

**CROYDON AND DISTRICT OBEDIENCE DOG CLUB**  
**LIFE MEMBERSHIP POLICY**

(November 2024)

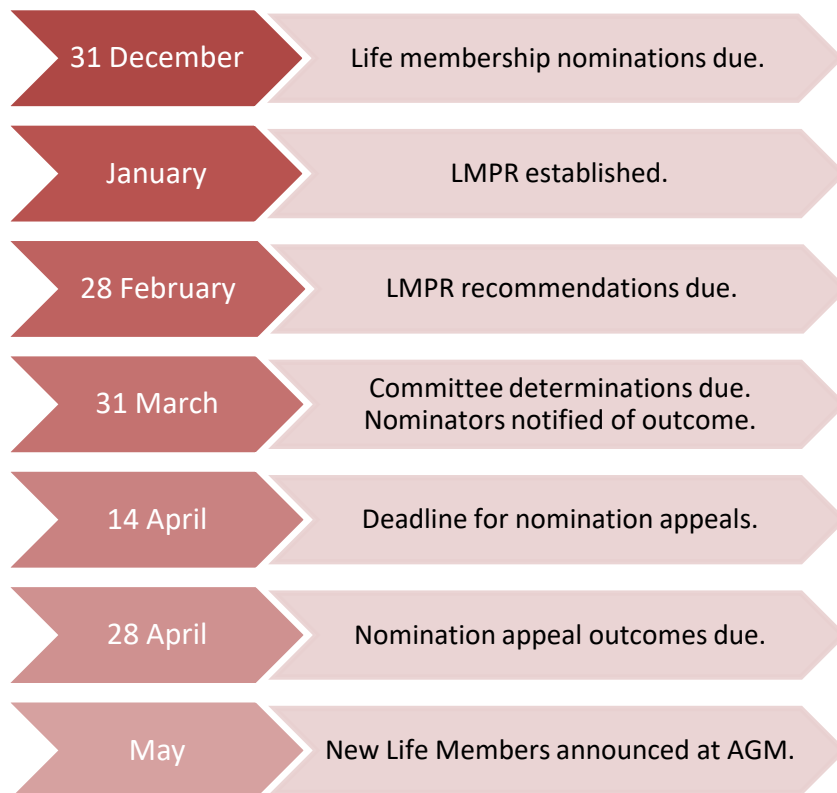
**1. Application**

This policy applies to life memberships which the Croydon and District Obedience Dog Club Inc. (CDODC) grants upon its members.

**2. Overview**

Life membership is considered the highest honour CDODC can award its members. It is a privilege, not an entitlement, and is only awarded where an outstanding contribution has been made to CDODC. A Nominee for life membership must have demonstrated a sustained period of support for CDODC in a positive manner.

The following diagram provides a high-level overview of the life membership nomination process outlined in this policy.



### 3. Definitions

In this document these terms have the following meanings:

<b>AGM</b>	AGM refers to the CDODC annual general meeting, as held in the Financial Year immediately following the Nominee's nomination.
<b>Calendar Year</b>	A Calendar Year commences on the first day of January and concludes on the last day of December.
<b>Committee</b>	Committee refers to the CDODC management committee, as elected annually at the CDODC annual general meeting. The Committee consists of the CDODC President, Vice President/s, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Chief Instructor, Instructor's Representative, and General Committee members.
<b>Financial CDODC Member</b>	A Financial CDODC Member is a person who was a paying or life member during the relevant Financial Year.
<b>Financial Year</b>	CDODC's financial year commences on the first day of April each year and concludes on the last day of March the following year.
<b>Life Member</b>	A Life Member is an individual upon whom CDODC grants free membership to CDODC for the remainder of that individual's life.
<b>Nominator</b>	A Nominator is a Financial CDODC Member who has nominated a Nominee for life membership.
<b>Nominee</b>	A Nominee is a Financial CDODC Member who has been nominated for life membership.
<b>Secunder</b>	A Secunder is an individual who supports a Nominator in nominating a Nominee for life membership.

## **4. Life Member Review Panel**

4.1. A Life Member Review Panel (**LMRP**) shall be established at the beginning of each Calendar Year for the purpose of reviewing life membership nominations.

### **4.2. Constitution**

4.2.1. The LMRP shall consist of three CDODC Life Members, as appointed by the Committee.

4.2.2. Each year the LMRP must exchange at least one of its members for another Life Member.

### **4.3. Function**

4.3.1. The function of the LMRP is to review nominations for life membership for the relevant Calendar Year and make a recommendation for life membership, if any, to the Committee on the merits of the nomination/s.

4.3.2. The LMRP can neither reject nor approve a nomination with finality.

4.3.3. The LMRP will not disclose or discuss nominations with the Committee prior to making its recommendation, supporting independent and unbiased consideration throughout the life membership nomination process.

(a) If members of the LMRP are also members of Committee, they will not disclose or discuss the nominations with other members of the Committee.

(b) The Secretary (or, in some circumstances, the Assistant Secretary) is responsible for receiving nominations for life membership. The Secretary or Assistant Secretary, as applicable, will also not disclose or discuss the nominations with other members of Committee.

## **5. Life Membership Nomination and Approval Process**

### **5.1. Nomination**

5.1.1. Nomination for life membership is typically undertaken without the knowledge of the individual being nominated for the life membership.

5.1.2. A life membership nomination for a Nominee may be made by a Nominator. A Nominator is not permitted to nominate themselves for life membership.

5.1.3. A life membership nomination put forward by a Nominator must also be supported by a Seconder. A Seconder cannot support their own nomination for life membership.

5.1.4. Throughout all stages of the review process, the Nominator and Secunder are to be available to verify all details provided are correct and respond to any queries reasonably asked of them.

#### 5.1.5. *Nomination Criteria*

In order for an individual to be nominated for life membership, the following criteria must be met:

- (a) the Nominee must have been a Financial CDODC Member for a cumulative total of at least 10 years; and
- (b) the Nominator and Secunder must have each been a Financial CDODC Member for a cumulative total of at least ten years.

#### 5.1.6. *Procedural Requirements*

Life membership nominations must be:

- (a) made in writing using the life membership nomination form; and
- (b) submitted to the LMRP before the end of the relevant Calendar Year via email to the Secretary. If the Secretary is a Nominee, the life membership nomination should instead be submitted by email to the Assistant Secretary.

### 5.2. **Life Member Review Panel Recommendation**

5.2.1. The LMRP will consider each Nominee's nomination in accordance with the approval criteria specified in this policy.

5.2.2. Within the first month of the Calendar Year, the LMRP will submit to the Secretary (or, if the Secretary is a Nominee, the Assistant Secretary), their recommendation/s for life membership (if any) and their reasons for or against recommendation of each Nominee.

### 5.3. **Committee Recommendation**

5.3.1. The Committee will review each Nominee's nomination in accordance with the approval criteria specified in this policy, in light of the recommendation/s made by the LMRP and their reasoning. If the LMRP has recommended one or more Nominees who are Committee members, then the relevant nomination(s) will only be reviewed by Committee members who are not Nominees.

5.3.2. The Committee is under no obligation to follow the recommendation/s of the LMRP and may choose to recommend or not recommend a Nominee at its discretion.

- 5.3.3. The Committee will reject or approve a nomination with finality. For a nomination to be approved, 75% of all Committee members must agree to accept the life membership. If a Committee member is unable to attend the relevant Committee meeting, indication of approval by email will be accepted.
- 5.3.4. The Committee will determine their recommendation/s for life membership (if any) by the end of the relevant Financial Year.
- 5.3.5. Once the Committee has determined whether or not to recommend the Nominee for life membership, they will advise the Nominator and Secunder of the outcome in advance of the AGM.

**5.4. Re-nomination in Subsequent Years**

If a nomination is not successful, the Nominee may be nominated again in subsequent years and be reconsidered for life membership by the LMRP and Committee.

**5.5. Appeal Process**

- 5.5.1. The life membership approval process must be transparent. There shall therefore be an appeal process and records, including reasons for and against recommendation, must be kept until this process has been completed.
- 5.5.2. The Nominator of an unsuccessful nomination may appeal against the recommendation of the Committee within 14 days of the end of the relevant Financial Year by contacting the Secretary (or, if appropriate, the Assistant Secretary).
- 5.5.3. The Committee may revise an appealed nomination in their sole discretion, and may request the reasonable assistance of the LMRP in performing their review.
- 5.5.4. The Nominator must be notified of the outcome of their appeal within 14 days of issuing their appeal request.
- 5.5.5. If the Committee, upon appeal, does not wish to recommend the Nominee for life membership, they must provide the appealing Nominator with their reasons for not doing so.
- 5.5.6. If the LMRP is in agreement with the Committee, the LMRP and Committee may provide the appealing Nominator with joint reasons.

## 6. Approval Criteria

6.1. Approval criteria must be considered by both:

6.1.1. the LMRP in making its recommendation for life membership (if any) to the Committee; and

6.1.2. the Committee in making its determination of life membership (if any).

6.2. There shall be two elements of approval criteria:

6.2.1. length and quality of service; and

6.2.2. outstanding contribution.

### 6.3. Length and Quality of Service

6.3.1. The LMRP and Committee must be satisfied that the Nominee has been actively involved in CDODC activities for a substantial period of time, regularly contributing to CDODC for the benefit of its members.

6.3.2. Length and quality of service are to be determined objectively using a points-based system, as specified in this policy.

#### 6.3.3. *Points Required to Attain Recommendation*

- (a) The exact number of points which have been accrued by a Nominee may be unknown, with the result that their score is approximated. The LMRP and Committee will use their best endeavours to calculate a score which is as accurate as reasonably possible.
- (b) Generally, a cumulative score of over 100 points will be considered favourable to the Nominee for potential recommendation of life membership.
- (c) The outcome of a life membership nomination is not determined on the basis of length and quality of service alone. Achieving 100 points or more does not of itself justify a life membership, but should be taken as evidence to support a nomination.
- (d) In exceptional circumstances, if a Nominee has acquired greater than 75 but less than 100 known points, their outstanding contribution may still be of sufficient weight to support recommendation for life membership.

#### 6.3.4. Application of Points Awarded

- (a) This points system has been calibrated to recognise, as best as possible, individual contributions according to the amount of time and effort required to undertake each role or position.
- (b) Points can only be gained for each of the roles below if the Nominee was a Financial CDODC Member during the relevant Financial Year in which they completed the role in question.

<p><b>Trial or competition secretaries or organisers</b></p> <p>A trial or competition secretary is the person primarily responsible for administration and organisation of the event in question.</p>	<p>5 points for each trial or competition (if a double trial is conducted, double points will apply)</p>
<p><b>Trial or competition helpers</b></p> <p>Trial or competition helpers include, but are not limited to, those who help with set up and tear down, kitchen duties, stewarding, box loading (flyball only), and serving as team captain (flyball only).</p>	<p>1 point for each trial or competition</p>
<p><b>Barbeque assistants</b></p> <p>Barbeque assistants are volunteers who cook or assist in the sale of barbeque items during Sunday morning training sessions at CDODC.</p>	<p>2 points for each year or part thereof</p>
<p><b>Christmas function organisers</b></p> <p>Christmas function organisers are volunteers who help substantially in organising the CDODC end of year Christmas function for instructors and volunteers, if any.</p>	<p>2 points for each year</p>
<p><b>Trophy coordinator</b></p> <p>The trophy coordinator is the person responsible for organising and managing trophies to be granted at the AGM during the relevant Financial Year/s.</p>	<p>2 points for each year or part thereof</p>

<p><b>Demonstration team members</b></p> <p>Demonstration team members are individuals who participate in training for an attend demonstrations on and off-grounds on behalf of CDODC.</p>	<p>2 points for each year or part thereof</p>
<p><b>Demonstration team manager</b></p> <p>The demonstration team manager is the person who is responsible for organising and managing the demonstration team.</p>	<p>5 points for each year or part thereof</p>
<p><b>Equipment shop or canteen managers</b></p> <p>The equipment shop or canteen managers are individuals who organise and/or operate the equipment shop or canteen during regular CDODC training on Sunday mornings.</p>	<p>5 points for each year or part thereof</p>
<p><b>Editor of <i>Capers</i> publication</b></p> <p>The editor of <i>Capers</i>, CDODC's regular newsletter, is responsible for gathering, editing and collating articles for <i>Capers</i>, as well as the newsletter as a whole.</p>	<p>5 points for each year or part thereof</p>
<p><b>Authorised handlers</b></p> <p>An authorised handler is a person who has been approved by CDODC to handle dogs who are demonstrating undesirable behavior, to an extent that the dog requires implementation of advanced experience and knowledge.</p>	<p>2 points for each year or part thereof</p>
<p><b>Database manager(s)</b></p> <p>The database manager(s) is responsible for managing and maintaining the CDODC database, which contains information such as handler, dog and volunteer details.</p>	<p>10 points for each year or part thereof</p>
<p><b>Status report coordinator</b></p> <p>The status report coordinator is responsible for managing and updating the status report, which indicates which instructor is running what class and when.</p>	<p>5 points for each year or part thereof</p>

<p><b>First aiders</b></p> <p>First aiders are persons who are both trained in first aid and approved by CDODC to provide first aid to its members as needed.</p>	<p>5 points for each year or part thereof</p>
<p><b>Assessors</b></p> <p>Assessors are experienced instructors who CDODC have approved to assess the advancement of dogs between levels of basic obedience.</p>	<p>2 points for each year or part thereof</p>
<p><b>Level or discipline coordinators</b></p> <p>Level or discipline coordinators are people responsible for heading and managing each level or discipline at CDODC. There is typically a coordinator(s) for each of the following levels or disciplines: puppy, Basic 1, Basic 2, advanced obedience, obedience trialing, agility, flyball and rally.</p>	<p>5 points for each year or part thereof</p>
<p><b>Assistant Instructors</b></p> <p>Assistant instructors are instructors who, during the relevant Financial Year:</p> <ul style="list-style-type: none"> <li>(a) were not fully qualified;</li> <li>(b) assisted with classes, but did not teach their own; or</li> <li>(c) provided other assistance at CDODC such as marshalling or answering handler enquires during training hours.</li> </ul>	<p>2 points for each year or part thereof</p>
<p><b>Instructors - single class</b></p> <p>Instructors at CDODC fall into this category if they have taught in a maximum of one time slot on Sunday mornings at any point throughout the relevant Financial Year.</p>	<p>5 points for each year or part thereof</p>

<p><b>Instructors - two classes</b></p> <p>Instructors at CDODC fall into this category if they have taught in at least two time slots on Sunday mornings at any point throughout the relevant Financial Year.</p>	<p>10 points for each year or part thereof</p>
<p><b>Office administrator / receptionist</b></p> <p>The office administrator / receptionist role involves manning the CDODC office during training hours to respond to handler queries and concerns. From time-to-time, the office administrator / receptionist may also handle in-person transactions.</p>	<p>10 points for each year or part thereof</p>
<p><b>Website administrator</b></p> <p>The website administrator is responsible for updating and keeping current the written content on the CDODC website.</p>	<p>5 points for each year or part thereof</p>
<p><b>Social media administrator(s)</b></p> <p>The social media administrator(s) is responsible for updating CDODC social media, including but not limited to responding to online enquiries, posting public updates and news, and ensuring online details remain current.</p>	<p>5 points for each year or part thereof</p>
<p><b>Instructors' representative</b></p> <p>The instructors' representative is the person appointed by CDODC's instructors to the Committee in this position each year, who serves as a middle person between committee and instructors and ensures the interests of the instructors' group as a whole are considered.</p>	<p>10 points for each year or part thereof</p>
<p><b>Training panel members</b></p> <p>Training panel members are those individuals appointed to serve on the training panel from time to time, through which they decide on curriculum changes and training-related issues at CDODC, such as retraining of instructors.</p>	<p>10 points for each year or part thereof</p>

<p><b>General committee members</b></p> <p>General committee members are those persons appointed to the Committee each year who do not hold an executive position.</p>	<p>10 points for each year or part thereof</p>
<p><b>Assistant treasurer and assistant secretary</b></p> <p>The assistant treasurer and assistant secretary are those persons elected the positions of assistant treasurer and assistant secretary on the Committee in the relevant Financial Year, who act to support the treasurer and the secretary respectively.</p>	<p>15 points for each year or part thereof</p>
<p><b>Treasurer</b></p> <p>The treasurer is the person appointed to the position of treasurer on the Committee in the relevant Financial Year, who oversees management of CDODC finances and expenditure.</p>	<p>20 points for each year or part thereof</p>
<p><b>Secretary</b></p> <p>The secretary is the person appointed to the position of secretary on the Committee in the relevant Financial Year, who oversees broadly all administrative matters at CDODC.</p>	<p>20 points for each year or part thereof</p>
<p><b>Vice President/s</b></p> <p>The vice president(s) is the person or people appointed to the position(s) of vice president on the Committee in the relevant Financial Year, who support the president and assist in high-level decision-making.</p>	<p>15 points for each year or part thereof</p>
<p><b>Chief instructor</b></p> <p>The chief instructor is the person appointed to the position of chief instructor on the Committee in the relevant Financial Year, who makes decisions on behalf of the wider instructor group and is considered amongst the most experienced and knowledgeable of instructors.</p>	<p>25 points for each year or part thereof</p>

<p><b>President</b></p> <p>The president is the person appointed to the position of president on the Committee in the relevant Financial Year, who serves as the head of the executive and key discussion leader of CDODC.</p>	<p>25 points for each year or part thereof</p>
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**6.4. Outstanding Contribution**

6.4.1. Outstanding contribution is to be determined subjectively, taking into account all aspects of the Nominee’s involvement with CDODC during their period of service.

6.4.2. Outstanding contribution may take many forms, such as but not exclusive to:

- (a) going ‘above and beyond’ for Financial CDODC Members, CDODC management, and/or CDODC volunteers;
- (b) going ‘above and beyond’ to maintain CDODC reputation or market CDODC to the broader community; and/or
- (c) contributing hours of work beyond the expected commitment pertaining to their role or roles at CDODC.

6.4.3. If a Nominee has at any time denigrated CDODC in the public arena through actions, speech or writing, this shall be taken into consideration and may reduce the Nominee’s capacity to be recommended for life membership.

6.4.4. Outstanding contribution must be considered alongside length and quality of service and will not on its own necessarily be sufficient to warrant recommendation for life membership.

**7. Life Member Records to be Maintained**

A record of all current and previous life members shall be kept regularly updated on the CDODC database and records system.

**8. Policy to be Regularly Reviewed**

This policy, its life membership approval criteria, and the related life membership application form shall be reviewed as the Committee sees fit.

**9. Nomination Form:** Please see Nomination Form on next page



## LIFE MEMBERSHIP NOMINATION FORM

I, \_\_\_\_\_ wish to nominate \_\_\_\_\_ for Life Membership of CDODC Inc.

	PRINT NAME	SIGNATURE	DATE
NOMINATOR (Member for 10yrs or more)			
SECOND NOMINATOR (Member for 10yrs or more)			

### Criteria for Nomination for Life Membership

1. Minimum 10 years of service by Nominee

ENTER NUMBER OF YEARS OF SERVICE

2. Qualification Criteria:

TICK TYPE OF SERVICE AND ENTER NUMBER OF YEARS/TRIALS CONTRIBUTED TO IN EACH AREA

<u>TYPE OF SERVICE</u>	<u>YEARS</u>	<u>TYPE OF SERVICE</u>	<u>YEARS</u>	<u>TYPE OF SERVICE</u>	<u>YEARS</u>
Chief instructor	<input type="checkbox"/>	Administration	<input type="checkbox"/>	Equipment shop/kiosk	<input type="checkbox"/>
President	<input type="checkbox"/>	Instructing 2 classes	<input type="checkbox"/>	Demo team manager	<input type="checkbox"/>
Secretary	<input type="checkbox"/>	Instructing single class	<input type="checkbox"/>	Demo team member	<input type="checkbox"/>
Treasurer	<input type="checkbox"/>	Assessor	<input type="checkbox"/>	Trophy coordinator	<input type="checkbox"/>
Office bearer	<input type="checkbox"/>	First aider	<input type="checkbox"/>	Xmas party organiser	<input type="checkbox"/>
General committee	<input type="checkbox"/>	Level coordinator	<input type="checkbox"/>	Bbq	<input type="checkbox"/>
Instructors representative	<input type="checkbox"/>	Status report coordinator	<input type="checkbox"/>	Trial helper-steward/kitchen	<input type="checkbox"/>
Website administrator	<input type="checkbox"/>	Database management	<input type="checkbox"/>	Fundraising	<input type="checkbox"/>
Training panel	<input type="checkbox"/>	Authorised handler	<input type="checkbox"/>	Trial secretary	<input type="checkbox"/>

### Outstanding contribution to the Club such as but not limited to;

	<u>YEARS</u>	
Editing and publishing material for CDODC, Capers, Training Course evaluations	<input type="checkbox"/>	<input type="checkbox"/>
Maintaining training facilities, equipment and buildings	<input type="checkbox"/>	<input type="checkbox"/>

Other (PLEASE SPECIFY - ATTACH IF EXTRA SPACE NEEDED)

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**A minimum of 100 points including at least 30 points of outstanding contributions must be achieved to qualify for recommendation for Life membership.**

Full guidelines for Life Membership selection can be viewed on the website in the Login section, or are available from the office.

Nominations close with the Secretary on the third Tuesday in April, and will be considered prior to the Annual General Meeting in May of the same year.