



## NEW MEMBERS ACCEPTANCE POLICY

### Purpose

The purpose of the policy is to clarify the rules of membership; process for accepting new members; terms of membership, and benefits to members of becoming a financial member of the ACT Jewish Community Inc.

### Membership Categories

#### Definitions

An individual member must be Jewish consistent with the criteria applied by the Board Membership Committee.

An individual membership is available to persons on and from the age of 18.

Non-Jewish persons accepted for membership do not have voting rights.

A family membership can include a non-Jewish partner as an associate member.

#### Roles

##### *Office Manager*

- Manage the membership data base and ensure it is regularly updated and accurate.
- File membership application forms.
- Ensure that fees are invoiced, paid for and accurately recorded in the member data base.

##### *Board Secretary*

- Manage correspondence regarding membership applications in a timely, courteous and welcoming manner.
- Ensure that new members have opportunities to meet and greet members of the community through regular events, personal introductions and specially-hosted meals.



The ACT Jewish Community is a member of the JCA family of organisations

## Procedures

### 1. *Application for membership – Board Secretary must do the following*

- Member to complete and sign application form and send to the Office Manager.
- The Board Secretary is to ensure Office Manager sends an initial thank you letter outlining the procedure and a date for notification of the Board's decision.
- A Board member must have met and be able to vouch for the applicant(s).
- The application must be considered by the Board Membership Committee prior to Board consideration.
- The Board Secretary must table all applications at the next Board meeting with a recommendation from the Board membership committee.
- Each new member is to receive personalised letter of welcome (see **Appendix 1**).
- The Office Manager is to add new members contact details to database, email lists, information lists etc.

### 2. *Events for new members*

- Host a meal/functions with new members and community members with relevant interests, age group etc.

### 3. *Financial membership*

- A person's membership lapses if the person has not paid his/her membership fees in full or entered into an appropriate arrangement with the Treasurer to pay those fees 6 months of them being due (Board decision 10-04-2002).
- Fee discounts apply to financial members: 20% discount for new members, for one year; 50% discount where a where a member or, in the case of a family membership, one of the two adults is 25 years of age or younger; with the proviso that the two discounts cannot apply simultaneously (Board decision 07-07-2004 and AGM).

### 4. *Benefits to financial members*

- Financial members will pay a lesser rate than non-members for items, meals, functions and other events based on cost recovery plus handling costs (Board decision 6-02-2002).
- Financial members are entitled to as many parking stickers as are required at no cost (Board decision 13-06-2001).

- Monthly parking at the centre is \$60. Members are entitled to a discount of 50% and associate members are entitled to a discount of 25%. Members' cars must display the windscreen parking sticker when parked in community grounds (Board decision 12-03-2003).

5. *Membership data base*

- The Office Manager must keep the membership data base up to date.
- The Office Manager should follow up people who decide not to renew their membership and discuss the matter to find out the reasons for non-renewal.

The Board will review this policy from time to time.

**Authorisation**

Merrilyn Sernack  
Secretary  
ACT Jewish Community Inc

6 February 2013

Policy number	7/2013	Version	v01
Drafted by	Merrilyn Sernack	Approved by Board on	6 February 2013
Responsible person	Secretary	Scheduled review date	6 February 2016

## LETTER OF ACCEPTANCE TO NEW MEMBERS



Dear [name/s of new members]

I am writing to confirm the Board's acceptance of your application for membership of the ACT Jewish Community Inc. I am delighted to welcome you to our community and hope that you will join us many of our religious and community functions and events.

One of our office staff will contact you about payment of your membership fees.

We will also arrange for you to get our weekly email, *Grapevine*, which sets out all the current events, functions and news. You will also receive our monthly magazine *Hamerkaz*, which reports community news as well as many other matters of wider interest. *Hamerkaz* is available by email or hard copy in the post.

The Canberra Jewish community is relatively small and its membership reflects the distinctive nature of Canberra, with many public servants and professionals, some academics and students, and a few in private enterprise.

Canberra has a single Jewish community run by an elected Board, which needs to accommodate spiritual and temporal needs across the full spectrum of Jewish diversity. It provides for religious needs through both Orthodox and Progressive services, which run in different parts of the Jewish Community Centre. It is also responsible for adult education, Hebrew School, youth activities, social activities, welfare, and relations with the general community and Jewish organizations outside Canberra. We do not have separate memberships for our Orthodox and Progressive congregations, with members of both groups standing for the Board as individuals. For our size the community is very active, however we are keen to continue growing and to provide even more activities.

### **Services**

Orthodox services are held every Friday night and Saturday morning and on festivals. A special service can be arranged for your *yahrzeit*. Progressive services are held every Friday night and on the first Saturday of the month and on the High Holy Days. Services start at 6pm in winter and later in summer.

### **Functions**

We hold regular events that are advertised in *Grapevine* and *Hamerkaz*. Payment is online.

## Children

If you have a son approaching Bar Mitzvah age, several community members can provide one-on-one Bar Mitzvah tuition on a voluntary basis. If you have a daughter approaching Bat Mitzvah age, there are Bat Mitzvah classes for mothers and daughters based on the *Matan* program from Israel offered every second year.

A cheder is held on Sunday mornings for children aged 5–12 where we teach Hebrew, Jewish Studies and Jewish History. We also have a Hebrew speakers group to enable children to be taught in Hebrew. A Jewish youth group for school years 6–9 meets weekly on Sundays. A number of Zionist Youth organizations have a *Tzevet Canberra* visiting Canberra regularly to hold youth movement activities and to encourage Canberra children/youth from grade three to grade 12 to attend their summer and winter camps.

The Australasian Union of Jewish Students operates from ANU and the University of Canberra and participates in our community activities.

## Other events

- Talmud study group on Wednesday evenings is open to everyone with an interest.
- Hebrew classes are offered on Monday and Tuesday nights.
- Rabbi Genende visits regularly from Melbourne to give a talk.
- *ad hoc* seminars/events throughout the year.
- Israeli dancing group meets fortnightly on a Sunday afternoon.
- ACT chapter of the National Council of Jewish Women (NCJW) holds regular events and functions throughout the year.
- ACT branch of the Australian Jewish Historical Society holds regular meetings.
- Christian–Jewish dialogue meets alternately at the Jewish Community Centre and at Canberra churches.
- weekly Grumps 'R Us group for mature men provide a social framework for meeting other men
- monthly Ladies Do Lunch group for mature women provide a social framework for meeting women.

## Jewish Care

Our community worker can provide support for you under the auspices of Jewish Care if you have a crisis.

## Kosher food

Coles in Manuka stocks fresh Kosher dairy items and a large range of Kosher groceries and has a dedicated freezer with kosher meat and chicken.

## Contact us

Please do not hesitate to contact the office at the Centre if you require any further information or assistance:

- by phone: 9.00–5.00 Monday to Friday on 02 6295 1052
- by email: [actadmin@canberra jewish community.org](mailto:actadmin@canberra jewish community.org)
- visit our website at <http://www.canberra jewish community.org/>.

Once again, may I extend a very warm welcome to you [and your family] and I look forward to meeting you at one of our many functions.

Yours sincerely

[name]  
President

[date]

**APPLICATION FOR MEMBERSHIP OF THE ACT JEWISH COMMUNITY INC**

**CONFIDENTIAL**

A person who is Jewish and at least 18 years old may apply to become an ordinary member at the single or family rate. An ordinary member has voting rights.

A person who is not Jewish may apply to become an associate member if he or she has a bone fide reason for doing so, such as having a Jewish partner. An associate member has no voting rights and cannot stand for office in the community.

The Membership Committee will review each application. This may include contacting persons who can attest to the person's claims.

*Please write clearly in BLOCK LETTERS*

Which form of membership are you applying   Associate

Last Name  First

Date of 

D	D	M	M	Y	Y	Y	Y

Name of Spouse/Partner (If

Home 

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

 Home  ( )  
Business  ( )  
Email   
Mobile   
State     Post Code

**Details of Children Under 18 Years**

English Name

Hebrew Name (if applicable)

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**APPLICATION DETAILS FOR FAMILY/SINGLE MEMBERSHIP**

Hebrew

Was your mother Jewish when you were

Was your father Jewish when you were

If you converted to Judaism, please list the date of conversion, the name and location of the Bet Din, the Rabbi, and the Synagogue/Temple involved

Place of  Date of 

D	D	M	M	Y	Y	Y	Y

Name of Bet Din or Rabbi(s) and

If you were married by a Rabbi, please give the name of the Rabbi and the name and location of the Synagogue/Temple/ Organisation where the Rabbi worked:

Rab  Date of 

D	D	M	M	Y	Y	Y	Y

Synagogue/Temple/

Have you previously been a member of, or associated with, another Jewish community, synagogue or temple?

Member

Associated  Neither (if

If your mother or father was Jewish, were either of them either singly or collectively a member of, or associated with, another Jewish community, synagogue or temple? (please fill in the relevant options)

My mother was a member

Associated with  Neither (if

My father was a member of

Associated with  Neither (if

Males only—are you a (please tick as appropriate)

### SPOUSE/PARTNER INFORMATION

Spouse /Partner's Hebrew Name (if

Place of Birth   
Date of birth

Was your mother Jewish when you were

Was your father Jewish when you were

If you converted to Judaism, please list the date of conversion, the name and location of the Bet Din, the Rabbi, and the Synagogue/Temple involved

Place of  Date of 

D	D	M	M	Y	Y	Y	Y

Name of Bet Din or Rabbi(s) and Synagogue/Temple

If you were married by a Rabbi, please give the name of the Rabbi and the name and location of the Synagogue/Temple/ Organisation where the Rabbi worked:

Rabbi  Date of Marriage: 

D	D	M	M	Y	Y	Y	Y

Synagogue/Temple/

Have you previously been a member of, or associated with, another Jewish community, synagogue or temple?

Member of

Associated  Neither (if

If your mother or father was Jewish, were either of them either singly or collectively a member of, or associated with, another Jewish community, synagogue or temple? (please fill in the relevant options)

My mother was a

Associated with  Neither (if

My father was a

Associated with  Neither (if

Males only—are you a (please tick as

#### APPLICATION DETAILS FOR ASSOCIATE MEMBERSHIP

Do you have a Jewish family member?

If so, please provide name and

Are you currently involved with the Jewish Community? Yes

If yes, please specify. If no, please explain why you wish to become an associate member of the community.

 <hr/> <hr/>
-----------------

#### PLEASE SIGN

I declare that I wish to become a member of the ACT Jewish Community Inc. I undertake to be bound by and to comply with the by-laws and guidelines of the Community.

D	D	M	M	Y	Y	Y	Y

While the following questions are optional, they may be helpful in planning community activities (note they may not be relevant for applicants for associate membership)

Name	Relationship	Date of Death <i>(in Jewish Calendar if known)</i>	Yahrzeit Name	Hebrew
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you wish to read the Haftorah (state which Haftorah, if relevant)?

On your Barmitzvah

On any

What type of religious service would you wish to




Could you please indicate what kind of activities you (and your family) would like to be involved with?



Adult

Hebrew

Children's Education



Do you have any other suggestions for activities in which you would like to see the community involved?

  
  


Please return this form to the ACT Jewish Community PO Box 3105 Manuka ACT 2603

**Office use only**

Date Of Ratification

Date

D	D	M	M	Y	Y	Y	Y