

1. Purpose

Congratulations on being accepted as a member of Karadi Aboriginal Corporation.

The purpose of this handbook is to ensure each member understands their responsibilities and the standards expected of them as a member of Karadi. In doing so, it outlines key issues, including membership rights and obligations, member responsibilities, conduct, the protection of information, and the use of Corporation property.

Members are required to ensure the Corporation operates in accordance with its purpose, strategic goals, and objectives. To do this, members are responsible for electing a Board of Directors that will govern the Corporation properly and honestly and in line with the Constitution.

2. Karadi Aboriginal Corporation

The Karadi Aboriginal Corporation (Karadi) is incorporated under the *Corporations Aboriginal and Torres Strait Islander Act 2006 (CATSI Act)* and is also a registered charity with the Australian Charities and Not-for-profits Commission (ACNC). It is bound by the Rules (Constitution) approved by its members and lodged with the relevant regulators.

3. Guiding Principle

Karadi values respectful participation and accountability. Every member has both rights and responsibilities under the Constitution. Maintaining good standing as a member requires active engagement, respectful behaviour, and adherence to this Members' Code of Conduct.

4. Your Rights as a Members

As a Karadi member, you have the right to:

- Attend, speak, and vote at general meetings.
- Nominate and be elected to the Board, subject to eligibility.
- Nominate other members as Directors.
- Receive proper notice of general meetings.
- Be recorded on the Register of Members.
- Access the following Corporation records:
 - The Register of Members.
 - The general meeting minute book.
 - The Corporations Constitution.
 - A copy of the annual audited financial statements at the AGM.

5. Your Responsibilities as a Members

As a Karadi member you are expected to:

- Comply with the Corporation's Constitution and this Handbook.
- Notify the Corporation of any change in your address or contact details.
- Put the interests of the Corporation before personal interests.

- Ensure the Corporation operates in line with its objects and Constitution.
- Elect a Board of Directors that will govern properly and honestly.
- Vote on matters put to members at general meetings.
- Comply with any Code of Conduct adopted by the Corporation.
- Treat other members, Directors, and staff with respect and dignity.
- Not behave in a way that significantly interferes with the operations of the Corporation or the conduct of meetings.

A serious breach of these responsibilities may result in cancellation of membership under the process set out in the Rules.

6. Electing a Board of Directors

It is the responsibility of members to elect a Board with the necessary experience and capability to govern the Corporation in accordance with the Rules. The Board acts in a trustee capacity for Karadi members. Karadi holds its Annual General Meeting (AGM) every year, as required by law. Members elect the Board and, in doing so, can expect Directors to set the direction, develop and monitor governance standards, establish policies, set management performance expectations, and oversee organisational performance.

7. Resignation

Members may resign by giving a written notice of resignation to the Corporation. The Corporation will remove the member's name from the Register of Members within 14 days of receiving the notice.

8. Grounds for Membership Cancellation

If a member repeatedly breaches the Constitution or this Members' Code of Conduct, or engages in serious misconduct, the Corporation may cancel that member's membership in accordance with the process set out in the Constitution and the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act). Grounds for Membership cancellation include:

Loss of Eligibility	Rule 5.12	The Board may cancel membership if a member is no longer eligible under the membership criteria, after giving written notice and 14 days to respond.
Loss of Contact	Rule 5.13	Membership may be cancelled by Special Resolution at a general meeting if the member cannot be contacted for a continuous period of two years, despite reasonable attempts.
Loss of Aboriginal Identity Eligibility	Rule 5.14	A general meeting may cancel a membership if satisfied that the person no longer meets the Aboriginal or Torres Strait Islander identity requirements set out in the Constitution.
Misbehaviour	Rule 5.15	The Corporation may cancel membership by Special

or Serious Breach		Resolution if a general meeting is satisfied that a member has breached this Members' Code of Conduct or engaged in serious misconduct.
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9. Protection of Member Information

In the course of dealing with Karadi, members may provide personal information that is confidential or otherwise protected. Karadi will protect the personal information of its members and will not disclose such information unless required by law, by the Karadi Constitution, or under a lawful agreement with a third party (for example, reporting requirements to regulators).

Personal information contained in the Register of Members and other required records may be disclosed to members, as required under the CATSI Act and the Karadi Constitution. Such disclosures do not require the individual's written authorisation and may be used only for purposes connected with the affairs of the Corporation.

Without limiting these obligations, Karadi will take reasonable steps to ensure that all persons with access to member information:

- do not disclose it other than in the limited circumstances referred to above, and
- preserve the confidentiality and integrity of the information.

Examples of protecting members' personal information include:

- Membership applications and the Register of Members are only accessible in accordance with the Karadi Rules and the law.
- Contact details such as addresses, phone numbers, and email addresses will not be shared without the member's consent.
- Any requests for access to personal information will be managed in line with privacy law and Karadi policies.