

Policy Title: Life Membership Policy

Classification: Governance

Monitored by: Board President

Approved by: Board resolution

Effective Date: September 2021

Review Date: August 2023

Objective: To clearly outline the criteria required for nominees to be considered for Life Membership status, the election process that must be followed, and to detail the privileges this status provides.

Commitment: Hutt City Kindergartens is committed to electing Life Members in a transparent, fair and consistent manner. We value the service and contribution made by the individuals who have received this status.

Related Documents

- Hutt City Kindergarten Association Constitution
- HCK Strategic Plan
- Life Member nomination form (attached)
- Complaints Policy
- Board Members Induction Booklet

Life Membership Nominee requirements:

- Must have demonstrated the HCK values of Relationships, Excellence, Respect, Nurture and Inclusion.
- Must have demonstrated a commitment to the aims and philosophies of the kindergarten movement over a period of more than three years.
- Must have made a significant contribution to Hutt City Kindergartens over a period of more than three years and assisted the Association with meeting the aims of the kindergarten movement.
- The contribution to the Association will have been in a Board, committee, management, professional or other role (or a combination of roles).
- Must not be employed by the Association at the time of their nomination.
- Must not be a parent or legal guardian of a child attending kindergarten or on a waiting list to attend kindergarten at the time of their nomination.

Nomination and Election process:

- Nominations may be made by members of the Association on the nomination form (attached) and will include:
 - the name of the nominee
 - position/s held with HCK
 - date or year nominee first volunteered or was employed by HCK
 - significant achievements and/or contributions to the kindergarten movement and HCK
- Nominations require a proposer and seconder, who may not be from the same kindergarten or management group.
- Self-nominations are not permitted.
- Nominations must be received by the Governing Board at least 10 business days prior to the last Board meeting before the Annual General Meeting.
- Election is by majority vote of those present and entitled to vote at a General Meeting.

Life Membership privileges:

- The automatic right to attend and speak at all meetings of the Association.
- Recognition, respect and courtesy due to a person of special standing and significance.
- Life Members are not entitled to vote on any matter coming before a general meeting.
- Life Members will not receive any financial reward or payment.

Revoking Life Membership:

- The Governing Board may choose to revoke Life Membership status in extreme situations. This will be undertaken in line with the HCK Constitution and the Complaints Policy.

Significant Service to HCK:

- If a person has significantly contributed to HCK but does not meet the Life Membership criteria, the Governing Board, in consultation with the person or whānau, may decide to recognise this service in another way (eg: acknowledgement in the Annual Report, presentation of a gift or certificate of service).
- Where a request for recognition of significant service is made, it will be considered on a case-by-case basis.

Review:

This policy will be reviewed biennially and approved by resolution at a Board meeting.

**NOMINATION FOR LIFE MEMBERSHIP OF
THE LOWER HUTT KINDERGARTEN ASSOCIATION INCORPORATED**



This Nomination must be received by the Governing Board at least 10 business days prior to the last General Meeting before the Annual General Meeting.

Full name of person nominated

Home address

Telephone No:

Which Kindergarten is/was the Nominee a member of? (if applicable)

Full name of Proposer

Home Address

Telephone No:

Which Kindergarten is the Proposer a member of?

Signature of the Proposer:

Date:

Full name of Secunder

Home Address

Telephone No:

Which Kindergarten is the Secunder a member of? (*cannot be same as for Proposer*)

Signature of the Secunder:

Date:

State the reasons why you believe the Nominee should be elected a Life Member of the Lower Hutt Kindergarten Association. Please be full and note the following guidelines:

Life Members will have demonstrated a concern for and commitment to the aims and philosophies of the Kindergarten movement over a period of more than 3 years and must have always done their best to assist the Association in meeting those objectives. This service will have been provided willingly and without any personal ambition.

(Continue on a separate sheet and attach to this form)