

Honorary Life Membership and Honorary Membership Policy

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Person Responsible: Vicki Deakin

Scheduled review date:

Background

According to the Pedal Power ACT constitution, Honorary Life Membership and Honorary Membership can be offered to individuals who have made a substantial contribution to the organisation in recognition of their services (see item 23 and 24 in Table 1). These membership options provide the opportunity for the Council to formally and publicly thank those individuals who warrant greater acknowledgement than is available via the annual service and volunteer awards.

Table 1: Categories of Life-time membership of Pedal Power ACT

Honorary Life Membership

23. The Council may appoint a person who has rendered special service to Pedal Power or who has made a special contribution to the advancement of cycling to honorary life membership of Pedal Power. This appointment carries all rights, privileges and obligations of individual membership, without the payment of any membership fees for the duration of that person's life.

Honorary Membership

24. The Council may admit as an honorary member any person of whom it approves for a period that it determines, up to 12 months. This appointment carries all rights, privileges and obligations of individual membership, without the payment of any membership fees for the determined period.

Source: Pedal Power ACT constitution (update December 2013) see <http://www.pedalpower.org.au/about/governance/>

Selection criteria for Honorary Life membership

To be eligible for the award a person should have:

- provided in the past or be still be making an active contribution and commitment to Pedal Power ACT that goes beyond normal expectations and has done so for an extended period of time (e.g. for ten years or more), either in a single or in multiple roles; AND/OR
- made a substantial contribution to the reputation, prestige and credibility of Pedal Power ACT in a lesser period that warrants recognition.

Selection criteria for Honorary Membership

To be eligible for the award a person should have:

- provided outstanding service/ specialised contribution to Pedal Power ACT initiatives and reputation in the last 12 months; AND/OR
- taken a leadership role in increasing the opportunity/capacity for 'more Canberrans to ride' and 'for Canberrans to ride more often'.

Who can be nominated

- Any individual can be nominated who meets the relevant criteria, irrespective of their membership status.
- An individual may be awarded Honorary Membership more than once, according to the criteria

Who can't be nominated

Pedal Power ACT casual, part-time or permanent staff cannot be nominated for any work done as an employee.

Process for nominating and approving an Honorary Life Membership

1. Nominations for Honorary Life Membership are sought during October/November each year by advertising in *Newsweek*, *Canberra Cyclist* and other communication channels.
2. Nominations are submitted in writing to the Pedal Power ACT Secretary by any member or non-member addressing the nomination criteria.
3. Nominations are assessed against the nomination criteria by the Pedal Power ACT executive.
4. A short list of nominees is presented to Council for ratification. Council may, on motion of one councillor, seconded by another councillor veto a nomination on reasonable grounds.

Process for nominating and approving an Honorary Membership

The same process of nomination and approval (1-4 above) is used for Honorary Membership awards. These are awarded on an annual basis, according to the selection criteria and may be awarded to the same individual several times.

Presentation of honorary awards and archiving

- Honorary Life Memberships and Honorary Memberships are awarded at the Annual General Meeting (AGM) by the President of Pedal Power ACT.
- A profile of the contribution to Pedal Power by the recipient(s) is reported in *Newsweek*, *Canberra Cyclist* and on the Pedal Power ACT website.
- The name of a recipient(s) and the year of their award is archived.

Guidelines for Executive when evaluating nominees

- Recognise that awarding Honorary Life Membership and Honorary Membership represents an opportunity for Pedal Power ACT to publicly acknowledge its respect and admiration for individuals who have made a significant contribution to the organisation and through it to cycling in the ACT. As such, the awards are not be treated lightly.
- Consider each nomination on his/her merits. Members of Executive are required declare any conflict of interest (e.g. personal relationship with the nominee) and not make direct comparisons with other Life Members, other nominees or persons not nominated. Additional information may be sought from the nominator, if warranted.
- Consider awarding Honorary Life Membership to a nominee for Honorary Membership who has received this award on at least three previous occasions in the past ten years and who otherwise meets the criteria for Honorary Life Membership.
- If the nominee has a family membership, the award is also to be given to all members of the family.
- Appoint a replacement on the executive (usually a council member) if any member of the executive is a nominee.
- Ensure that a member of Council who is a nominee stands aside from the Council's deliberations and decision-making.