



# Membership Policy

## Launceston Chamber of Commerce

### Introduction

The Launceston Chamber of Commerce (the 'Chamber') is a business membership organization serving Launceston, Tasmania, and the surrounding Northern Tasmanian areas. The following reflects the Chamber's Membership policies, which are subject to change with Board approval.

### Purpose

The purpose of this policy is to

- Note the terms under which a membership application would be considered
- To reduce the opportunity for misunderstandings that may interfere with the smooth processing of membership applications

### Policy

#### Chamber Membership Terms

The Chamber is a not-for-profit Incorporated Association, qualified and governed under the Associations Incorporation Act 1964 and governed by its Constitution. Active membership in this corporation shall be open to any person, Incorporated body or other entity having an interest in the mission and purposes of the Chamber. A prospective new member shall comply with requirements for admission to membership noted below and including the payment of fees, which may be established from time to time by the Chamber's Board of Directors.

#### Admission of Members

- Prospective members are required to submit their application for membership, in writing on the Membership Application form, either by hand or electronically and lodge the form with the Chamber's office.
- Prospective membership applications must be submitted under one of the approved Membership categories - Business, Community & Personal Membership.



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- Prospective members are required to pay Chamber membership fees in full or the first instalment of membership fees. Prospective members who request to pay by instalment will be required to enter into a written instalment agreement at the time of application. Membership fees cover a membership year aligning to an Australian Financial Year, commencing on 1<sup>st</sup> July each year. Memberships commencing at other periods throughout the year will be pro-rated accordingly. Membership is renewable on the first day of July each year.
- Membership fees, which are subject to change in price and formula, are payable in advance and are continuous until cancelled in writing in advance of the due date.
- Chamber membership fees are non-refundable.

#### **Termination of Membership by the Chamber**

- The Chamber reserves the right to deny membership, or expel members, in accordance with the conditions and processes described in the Constitution.

#### **Termination of Membership by a Member**

- A Chamber member may resign their membership from the Chamber by submission of a written notice of resignation, either by hand or electronically, to the Chamber office.
- A resigning member will not be entitled to a refund of any pre-paid membership fees or fees held by the Chamber.

#### **Non-Transfer of Membership**

- Approved memberships conferred on a person or incorporated body are not transferable to another person or incorporated body; in any circumstance.

#### **Special Memberships**

- The Board may in its absolute discretion, confer special memberships such as Honorary Membership or Life Membership to the Chamber, subject to the provisions of the Constitution



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### Non-Payment of Fees

- Chamber members who do not pay membership fees within 90 days of the due date may be subject to having their membership cancelled.
- Members who enter into an agreement to pay by instalment and fail to pay their instalment within 60 days of the due date may be subject to having their membership cancelled.
- In any such case, the Chamber will notify the member of the cancellation, and no further action shall be required of the Chamber.

### Privacy Statement

The Chamber is committed to protecting the privacy of members' personal information. This commitment applies with respect to information that we collect, from visitors to the Chamber's website located at [www.lcc.asn.au](http://www.lcc.asn.au) to information we collect in order to process commercial transactions initiated by customers on our website (including the purchase or renewal of memberships online).

The Chamber maintains a reciprocal associate membership relationship with The Tasmanian Chamber of Commerce and Industry (TCCI). In order that financial members of the Launceston Chamber of Commerce (LCC) may access certain membership privileges from TCCI, LCC provides the following information about financial members to TCCI once annually:

- Member Name (Individual or Organisation),
- Contact Name,
- Contact Phone Number,
- Email address.

LCC members are provided the option to 'opt-out' of this process and withhold their information from TCCI at time of membership purchase and again at each subsequent membership renewal

### Logo Use

The Chamber may license its membership logo for display, only by Chamber members in good standing. Images may not be modified in any way. If the logo is used on a member's website, it must be linked to the Chamber's website at [www.lcc.asn.au](http://www.lcc.asn.au). Any other use of the image requires prior written permission by the



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Chamber. Downloading and displaying a Chamber membership logo constitutes acceptance of these terms.

Questions regarding this policy should be directed to the Executive Officer of the Launceston Chamber of Commerce.

### Cross References:

- Associations Incorporation Act 1964 (Tas)
- Constitution of Launceston Chamber of Commerce Inc
- Membership Application Form
- Privacy Policy

### Document Control and record of changes

Version	Effective Date	Prepared By	Approved By	Summary of change
Ver 1.0	21/1/21	D.PEACH	M&CC	Introduce Policy
Ver 1.1	18/2/2021	D.PEACH	M&CC	Alignment to Constitution
Ver 1.2	02/03/2021	D.PEACH	M&CC	Harmonise language to Chamber terms
Ver 1.3	19/05/2021	D.PEACH	M&CC	Minor amendments & edits
Ver 1.4	22/7/2021	D.PEACH	GFARC	Addition to Privacy (TCCI provisions)
Ver1.4	11/8/2021	D.PEACH	BOARD	Ratified by Board for adoption and display on Chamber website



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