

# Fact SHEET

## Provisional Membership

Provisional membership is a way for your club to offer membership to people who might have reservations about joining, or want to 'trial' your club to see if full membership is right for them.

It is designed to be a short-term membership, set at a low fee which allows a person to experience all that your club has to offer before they commit to a full membership.

### **What's in a name?**

What you call this category of membership matters! Royal New Zealand Returned and Services' Association (RNZRSA) recommends "Provisional Membership" as it shows that it is designed to attract new members who will be encouraged to sign up for full membership at the conclusion of the introductory period.

Provisional Membership may also be known as Introductory Membership, Restricted Membership or Trial Membership.

## How to Introduce "Provisional Membership"

The introduction of the Sale and Supply of Alcohol Act 2012 gave us a definition of 'member';

**Member**, in relation to a club, means a person who —

- a) Has expressly agreed in writing to comply with the club's rules; and
- b) Is recognised as a member of the club by those rules.

Put simply this means for a person to be considered a member of your club they must agree in writing to comply with the club's rules (which will form part of the joining procedure) and be recognised in your rules as a member of the club. Therefore, you will need to amend your constitution to recognise provisional membership as a valid type of membership within your club. You will need to follow the process for amending your club's constitution as outlined in the constitution currently registered.

## Provisional Membership Rules

Your RSA needs to determine the rules for provisional membership which will be put forward for inclusion in your RSA's rules. Below are suggested remits to introduce "Provisional Membership".

In the RSA Model Rules the Third 'A' schedule be amended to the new "Provisional Membership" as follows:

Provisional Membership: Males and females of at least the Legal Purchasing Age may apply to become Provisional Members of the club accordance with the following rules;

- a) Each candidate for provisional membership shall complete the applicable application form.
- b) The candidate shall deposit, at the time of application, a subscription of such sum as may be directed by the Committee.
- c) Provisional membership shall be valid for a period of one month from the day of joining.
- d) Provisional members shall automatically lose their Provisional Membership status;
  - (i) At the conclusion of the one month period from the date of joining; or
  - (ii) Upon admission as an ordinary member, whichever is earlier.
- e) Provisional Membership cannot be extended and is not renewable.
- f) Provisional members must carry evidence of membership as issued and produce the same on request to any person authorised by the Committee or Management to make such request.
- g) Provisional Member's rights are restricted to the following;
  - (i) No voting rights at any General Meeting
  - (ii) No right to hold office or be a member of the Executive Committee.
  - (iii) No right to nominate any applicant for membership.
  - (iv) Is not entitled to reciprocal visiting rights.
  - (v) May invite and accompany one guest to the club per visit.
  - (vi) May be subject to other restrictions as determined from time to time by the committee.
- h) Subject to the foregoing, Provisional Members may access and enjoy the facilities of the club during times that the club is open.
- i) The Executive Committee reserve the right to revoke Provisional Membership at any time if the provisional member is found to have provided false information, or is deemed to have breached the club's constitution.

**Your new rules do NOT take effect until they are registered!**

If you have successfully introduced Provisional Membership to your constitution you CANNOT offer Provisional Membership until the rule change is registered and accepted by the Registrar of the Incorporated Societies!

Any Provisional Memberships offered prior to your rules being registered will not be valid and could put your club in breach of Section 60 of the Sale and Supply of Alcohol Act.

**Provisional Membership Administration**

- You will need to prepare an application form for Provisional Membership.
- Decide how you will identify Provisional Members i.e. you may issue a plastic membership card or have a laminated card given the temporary nature of the membership.
- Inform your staff, they need to know that there is a new type of membership and what rules apply.
- Make sure copies of your RSA rules are available and handy at all times. Members must agree to abide by the RSA rules and many will want to view it before they sign up.
- You will need to establish a process for notifying Provisional Members that their membership is due to expire and what the process is for them to become an Ordinary Member (after all that is the point of Provisional Membership).

**Things to Keep in Mind**

Provisional Membership is a fantastic opportunity for RSA's to break down some of the barriers that have perhaps stopped potential members from joining your club in the past. It offers people the chance to experience all that your club has to offer before making the decision to commit to full RSA membership.

The suggested rules and guidance that the RNZSA has compiled is the result of discussions with Licensing Inspectors, Territorial Authority Representatives and recent decisions of the Alcohol Regulatory and Licensing Authority. While individual clubs will need to adapt the rules to suit their situation 'short cuts' or major variations may be interpreted as being in breach of the Sale and Supply of Alcohol Act 2012 which could land not only your club in hot water but have implications on all RSA's.

***If you would like further advice or assistance regarding Provisional Membership please contact RNZRSA National Office on 04 384 7994***

