

Introduction

This policy details the process for new applications. Each individual hub is responsible for processing applications for new members.

Process

When an application is received the committee should involve the group members and gain a consensus vote. The committee are then responsible for processing the application.

If the intention is to accept the application, the committee will gain 2 references.

Upon completion of gaining two references, the committee will notify the directors.

New applications should be considered and processed within one week of receipt.

Outcome

The directors are responsible for the final decision of accepting a new member to a hub.

Once accepted, the directors are responsible for processing the membership fees.

If the application is rejected, the committee are responsible for notifying the applicant.

Membership will commence from the date on the application form.

Conflicts

Category requests must be checked to avoid any conflict to existing members.

If there is a conflict this must be addressed prior to the application being accepted.

Directors should be notified of any potential conflicts, if there is a conflict the directors will consider the application for other hubs and notify the applicant of the options available.

Reasons to decline an application:

- *Category clash with another member*
- *Applicant applying for a category that is not their primary occupation*
- *Incomplete or incorrect information detailed on the application form*
- *Poor references*