



# **Brisbane State High School P&C Association Honorary Life Membership Policy**

**Date approved: 24 February 2020**

**Name of President: Michelle Koripas**



## **Policy Statement**

Life membership is an honour awarded to a P&C member in recognition of their extraordinary contribution to the Brisbane State High School Parents and Citizens Association and Brisbane State High School. Through this award, the P&C Association is able to publicly express appreciation, encourage long term participation within the P&C and acknowledge and define exemplary standards of service.

This policy sets out the requirements for determining honorary life members of BSHS P&C Association so that:

- Nominees are worthy of the award and there is consistency across the years.
- There is transparency in the requirements to attain an Honorary Life Membership Award (HLMA).
- The status of the award is recognised.
- The reputation and future of the P&C is supported.

## **Sources**

Parents and Citizens Association Constitution for Brisbane State High School 2019.

## **Application of this policy**

This policy applies to all members of the BSHS P&C Association in relation to the awarding of honorary Life Membership.

There will be only one Honorary Life Member each year unless under exceptional circumstance the P&C Association agrees to award a maximum of two Life Members.

An interim P&C Association is unable to decide to award a person honorary life membership.

## **Benefits of Being a Life Member**

- Award of the Life Membership at the Brisbane State High School P&C Association
- Has the rights of a P&C Member
- Listing on the BSHS P&C Life Membership display
- Opportunity to present at P&C related functions

## **Award of Honorary Life**

### **Membership Nominees**

- Nominees can be current or past members and must meet ALL of the criteria in order to be eligible for Life Membership;
- Any member of the BSHS P&C Association may put forward a nomination in confidence to the BSHS P&C Executive Committee;
- Members are unable to self nominate;
- The nominee must not:

- be present during discussions about the proposal, or voting on it, at a meeting of the Association
- vote on the proposal.

### **Honorary Life Membership Award Panel**

- There will be a Life Membership Award Panel consisting of the School Principal and at least two representatives of the P&C Executive Committee;
- The panel will convene only when nominations are received;
- Panel members must exclude a person who has nominated someone for Life Membership or anyone who has a potential conflict of interest with a nominated person (e.g. spouse);
- The panel will determine if the nominees have met minimum requirements before putting nominations forward for a vote by the P&C Association.

### **Voting by the BSHS P&C Association**

- Only members of the P&C Association are eligible to vote;
- The vote will be conducted by silent ballot and must gain the approval of a minimum of two thirds of the membership present at an Annual General Meeting (AGM);
- There will be no voting by proxy.

### **Nomination Process**

- The P&C Association is to invite nominations for Life Membership;
- Nomination form is available at appendix A of this policy or upon request at [admin.officer@bshspandc.org](mailto:admin.officer@bshspandc.org) .
- Nominations will close 4 weeks before the AGM. All nominations are to be sent to the P&C Admin Officer at [admin.officer@bshspandc.org](mailto:admin.officer@bshspandc.org) .
- The Life Membership Award panel will assess all nominations and only put forward those that meet the criteria.
- The P&C Association will vote on the proposed nominations.
- All nominations will remain confidential until life membership is confirmed.
- Where a two thirds majority vote is not achieved, or the application fails to be endorsed by the Life Membership Award Panel, the nominator will be notified in writing of the unsuccessful nomination.
- All documentation related to the nomination and awarding of Honorary Life Membership will be stored on the BSHS P&C Shared drive.

### **Criteria for Assessing Nominees**

It is a minimum requirement that nominees meet **ALL** of the below criteria as a minimum standard in order to receive a recommendation by the Life Membership Panel for progression to the BSHS P&C Association for consideration.

- An outstanding contribution to the Brisbane State High School Parents and Citizens Association and school community, well beyond that of a typically active member;

- Positive attitude and conduct that reflects a dedication to the values of the BSHS P&C Association and school;
- Demonstrated commitment to the purpose of the BSHS P&C Association;
- An active member of the BSHS P&C Association that served at least 4 years as a P&C Member;
- An office bearer, executive member, or other voluntary position holder (e.g. uniform, canteen, subcommittee, working party member) of the BSHS P&C Association for at least 4 years or delivered an equivalent impact for the benefit of the P&C Association and school;
- Enhanced the reputation and future of the BSHS P&C Association.

### **Retraction of Honorary Life Membership Award**

It is expected that HLMA recipients will uphold the values and behaviours consistent with the BSHS P&C Association and its Constitution. In the event that a recipient conducts himself or herself in a way that breaches this expectation and directly and adversely impacts the reputation or activities of the BSHS P&C Association or school, the P&C may retract their HLMA status. The HLMA member will be provided an opportunity to present their case to maintain their HLMA standing.

This provision will only be exercised in exceptional circumstances and will require full support of the Brisbane State High School P&C Association Executive.

**Approved at General Meeting on 24 February 2020**



## Appendix A - Honorary P&C Life Membership Award Nomination Form

### Who are you nominating?

**Name** (please print): \_\_\_\_\_

**Contact Details:**

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Years of Membership:** \_\_\_\_\_ years

**Positions Held:**

\_\_\_\_\_  
\_\_\_\_\_

### Why are you nominating this person?

*Please briefly explain why the nominee should be considered for life membership by addressing the nomination criteria contained in the Honorary Life Membership Policy. If there is insufficient space below, attach an additional page.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Nominator Details

*By signing below, you are declaring that the information provided in this form is true to the best of your knowledge and propose the nominee be considered for the Brisbane State High School Parents and Citizens Association Honorary Life Membership Award.*

**Name** (please print): \_\_\_\_\_

**Contact Details:**

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Seconder Details

*By signing below, you are declaring that the information provided in this form is true to the best of your knowledge and propose the nominee be considered for the Brisbane State High School Parents and Citizens Association Honorary Life Membership Award.*

**Name** (please print): \_\_\_\_\_

**Contact Details:**

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_