

# Scope (Aust) Ltd Member Charter





## Background

1. Scope (Aust) Ltd (Scope) is a not-for-profit organisation that exists to support people with physical, intellectual and multiple disabilities to achieve their goals in life. At Scope we see the person, not the disability.
2. Scope's Mission is to enable each person to live as an empowered and equal citizen.
3. Scope's Vision is to inspire and lead change to deliver best practice and better outcomes in the work we do. At Scope we:
  - Support and listen to each person and their family;
  - Provide leadership to influence strategy and policy;
  - Deliver person-driven, flexible and responsive services to build a sustainable future; and
  - Build on our foundation for success through our expertise in service delivery, workforce development, quality improvement and research.
4. Scope is proud to be a member-based organisation. Scope's members are an essential part of the organisation, playing a vital role in helping us achieve our mission and vision for our customers, families, staff and stakeholders.
5. Scope members have allowed the organisation to have a powerful voice in the disability sector. With the support of members, Scope has actively driven change in the community and has been an influential advocate for the rights of people with a disability.
6. The Member Charter (Charter) sets out the role, responsibilities, structure and processes of the Scope members. If there is any inconsistency between this Charter and Scope's Constitution, Scope's Constitution prevails to the extent of any inconsistency.

## Purpose

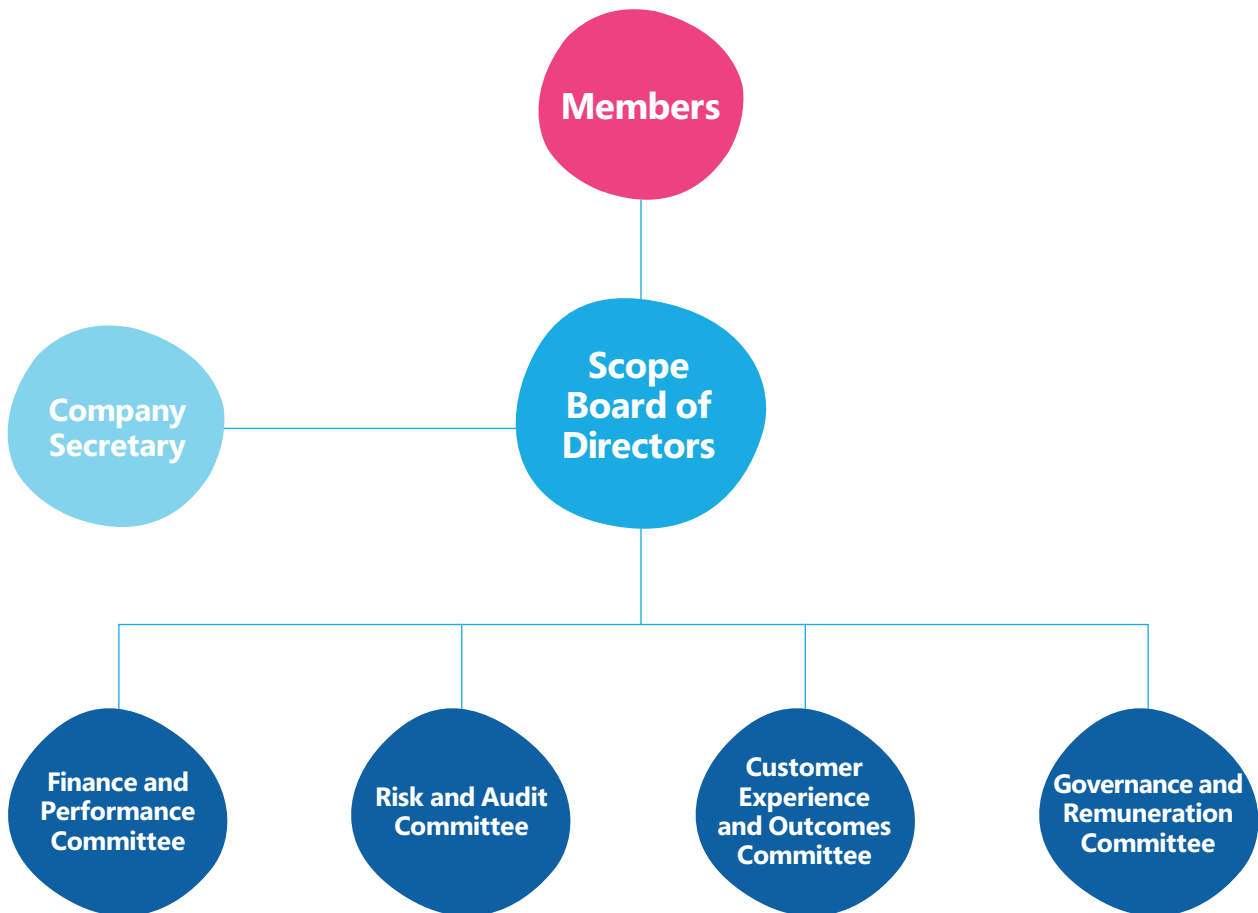
7. The purpose of this Charter is to express the role of membership at Scope, and includes:
  - Guidelines on the standards of behaviour and engagement (Code of Conduct);
  - Responsibilities to, and of, Governing Members and Associate Members, including benefits; and
  - Procedures for membership application and termination.
8. Scope membership carries many benefits for engaging with our organisation and our governance, and all Scope members must agree to our Scope Member Charter.



***Scope's members are an essential part of the organisation, playing a vital role in helping us achieve our mission***

# Organisational Structure

9. Members play an important role in the governance of Scope and are central to the organisation structure (below).
10. Voting members have the authority to vote on governance matters related to the organisation at general meetings of members.
11. The role of the Board is to set the strategic direction for Scope, across all Scope Group entities including subsidiaries, joint ventures, etc. as applicable, with regard to Scope's Mission and the Scope Approach, and to guide and support the organisation to deliver on its strategic initiatives, through strong governance and agile decision-making.
12. The Scope Board is supported by four (4) standing Committees:
  - a. People and Governance Committee – Oversees corporate governance and personnel management.
  - b. Risk and Audit Committee – Supports governance responsibilities and controls for quality, safety and risk management.
  - c. Business Development Committee – Supports business development including; transactions, partnerships, merger and acquisitions, and projects across all Scope Group entities including subsidiaries.
  - d. Investments Committee – Supports effective management and optimisation of Scope's Investment portfolio.





## Scope Membership

13. Scope members are classified as either Governing Members or Associate Members.
14. As a Scope Governing Member, you will receive benefits such as:
  - Voting rights, an invitation to the Annual General Meeting and eligibility to become a Scope Director;
  - Communications from Scope's Board;
  - A copy of Horizon, Scope's magazine that provides valuable updates on Scope's activities; and
  - Invitations to Scope Community and member events.
15. As a Scope Associate Member, you will receive benefits such as:
  - Communications from Scope's Board;
  - A copy of Horizon, Scope's magazine that provides valuable updates on Scope's activities; and
  - Invitations to Scope Community and member events.
16. Under Scope's Constitution clause 2.4, there must be no less than 50 Governing Members and no more than 250 Governing Members.
17. The Scope Board retains a special honour category of Governing Membership which can be bestowed on individuals who have made a significant lifetime contribution to Scope, recognising their outstanding advocacy for people with a disability. This honour is nominated and approved by the Scope Board, and provides the Board with the opportunity to acknowledge members who have historically contributed considerably to the Scope community.

## Eligibility for Membership

18. A Scope member must:
  - Be over the age of 18 years; and
  - Comply with the Code of Conduct outlined in section 19 of this Charter.



## Member Code of Conduct

19. Every Scope member is expected to adhere to the following Code of Conduct, and do all things possible to:
- Contribute proactively to Scope by responding to requests in a timely manner and investing time and opinions when required;
  - Maintain an active association with Scope for the term of a membership (renewed annually);
  - Act with integrity and honesty to ensure members are representing Scope, the organisation's mission and Scope Approach, to the best of their ability;
  - Read, review and understand information that is sent including, renewals, invitations and Notice of Meetings;
  - Refrain from making representations (media, government, other) on behalf of Scope; and
  - Not make improper use of information acquired as a member.

## Scope Approach

The Scope Approach is a set of values that underpin everything that happens at Scope. To achieve our mission, we must always "See the person, Do it together, Do it right and Do it better". These values are expectations for behaviour throughout our whole community, including members.



**See the person**



**Do it together**



**Do it right**



**Do it better**

## Enforcement of the Member Code of Conduct

20. The Member Code of Conduct demonstrates a shared commitment by Scope members, to work together with the organisation to further Scope's mission.
21. Under Scope's Constitution, Scope's Board has the right to remove any member if they determine it is not in the interests of Scope for the person to remain a member, including non-compliance with the Member Code of Conduct.

## Application for Membership

22. Unless determined otherwise by the Board, every applicant for Scope membership must:
  - Apply in the form and manner determined by the Board from time to time; and
  - Prior to admission as a member, pay the subscription fee, if applicable.
23. Upon receipt of an application for membership, the Board must consider the application and decide whether to admit or reject the admission of the applicant.
24. The Board currently considers applications for membership quarterly.
25. Individuals can apply for Scope membership by:
  - Completing a membership application on Scope's website [scopeaust.org.au/membership](https://scopeaust.org.au/membership)
  - Contacting the Scope membership team on 03 9843 2074; or
  - Emailing the Scope membership team on [membership@scopeaust.org.au](mailto:membership@scopeaust.org.au)
26. The Board may determine that an annual subscription fee is payable by members in the amount, on such terms and at such times the Board determines. This information will be communicated to members.
27. Each member must pay any applicable subscription fee in accordance with its terms.
28. If a member does not pay the subscription fee:
  - Within one month, Scope may issue a written reminder notice;
  - Within one month after a written reminder notice is given, automatically suspend all rights and privileges associated with membership without any notice to the member; and
  - More than two months after a written reminder notice is given, the member ceases to be a member.



## Cessation of Membership

29. A member may resign from Scope membership by giving written notice to the Board.
30. Under Scope's Constitution, a person immediately ceases to be a member if the person:
  - dies;
  - resigns as a member by giving written notice to the organisation;
  - becomes of unsound mind or a person who is, or whose estate is, liable to be dealt with in any way under a law relating to mental health;
  - becomes bankrupt or insolvent or makes any arrangement or composition with his or her creditors;
  - fails to pay a renewal fee within the specified time frame;
  - is determined *not* to be acting in the best interests of the organisation;
  - is determined by the Board to be an untraceable member because the person has ceased to reside at, attend or otherwise communicate with his or her Registered Address.
31. Under Scope's Constitution clause 2.9, the Board may, by resolution, expel any member who is not a Director if the Board determines it is not in the interests of the Company for the person to remain a member. Any member being considered for removal under this clause will be notified at least seven (7) days before the Board considers any resolution to expel a member.

## Review

32. This charter was developed in consultation with members, and the Scope Member Reference Group. The Member Reference Group is a small group of members brought together to provide feedback and advice on Scope membership activities going forward.
33. This charter may change from time to time, subject to consultation with members. The most up-to-date version will be made available to members on the Scope website.
34. This Charter will be reviewed by the Scope Board every three years, or as required.

## **Central Office**

Level 2, 109 Burwood Rd  
Hawthorn Victoria 3122  
PO Box 5094  
Glenferrie South Victoria 3122

Phone Membership: (03) 9843 2074  
Fax Membership: (03) 9843 2030  
Email: [membership@scopeaust.org.au](mailto:membership@scopeaust.org.au)

Scope (Aust) Ltd  
ABN 63 004 280 871  
[scopeaust.org.au](http://scopeaust.org.au)