

Membership options rights and obligations

CISVic offers a range of membership options to agencies and individuals. CISVic's Rules of Incorporation outline the membership categories, & dictate the application process, rights & obligations.

Membership categories

In accordance with CISVic's Rules of Incorporation, we offer a range of membership categories. They are either agency-based or individual-based memberships.

Agency-based membership categories:

- Full Members
- Provisional Members
- Associate Members

Individual-based membership categories:

- Individual Members
- Honourary Life Members

Either agency or individual-based membership:

- Guest Members

Definitions

Our rules define the following as:

Agency - a not-for-profit community-based organisation which provides information & support services to its local community.

Associate Member - an agency which provides a community support service.

Full Member – a Member of the Association.

Guest – a Member of the Association.

Honorary Life Members – an individual person who has given outstanding service to the Association.

Provisional Member - agency's working towards Full Membership, valid for 12 months only.

Applying for membership

Applications for membership must be made in writing in the approved format and submitted to the Executive Officer (EO). Applications are submitted to the EO via the Sector Development Manager or the Office Coordinator. As soon as practical after receipt of an application, the EO refers the application to the Board. The Board will approve or reject the application. In doing so, the applicant's credentials will be assessed against the Association's Standards of Membership for the relevant category of Membership. Applications for Honorary Life membership and Guest Membership are treated differently:

Honorary Life Membership – applications must first be approved by the Board, and then by all Members at an Annual General Meeting.

Guest Memberships – can be approved by the EO only.

CISVic is funded by the state Department of Families, Fairness and Housing (DFFH) as a peak body providing representation, sector development and operational support to our member agencies. CISVic membership delivers a range of benefits to members. It is a two-way relationship however, and the fulfilment of member's obligations is fundamental to us being an effective and trusted peak.

Rights of Members

All members receive notices of Annual General Meetings & of proposed special resolutions, are able to submit items of business for consideration, and can attend and be heard at the meetings. All Members have access to AGM minutes and the Register of members.

Memberships are not transferable to another organisation or person, and terminate upon cessation of Membership whether by death, deregistration, bankruptcy, insolvency, resignation or otherwise.

Only Full Members have voting rights.

Membership obligations

Each year members are required to:

- pay membership fees.
- complete an annual standards attestation.
- update their membership profile.
- supply key annual statistical data e.g. contacts
- support and contribute to CISVic's work through active engagement.

Membership fees

Membership fees must be paid annually. Fees are set by the Board and approved by members.

We have a tiered fee structure which acknowledges the diverse funding levels of our membership and capacity to pay.

Annual standards attestation

Our DFFH funding affords us Community Service Organisations VMIA insurance coverage which extends to our members. This is of course, contingent on members fulfilling certain obligations to demonstrate sound governance and good practice.

The attestation provides us & DFFH with evidence of member organisation's governance and service delivery. Agencies are required to complete this attestation annually.

Member's Profile

Our capacity to adequately represent and advocate on behalf of our members is directly related to how well we understand our members and the work they do. The very nature of our sector's funding arrangements means that individual organisation's financial situation & program suite can vary from year to year.

All members are required to review and **update their Member's Profile Survey annually.**

Total client contacts

Each year, we ask our members to provide us with the **total number of client contacts** your entire organisation (and across all programs) has had with your clients over a 12-month period. This should include all telephone, face-to-face, or other contacts by clients, whether they are new, existing, or repeat clients.

As a collective 'total number of contacts' this **quintessentially demonstrates our collective reach, relevance, and authority to speak about your work and the needs of your clients.**

Active engagement

We ask that members participate in relevant research, consultations, and networks to optimise communication and information sharing.

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