing in the form set out in Appendix 1 to this constitution, and
  - (b) must be lodged with the secretary of the association.
- (2) As soon as practicable after receiving a nomination for membership, the secretary must refer the nomination to the committee which is to determine whether to approve or to reject the nomination.
- (3) As soon as practicable after the committee makes that determination, the secretary must:
  - (a) notify the nominee, in writing, that the committee approved or rejected the nomination (whichever is applicable), and
  - (b) if the committee approved the nomination, request the nominee to pay (within the period of 28 days after receipt by the nominee of the notification) the sum payable under this constitution by a member as entrance fee and annual subscription.
- (4) The secretary must, on payment by the nominee of the amounts referred to in subclause (3) (b) within the period referred to in that provision, enter or cause to be entered the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the association.

## **2. Register of Members**

- (1) The public officer of the association must establish and maintain a register of members of the association specifying the name and postal or residential address of each person who is a member of the association together with the date on which the person became a member.
- (2) The register of members must be kept in New South Wales:
  - (a) at the main premises of the association, or
  - (b) if the association has no premises, at the association's official address.
- (3) The register of members must be open for inspection, free of charge, by any member of the association at any reasonable hour.
- (4) A member of the association may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.
- (5) If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection, that information must not be made available for inspection.
- (6) A member must not use information about a person obtained from the register to contact or send material to the person, other than for:
  - (a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the association or other material relating to the association, or
  - (b) any other purpose necessary to comply with a requirement of the Act or the Regulation.



# SOCIAL MEDIA POLICY

## PROFESSIONAL USE OF SOCIAL MEDIA

The Grafton Jacaranda Festival Inc expects its employees and volunteer members to maintain a certain standard of behaviour when using Social Media for work or personal purposes.

This policy applies to all employees and volunteer members of The Grafton Jacaranda Festival Inc who contribute to or perform duties such as:

- maintaining a profile page for The Grafton Jacaranda Festival Inc on any social or business networking site (including, but not limited to LinkedIn, Facebook, MySpace, Bebo, Friendster or Twitter);
- making comments on such networking sites for and on behalf of The Grafton Jacaranda Festival Inc;
- writing or contributing to a blog and/or commenting on other people's or business' blog posts for and on behalf of The Grafton Jacaranda Festival Inc; and/or
- posting comments for and on behalf of The Grafton Jacaranda Festival Inc on any public and/or private web-based forums or message boards or other internet sites.

## Procedure

No employee or volunteer member of The Grafton Jacaranda Festival Inc is to engage in Social Media as a representative or on behalf of The Grafton Jacaranda Festival Inc unless they first obtain The Grafton Jacaranda Festival Inc's written approval.

If any employee or volunteer member of The Grafton Jacaranda Festival Inc is directed to contribute to or participate in any form of Social Media related work, they are to act in a professional manner at all times and in the best interests of The Grafton Jacaranda Festival Inc.

All employees or volunteer members of The Grafton Jacaranda Festival Inc must ensure they do not communicate any:

- Confidential Information relating to The Grafton Jacaranda Festival Inc or its clients, business partners or suppliers;
- material that violates the privacy or publicity rights of another party; and/or
- information, (regardless of whether it is confidential or public knowledge), about clients, business partners or suppliers of The Grafton Jacaranda Festival Inc without their prior authorisation or approval to do so; on any social or business networking sites, web-based forums or message boards, or other internet sites.

Confidential Information includes any information in any form relating to The Grafton Jacaranda Festival Inc and related bodies, clients or businesses, which is not in the public domain.



## PRIVATE/PERSONAL USE OF SOCIAL MEDIA

### Procedure

The Grafton Jacaranda Festival Inc acknowledges its employees and volunteer members have the right to contribute content to public communications on websites, blogs and business or social networking sites not operated by The Grafton Jacaranda Festival Inc. However, inappropriate behaviour on such sites has the potential to cause damage to The Grafton Jacaranda Festival Inc, as well as its employees, clients, business partners and/or suppliers.

For this reason, all employees and volunteer members of The Grafton Jacaranda Festival Inc must agree to not publish any material, in any form, which identifies themselves as being associated with The Grafton Jacaranda Festival Inc or its clients, business partners or suppliers.

All employees and volunteer members of The Grafton Jacaranda Festival Inc must also refrain from posting, sending, forwarding or using, in any way, any inappropriate material including but not limited to material which:

- is intended to (or could possibly) cause insult, offence, intimidation or humiliation to The Grafton Jacaranda Festival Inc or its clients, business partners or suppliers;
- is defamatory or could adversely affect the image, reputation, viability or profitability of The Grafton Jacaranda Festival Inc, or its clients, business partners or suppliers; and/or
- contains any form of Confidential Information relating to The Grafton Jacaranda Festival Inc, or its clients, business partners or suppliers.

All employees and volunteer members of The Grafton Jacaranda Festival Inc must comply with this policy. Any breach of this policy will be treated as a serious matter and may result in disciplinary action including termination of employment or the termination of committee membership.

Other disciplinary action that may be taken includes, but is not limited to, issuing a formal warning, directing people to attend mandatory training, suspension from the workplace and/or permanently or temporarily denying access to all or part of The Grafton Jacaranda Festival Inc's computer network.

For the purposes of this policy, the following definitions apply:

**Social Media** includes all internet-based publishing technologies. Most forms of Social Media are interactive, allowing authors, readers and publishers to connect and interact with one another. The published material can often be accessed by anyone. Forms of Social Media include, but are not limited to, social or business networking sites (i.e. Facebook, LinkedIn), video and/or photo sharing websites (i.e. YouTube, Flickr), business/corporate and personal blogs, micro-blogs (i.e. Twitter), chat rooms and forums and/or Social Media:



POLICY DECLARATION

You must read all the policies contained in this document and listed below. The Grafton Jacaranda Festival Inc policies are a part of your employment contract and/or committee membership and therefore must be read and understood to ensure you are fully aware of your responsibilities as an employee/volunteer of The Grafton Jacaranda Festival Inc. **Please read and tick off each of these policies to indicate you are aware of the rules and responsibilities you have whilst employed by or volunteering for The Grafton Jacaranda Festival Inc.**

- 1. Social Media Policy

Employee/Volunteer Declaration:

I have read and understand the contents of this manual along with the above policies and I agree to the terms of conditions of these documents.

<b>Employee/Volunteer Name:</b>	
<b>Employee/Volunteer Signature:</b>	
<b>Date:</b>	