

ASSOCIATE MEMBERSHIP AGREEMENT

This associate membership agreement

is made on [*insert date*] between the following parties:

1. Community Information & Support Victoria Inc. (CISVic)
of Suite 209, Level 2, 343 Little Collins Street, Melbourne, Victoria

2. [*insert organisation details*] (CISVic Associate Member)
 - a) CISVic is the peak body representing local community information and support services.
 - b) The CISVic Associate Member wishes to conduct a support service in the form supported by CISVic.

The parties agree

In consideration of, among other things, the mutual promises contained in this agreement:

1. Rights of Associate Membership

CISVic grants the Associate Member non-transferable, non-exclusive licence to use:

- The expression Associate Member of Community Information & Support Victoria, and
- Display the CISVic Associate Membership Certificate.

The CISVic Associate Member will be able to attend the Annual General Meeting and Special General Meeting as called by the Association in accordance with the Rules of Incorporation of CISVic.

Associate membership provides a pathway to Provisional membership and subsequently Full membership, which includes voting rights. (Provisional members work towards membership within a 12 month period, and they have the full benefits of membership, excluding voting rights).

Associate Members will have access to:

1. Operational Support;
 - 1.1 Distribution of information, research & resource documents via a members only portal of the CISVic website,
 - 1.2 CISVic Handbook: Management of Community Information Centres and a range of policies including: Confidentiality, Privacy, Impartiality and Objectivity; Independence, Information, Advocacy, Ancillary Services, Volunteering, Access & Equity, Language, Emergency Relief, Violence, and Staff Debriefing,
 - 1.3 Insurance cover which includes:
 - Public & Products Liability;
 - Professional Indemnity;
 - Directors & Officers Liability;
 - Association Liability;
 - Medical Indemnity; and
 - Personal Accident (Volunteers only)
 - 1.4 Jobs Australia discounted membership (providing specialist community sector industrial relation advice and support
 - 1.5 Unlimited free job advertising on the CISVic website,
 - 1.6 Access to CISVic website for increased coverage and promotion of members' services to the online and broader community

2. Sector Development
 - 2.1 Access to CISVic training opportunities which are low cost, and provide pathways to further education and employment:-
 - Accredited training* which includes *Assess & Provide Services for Clients with Complex Needs* (50 hours) and *Emergency Relief Work* (15 hours);

 - Non-accredited training* which includes *Dealing with Challenging Situations, Case notes and Assessments, Governance, Privacy and Occupational Health & Safety,*
 - 2.2 Access to Training Certificates, Certificates of Service (volunteers) & Honour Roll
 - 2.3 Peer support and network meetings that include:
 - CISVic Regional Network Meetings;
 - CISVic Caseworkers' Network Meetings,
 - 2.4 Fortnightly e-Bulletins providing up-to-date information and news about the sector, policy & practice directions, training & funding opportunities,

- 2.5 *Informed*, a policy and practice quarterly newsletter focusing on topical and urgent issues affecting the sector,
 - 2.6 Communications channels that include members-only portal on the website, facebook, twitter and promotion of member agencies via website
 - 2.7 Annual Forum, a day of professional development and networking opportunities for all members to be informed about and debate key issues.
3. Representation, Advocacy & Research
Opportunity to participate in;
- 3.1 surveys and information collection among membership on topical and urgent issues for subsequent representation to governments and relevant stakeholders;
 - 3.2 online campaigning for systemic and policy reforms on key issues impacting on members' client base
 - 3.3 CISVic provides pro-forma/template letters to editors, local, federal and state government departments and Ministers on key issues affecting service delivery and social policy;
 - 3.4 Provision of template submissions to public consultations, Parliamentary Inquiries and Regulatory bodies on key issues in public and social policy;

2. The CISVic Associate Member's Obligations

2.1 General Obligations of the CISVic Associate Member

The CISVic Associate Member must:

- 2.1.1 Comply with the stated policies of CISVic;
- 2.1.2 Maintain standards of operation in accordance with the associate member standards of CISVic;
- 2.1.3 Operate under an appropriate legal status;
- 2.1.4 Pay the CISVic annual associate membership fee;
- 2.1.5 Provide CISVic with annual statistical data in relation to the number of contacts for the service at the end of each financial year.

3. Termination

3.1 Duration of this agreement

Unless otherwise terminated, this agreement continues while the CISVic Associate Member is an associate member of CISVic.

3.2 Termination by CISVic

CISVic may terminate this agreement if:

- The CISVic Associate Member ceases to conduct its support service;
- An event of insolvency or its equivalent applies to the CISVic Associate Member; or
- Funding is withdrawn or an event of insolvency or its equivalent applies to CISVic; or
- The CISVic Associate Member conducts its agency in a manner that does not comply with all the obligations of associate membership as stated in *Clause 2.1. General Obligations of the CIVic Associate Member*.

3.3 Effect of termination

On termination of this agreement the CISVic Associate Member must cease:

- Using or calling itself by any name which includes the words “Community Information & Information Victoria” or which implies that it is an Associate Member of CIVic, including, without limitation use of the initials, “CISVic”;
- Claiming or holding itself to be an Associate Member of CISVic; and
- Using, and shall not imitate, the logo used by CISVic and its members.

4. General

4.1 Legal relationship

This agreement does not constitute a legal partnership, joint venture, agency or employer/employee relationship between CISVic and the Associate Member. The CISVic Associate Member is not authorised to assume or create any obligations on behalf of CISVic.

4.2 Governing law



This agreement is governed by the laws of Victoria and the CISVic Associate Member irrevocably submits to the exclusive jurisdiction of the courts of Victoria.

4.3 Assignment

This agreement is personal to the CISVic Associate Member and may not be assigned to another organisation without the prior written consent of CISVic.

Executed as an agreement:

**The common seal of
Community Information & Support Victoria Inc.**
Is fixed to this document
In the presence of:

.....
President

Name (please print):

**The common seal of
[insert agency]**
is fixed to this document
in the presence of:

.....
President

Name (please print):