

# Landscaping Victoria Terms and Conditions

The following terms and conditions govern Landscaping Victoria Membership and the benefits provided under that Membership. All Landscaping Victoria Members are bound by the Association's Constitution and by any specific terms and conditions imposed under the Constitution. Copies of the constitution can be requested by emailing [admin@landscapingvictoria.com.au](mailto:admin@landscapingvictoria.com.au) or by downloading [here](#).

## **Application Fees**

For certain Membership categories, Application fees are due with your completed Application Form. The Landscaping Victoria Board will arrange for an approved assessor to evaluate your eligibility for Membership. Application fees are non-refundable and are only paid once. Eligibility criteria for Membership is available [here](#).

## **Membership Fees**

Upon approval for Membership by the Landscaping Victoria Board you will be invoiced for a subscription fee. On receipt of your Membership fee in full you are recorded as a Member of the Association and will have entitlement to the Associations benefits and entitlements.

Membership fees are payable in advance, with rates applicable to the various Membership groups of Landscaping Victoria Membership reviewed and set by the Board each year. No concessions or discounts are applicable to Membership fees.

## **Membership Duration**

Membership of Landscaping Victoria is continuous unless notification in writing is provided by the authorised person to cancel Membership or the Board cancels Membership. All fees up to the end of the cancellation month are the responsibility of the Member.

## **Changing Membership Details**

Only the named Member, for individual Memberships, or person authorised, for company Memberships, at the time of Membership application, may request changes in Membership details. Certain changes in Member details may require the lodgement of documented proof to Landscaping Victoria, including changes to details for the authorised person.

## **Cancellation of Membership**

A Member may cancel their Membership at any time by providing written notification to Landscaping Victoria, provided that the authorised person provides that notification.

Cancellation of Membership cannot be back-dated.

All Membership fees due up to the end of the month of cancellation will be due in full.

## **Refund Policy**

Application fees are non-refundable.

Pro-rata refunds on any **full** unused months of subscription will be provided for cancelled Membership.

If you upgrade your level of Membership, the pro rata Membership fee applicable to that upgraded level of Membership will be payable, and any unused or unexpired portion of the previous Membership level will be credited at the time of upgrade.

### **Membership Suspension**

A Member with any invoice overdue (for subscriptions or any other goods/services) for more than 45 days may have their Membership benefits suspended until such time that the overdue amounts are repaid in full.

Suspended Members will be liable for any Membership fees during the period of suspension.

Any Member engaging in conduct, which is fraudulent, illegal, abusive or otherwise contravenes the terms of Membership, may have their Membership suspended pending further investigation.

Membership may be re-instated at the discretion of the Board.

### **Termination of Membership**

Any Member who fails to comply with the Association Rules, Regulations or the Code of Ethics or displays conduct prejudicial to the Association may, by discretion of the Board, be reprimanded, suspended or expelled.

On expulsion from the Association, the Member forfeits all rights and claims on the Association.

### **Absentee Membership**

As a financial Member of the Association you may apply in writing to have your Membership suspended for a period of up to two (2) years. This may be appropriate where personal circumstances are such that you temporarily do not require access to the entitlements and benefits of Membership. Absentee Membership is granted solely at the discretion of the Board.

If granted Absentee Membership you will be required to surrender Membership entitlements. You will not be able to access or utilise any Membership related benefits or services during the period of absenteeism. At the expiration of the absentee period, or earlier if advised by you, you will revert back to your previous level of Membership and your Membership entitlements will be reinstated.

### **Continuous Years of Membership**

Being an ongoing Landscaping Victoria Member brings with it additional benefit entitlements. To access these additional benefits, Membership must be maintained as financial without interruption (Members will not be disqualified by periods of approved absenteeism but the period of approved absenteeism will be deducted any calculation of years of Membership).

### **Membership Verification / Validation**

All Members of the Association are issued with a unique Membership number.

Membership numbers are not transferable and are purely for identification purposes and Member only area website access.

### **Voting Rights**

Although there are various classes of Membership, only financial Full and Life Members of the Association have the right to vote in Board Elections and at meetings of the Association.

### **Outstanding Accounts**

Any long outstanding accounts with Landscaping Victoria will be referred to our legal representatives for follow up. Due notice will be provided to the Members registered email and physical address prior to any referral to the legal team. It is the responsibility of the Member to ensure contact details are up to date.

### **Personal Information Use & Disclosure**

Landscaping Victoria abides by the National Privacy Principles within the Privacy Act (as amended).

### **Membership Entitlements**

Entitlements for each Membership category are available for review [here](#) and may be reviewed and amended from time to time at the discretion of the Board.

- See more at: <http://www.landscapingvictoria.com.au/business-matters/-139594616#sthash.CVtFIKKm.dpuf>