



HERVEY BAY BOAT CLUB YACHT SQUADRON (HBBC YS)

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GUIDELINES FOR NOMINATION OF LIFE MEMBERS

2ND AUGUST 2012

1. References

The Constitution Part 4.3 provides basic criteria for the awarding of Life Membership and a procedure for members to nominate persons for consideration by the management committee.

Part 4.3 of the Constitution reads:

4.3 Life Members may be elected at any Annual or Special Meeting of the Club. Any member who has rendered outstanding service to the Club may be nominated by the management committee for election of Life Membership. Upon election, the Life Member shall have all the rights and privileges of ordinary members without payment of any membership fees.

2. Criteria for Life Membership

Members may be considered for the awarding of Life Membership for significant voluntary service in any area of the club.

The following guidelines and criteria shall apply:

1. The person shall have met the criteria set out in the Constitution for being eligible for Life Membership.
2. The person shall have been a member of the HBBC YS for at least 10 years.
3. The person shall have served at least six years of continual service as a member of the management or a sub-committee or as an appointed volunteer position of the HBBC YS.
4. The person shall have given *service of significant value* to advance the status of the Club.
5. *Service of significant value* is defined to mean service above performing the ordinary duties expected of a member assisting in a volunteer capacity in the day-to-day running of the Club.
6. The following roles may be considered towards *significant service* to qualify:
 - a) Performance and service given by a member in an official or unofficial role in the Club, which is considered to have been above the normal standard and or duration expected of a volunteer.
 - b) Performance of a principal or other influential role, which has enabled the Club to conduct a major event or achieve a principal objective.

3. Submitting a nomination for Life Membership

1. A nomination for Life Membership may be submitted by any two financial voting members of the HBBC YS acting as proposer and seconder for the nomination.
2. The nomination must be supported by a statement showing the Club history of the nominee and details of any significant service rendered to the Club, during their membership.
3. The nomination should be lodged with the Club secretary on the approved nomination form.
4. The Club secretary will table the nomination at the next meeting of the management committee.
5. The management committee may seek further information about the nominated person from the proposer and seconder or from other members.

4. Review of nominations for Life Membership

1. The management committee at a meeting prior to the AGM shall consider any nominations for Life Membership against the criteria (above).
2. The management committee may accept or reject a nomination.
3. The management committee shall notify a member in writing that they propose to recommend the member for Life Membership and seek the member's acceptance.
4. A member so notified shall acknowledge acceptance of the offer in writing.

5. Actioning approved nominations for Life Membership

1. The management committee will prepare a resolution for the AGM including a list of nominees and a statement outlining their *significant service*.
2. The resolution will be read at the AGM and members shall vote to approve or reject the management committee recommendation.
3. When individuals are approved for Life Membership, their names shall be recorded on the Life Membership register.



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NOMINATION FOR LIFE MEMBERSHIP of the Hervey Bay Boat Club Yacht Squadron

The proposer and seconder must be financial voting members of the HBBC YS and should refer to the sections in the Club Constitution and by-laws, which relate to the awarding of Life Membership.

This nomination must be accompanied by a statement detailing the Club history and the significant service of the nominee during their membership.

We wish to nominate the member named below for Life Membership of the Hervey Bay Boat Club Yacht Squadron.

Date of Nomination:	
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Proposed by (Name) :	
Phone/Mobile:	
Signature:	

Seconded by (Name):	
Phone/Mobile:	
Signature:	

Name of Nominee:	
Address:	
Phone/Mobile:	
Email address:	

Nominations must be forwarded to the Secretary of the Hervey Bay Boat Club Yacht Squadron.

They will be processed according to the Guidelines for Nominations of Life Members.

For office use only

Nomination received:	Date//.....
Presented to Management Committee:	General meeting on//.....
Nomination meets criteria:	Years: YES / NO and Service: YES / NO
Nomination recommended:	YES / NO
Nominee advised:	Date//.....
Nominee accepted nomination:	YES / NO
Presented to members:	AGM on (date)//.....
Decision of members:	Approved / Rejected
Advise nominee:	Date//.....
Actioned by (Name/Position):/...../.....