

Administrative Regulation 1 ('AR-1')

The National Executive of the FSU, at its meeting of 12 December 2022 made the following Administrative Regulation concerning membership applications, resignations and waivers.

Membership Applications, Resignations and Waivers

The National Executive notes rules 15, 22, 24 and 65, and makes the following Administrative Regulation:

- 1) Membership Application
 - a) The National Secretary delegates powers to accept membership applications to the Membership Manager and/or Administration Manager.
 - b) However, where there are queries in relation to:
 - i) coverage; or
 - ii) bona fides of the applicant,
 - (1) the Membership Manager and/or Administration Manager will refer the application to the National Administrative Committee.
- 2) Membership Resignation
 - 1) The National Secretary delegates powers to accept membership resignations to the Membership Manager and/or Administration Manager.
- 3) Membership Fee Waivers
 - 1) The National Secretary delegates powers to apply waivers to the Membership Manager and in their absence, the Administration Manager in the following circumstances:
 - a) Unpaid Leave and Leave at partial wages:
 - i) Where a Financial Industrial Member is on leave at partial wages, a waiver is applied for the same period of time at the percentage of wages being received by the member, for example:
 - (1) Parental Leave at 50% wages: 50% fee waiver
 - (2) Long Service Leave at 50% wages: 50% fee waiver
 - ii) Where a Financial Industrial Member is on unpaid leave, a 100% waiver is applied for the same period of time, including but not limited to:
 - (1) Unpaid Parental Leave,
 - (2) Unpaid Sick Leave,
 - (3) Unpaid FDV Leave,
 - (4) Career Break,
 - (5) Unpaid Transition Support Leave.
 - b) Loss of employment in Industry
 - i) In the event that a Financial Industrial Member:
 - (1) resigns or is terminated from their employment in the industry; and
 - (2) intends to seek further employment in the industry; and
 - (3) is without pay for more than one (1) month,

the 'Seeking Employment Waiver' process will apply.

- ii) A Seeking Employment Waiver includes:
 - (1) a 100% waiver will be applied to the member's fees for a period of no more than 12 months, on the member's commitment that they will advise the Union when they return to paid employment; and
 - (2) The Union will contact the member every 12 weeks to determine whether the member continues to seek employment in the industry; and
 - (3) Should the member cease seeking employment in the industry or not find employment at the end of the 12 month period, the member will resign with the option to become a Community Member of the Union.

c) Financial Hardship

- i) In the event that a Financial Industrial Member experiences financial hardship circumstances in column A, the waivers in column B will apply:

A	B
Loss of Spouse or Partner income due to employment termination, illness or death	3 month waiver
Emergency household/utility repairs, in the home the member resides, that exceed \$3,000	3 month waiver
Unanticipated medical expenses for the member, their spouse or dependant, that will exceed \$5,000 out of pocket	6 month waiver
As a tenant, received notice to vacate rental property from landlord	3 month waiver
Vacating residence due to Family/Domestic violence and/or relationship breakdown	6 month waiver
Vacating residence due to emergency event or natural disaster	3 month waiver

- i) Should a Financial Industrial Member seek a financial hardship waiver for circumstances other than the above, or a further timeframe in addition to the above, the Membership Manager and/or Administration Manager will refer to the National Administrative Committee along with details of the member's:
 - (1) the financial hardship circumstances;
 - (2) continuity of membership;
 - (3) previous waivers received.