

Membership Policy



1 Purpose

The purpose of this Membership Policy (**Policy**) is to provide guidance for the levels of membership for the National Association of Women in Construction (**NAWIC**). The Policy will define the various membership levels and define the application process.

Unless otherwise defined, terms used in this Policy have the meaning given in NAWIC's constitution (**Constitution**).

2 Scope

This Policy applies to all NAWIC operations, both at a National and Chapter level. All Directors and Chapter Members must ensure they read, understand and comply with this Policy.

3 Policy Statements

3.1 Membership Categories

NAWIC has defined four levels of membership for the Association:

1. Individual Member
2. Student/Apprentice Member
3. Corporate Member
4. Honorary Life Member

3.1.1 Individual Membership

Any individual who works in or supports the building and construction industry is entitled to apply for membership with NAWIC.

3.1.2 Student and Apprentice Membership

An apprentice employed in the building and construction industry or person who is enrolled in a full time or part time course of study or training in a building or construction related field is entitled to apply for membership with NAWIC.

3.1.3 Corporate Membership

Corporate membership is open to bodies corporate, partnerships, unincorporated associations, authorities, government or semi-government departments involved in or affiliated with the building and construction industry with membership included for three or more nominated employees.

If a Corporate Member is actively involved in or with the building and construction industry, then all employees of that Corporate Member are eligible to be Full Members.

The primary contact nominated by a Corporate member need not be a member of NAWIC.

Membership entitlement rests with the Corporate Member, not the employees. Thus, when an employee of a Corporate Member leaves the employ of that Corporate Member, the employee ceases to be a member of NAWIC.

3.1.4 Honorary Life Membership

Honorary Life Membership is a membership conferred by resolution of the Board and may be awarded to an individual who has rendered an outstanding service to NAWIC. Honorary Life Membership will entitle the

Membership Policy



individual to the same rights and benefits of full membership. A list of Honorary Life Members is set out on the NAWIC website. Honorary Life Members are exempt from payment of Annual Membership Subscriptions.

Refer to section 3.6 below for details on the nomination process for Honorary Life Members.

3.2 Membership Process

Each new member wanting to join NAWIC will be required to complete the [online membership application form](#) via the NAWIC website.

Once the application is received and the fee has been paid, membership will be granted.

3.3 Annual Subscription

Annual membership subscriptions are due and payable by 1 July each year.

Annual fees may be modified from time to time at the discretion of the Board and when approved are updated on the Membership area of the NAWIC website.

New members joining between 1 Jan and 30 June will have their annual fee pro-rated as follows:

- 1 Jan - 30 March: 50% of the full fee is payable;
- 1 April - 30 June: 25% of the full fee is payable.

3.4 Failure to Pay Annual Subscription

If the annual membership subscription is not paid within three months of the due date, the member will be removed from the Membership database and access to NAWIC benefits will cease.

Members will receive an invoice for the annual membership subscription via email. The NAWIC National Office will facilitate the payment process.

3.5 Membership Benefits

Membership benefits are diverse and NAWIC is working hard to deliver the value that members expect in many different areas.

Membership benefits include:

- Receipt of the monthly e-news, issued nationally to all members;
- Invitations to Members Only events eg educational seminars, site tours;
- Discounted rates to attend NAWIC events;
- Discounted rates to attend some industry relevant events;
- Networking opportunities; and
- Access to Mentoring Program and Scholarships.

3.6 Nomination Process for Honorary Life Members

From time to time NAWIC bestows special membership categories on deserving people. The categories and criteria are shown in the following paragraphs. The Board considers nominations for Honorary Life Membership at the Annual General Meeting.

Nominations from the Chapters or individual members must be submitted to the Board of Directors at least 21 days prior to the AGM.

Nominations should include the following details relating to the nominee:

Membership Policy



- Name and qualifications;
- Length of membership: Nominees must have at least 5 years continuous membership;
- Details of industry background and experience: to demonstrate that the nominee has at least 10 years' experience in the building and construction industry;
- Details of contribution to the building and construction industry: Nominations need to demonstrate more than that the nominees have been just competent in their work. The nominee must have rendered conspicuous service to the industry. This can be achieved through:
 - Involvement with NAWIC or kindred associations,
 - Contributions to construction education;
 - Promulgation of the industry to the wider community by presentation of papers or preparation of publications; or
 - Representation of the industry in government, non-government or community bodies or forums;
- Support for women: this should clearly demonstrate that the nominee has actively supported, encouraged and promoted the role of women in the industry through her career; and
- Contact name and phone number of the nominating member.

The Board will consider all Honorary Life Membership applications and provide the outcome following the AGM.

3.7 Voting Rights

	Full Member	Student/Apprentice Member	Honorary Life Member	Corporate Member	Corporate Nominee
Can vote at Chapter or National level	✓	✓	✓	✓	✓

3.8 Membership Database

As a professional organisation, administering the activities and records of its members, NAWIC possesses and maintains personal information of its members in a Membership database. NAWIC maintains a privacy policy to ensure that all personal details pertaining to its members are protected and safeguarded in accordance with current privacy legislation.

NAWIC may periodically send to all members a summary of their personal information for confirmation and, if necessary, updating.

Access to personal information contained on the Membership database is subject to the consent of the member, the signing of the Undertaking (see below) and the approval of the Board.

3.8.1 Use of the Membership Database

Use of the Membership database outside the purposes of either:

- a. Advising of any news, events and activities relevant to NAWIC and its members; or
- b. For the purpose of marketing, research and analysis; or
- c. Without the written consent of the members concerned

is not permitted.

The Membership database:

- a. Can only be used for NAWIC business; and

Membership Policy



- b. Cannot be used in a manner which may be contrary to the privacy legislation eg using the database to solicit membership within an organisation.

NAWIC acknowledges that each Chapter may possess a non-membership database (or contact list). Such databases are subject to the same guidelines in relation to its use as set out above.

4 Responsibilities

NAWIC may employ staff who are responsible for the Association’s core administration. The NAWIC staff have a responsibility to:

- Monitor the NAWIC email account for new online membership applications being received from the website;
- Process new membership applications, including payments;
- Distribute membership packs to new members;
- Add new members to the online database;
- Send membership subscription fee reminders annually to all members; and
- Follow-up members who fail to pay their membership subscription fee in time.

Each Chapter has the responsibility to:

- Promote new members joining NAWIC;
- Review membership reports and respond accordingly (this may include supporting membership campaigns); and
- Make contact with new members to advise them of upcoming events via email communication through the National Office.

5 Further Information

All members and Chapters who require further information or need clarification of anything contained in this Policy should contact the National Office.

6 Accountabilities

Compliance to Policy	All Chapters and Members
Implementation & Review	NAWIC FRAC
Approval of Policy	NAWIC FRAC
Monitoring	NAWIC National Office
Interpretation and Advice	NAWIC National Office

7 Related Documents

This Policy should be read in conjunction with the following internal documents.

Title
Online Membership Application Form
Constitution
Membership Terms and Conditions

Membership Policy



8 Document Amendment History

Revision	Date	Description	Prepared By	Approved By
1.0	12/12/17	Policy developed and reviewed by NAWIC Board	RSP	BOARD
2.0	Oct 2023	Policy reviewed and updated by Minter Ellison	ME	BOARD