

Terms and Conditions of Membership

Individual Membership

The following terms and conditions apply to members of [Early Childhood Intervention Australia Ltd \[ECIA\]](#).

ECIA has three levels of professional membership – On-Line, Informed and Engaged Membership and two levels of organisational membership – Informed and Engaged Membership.

Constitution and By-laws

All Members are bound by ECIA's Constitution and by all laws, notices and directives.

Application for Membership

A person may apply to become a member of ECIA by:

- stating in writing that they wish to become a member and specifying the category of Membership he or she wishes to apply for; and
- supporting the purpose of ECIA; and
- agreeing to comply with ECIA's constitution, including paying the guarantee (clause 4).

Failure to Accept Conditions of Membership

All members are required to indicate they accept all terms and conditions of membership. Applications will not be processed until confirmation is received.

Transfer of Membership

ECIA Memberships are non-transferable.

Re-instate a Lapsed Membership

To re-instate your lapsed Membership (up to 3 months after Membership fees were due) refer to your Subscription Renewal Notice for payment options or log on to the Members' section of the ECIA website to pay the full amount of your outstanding membership subscription.

To re-instate your lapsed membership (after 3 months and up to 1 year after Membership fees were due), please contact the ECIA office.

Re-admission

If you have been unfinancial for 12-months or more, you will need to re-apply for membership to ECIA by completing the Membership Application.

Resigning a Membership

Members wishing to resign their membership are required to do so in writing, by mail or email. Please include your full name and contact details. Membership fees are non-refundable.

Membership Fees

Annual Membership Fee

The Annual Membership Fee payable by a Member is the sum the Board determines for the relevant category of Membership.

All Membership Fees are due and payable in advance of the member's renewal date each year.

Failure to Pay

If a Member does not pay their Membership fees, their Membership will lapse and they will not have access to ECIA membership benefits. If an individual's membership does lapse or is resigned, that individual can no longer claim to be an ECIA Member.

Costs Incurred by ECIA in Processing Membership Fees

If ECIA incurs any unexpected costs in processing Membership fees, those costs will be charged back to that Member. Costs may include but are not limited to bounced cheque fees and related bank charges.

Membership Refunds

Membership fees will not be refunded by ECIA except where:

- an application for membership is declined
- written applications are sent to the Chief Executive Officer to be assessed on a case by case basis

Membership Fee Concessions

Complimentary Rate - You may be eligible for a complimentary Membership rate if you:

- Have been awarded a Life Membership by the Board of ECIA.

Membership Administration

Correspondence Delivery

Primarily the delivery of all correspondence relating to your Membership will be electronic, via email. Other correspondence will be sent to your designated postal address. These address details (email/postal) utilised by ECIA will be those you notified to us when you successfully applied for membership.

You agree that we will not be responsible for failure of the delivery of correspondence if you have supplied us with an incorrect address or have failed to notify us of an address change. We reserve the right to dispose of incorrectly addressed envelopes and their contents without an obligation to refund your Membership fee if they are returned to us.

Data Protection and Use of Personal Data

ECIA is the Data Controller and Data Processor of any personal data you supply. The personal data you supply will be used to process your Membership subscription. As a Member of ECIA your data will be used for marketing, statistical and analytical purposes and to administer your Membership.

We do not pass data to any third party.

If you believe that any of the information we hold concerning you is incorrect or out of date, please provide us with the accurate information as soon as possible.

Access to Member-Only Sections of the ECIA Website

As a Member, you can access the Member-only sections of the ECIA website. You can also access your personal information and update your details. Please keep your username and password information confidential.

Queries Comments and Complaints

We will respond to any complaint or query received within three working days. This may be an acknowledgement that we have received a complaint whilst further investigations are carried out.

If you have any queries, comments or complaints about your Membership please contact our Membership Manager:

Telephone: 02 9873 2593 (lines are open Monday to Friday, 9:00am to 5:00pm, excluding public holidays)

Email: membership@ecia.org.au

Post: Suite 607, 83 York Street, Sydney NSW 2000

Changes to this Policy

From time to time it may be necessary for us to review this policy. We reserve the right to amend this policy at any time and to notify you of any amendments by posting an updated version on our website at www.ecia.org.au.

Last Updated: 29 May 2018