

# LA TROBE UNIVERSITY STUDENT UNION INC. MEMBERSHIP REGULATION

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## 2. Preface

2.1 All La Trobe University staff, students and members of the public are able to purchase a yearly membership to the La Trobe University Student Union (LTSU).

## 3. Definitions

- i. "LTSU" means La Trobe University Student Union.
- ii. "Membership card" means the LTSU Member Benefits Card.
- iii. "Member" means a person who has applied for membership and is a current member of the LTSU.
- iv. "Benefits" means any facilities, services, goods and products or discounts offered to a member.
- v. "Membership program" means LTSU Member Benefits Card Program.
- vi. "Members of the University" means the enrolled students of the University; the staff employed at all campuses of the University whether or

not the University is the employer; members of the La Trobe University Alumni Association; and non-student and staff members of the sports clubs of the University.

## 4. Classifications of membership

4.1. Members of the LTSU shall consist of the following classes:

### i. Student members

The student members of the LTSU are those members who are students (including postgraduate students). The postgraduate student members of the LTSU are those members who are postgraduate students.

All student members (including postgraduate student members) must be either:

- (a) Governing members;
- (b) Ordinary members; or
- (c) Life members who are students.

### ii. Governing members

The governing members of the LTSU are the office-bearers, members of the Student Council and members of the Committees.

They are to adhere to committee and office-bearer regulations, and are subject to the office bearer disciplinary regulations.

Governing Members must also be ordinary members and purchase a membership at the start of their term in office.

### iii. Ordinary members

The ordinary members of the LTSU are those students who:

- (a) Apply for membership;
- (b) Pay the subscription; and
- (c) Are admitted, in accordance with these regulations.

iv. Associate members

The associate members of the LTSU are those individuals who:

- (a) Are not students; and
- (b) Apply for membership.

v. Life members

Life membership is the highest honour the LTSU can award a person in recognition of their outstanding contributions to the LTSU or to its associated bodies.

4.2 The life members of the LTSU are those individuals who:

- (a) Have made an outstanding contribution to the LTSU; and
- (b) Are admitted in accordance with the regulations.

i. A life membership allows a member to enjoy all benefits currently available to LTSU members:

- (a) Attend all events hosted by the LTSU (free/or at a discounted rate);
- (b) Able to join, and participate in clubs and societies; and
- (c) Able to attend LTSU council meetings for out of camera discussions.

ii. Eligibility

- (a) People who have made an outstanding contribution to the student union or its associated bodies, whether as an LTU student, and/or LTU or LTSU staff member, and /or LTSU elected student representative;

- (b) Candidates need to be nominated by the LTSU executive members. Nominations need to be done in writing and submitted to the LTSU General Secretary by the August council meeting.

iii. Process

- (a) On acceptance of life membership, LTSU life members will be presented with medallions showing recognition for their outstanding contribution to the LTSU at an awards ceremony.
- (b) They will also be issued with a LTSU membership card on an annual basis.

4.3 The administrative duties required to organise life membership awards will be facilitated by the LTSU General Manager.

4.4 Selection Criteria

The nomination will be reviewed and discussed by the LTSU executive. If the nomination is accepted it will be recommended to Student Council, Executive Council and Student Council will consider nominations based on:

- (a) Length of service to LTSU;
- (b) Offices held within LTSU and/or the University; and
- (c) Demonstrated achievements in support of LTSU.

4.5 The recipient will then be informed in writing that they have been awarded a life membership.

4.6 Regulations shall be applied to all of the above classes.

## 5. Application for membership

- i. Membership can be purchased from the LTSU and staff may purchase membership via salary sacrifice. Second semester memberships may be purchased at the discounted cost from June 1 onwards. Please refer to price schedule at the end of this document.

- ii. Semester only memberships will not be offered at the beginning of the year.
- iii. Once membership is purchased, the member will be issued with a yearly LTSU membership card and update sticker on their student / staff cards

## 6. Cost

Current LTSU membership prices can be found in the schedule included.

- i. There is no fixed yearly membership price, and it can be adjusted at the discretion of the LTSU Executive Council, and the LTSU Student Council.
- ii. Memberships expire on the first of February every year, and new memberships need to be re-purchased for the following year if people wish to maintain membership.
- iii. For subscriptions purchased in semester two, the cost of the membership is half of the yearly price.

## 7. Entitlements

### 7.1 LTSU student member entitlements

Being a LTSU student member entitles members to the following:

- i. Able to stand for election and hold office on LTSU bodies;
- ii. Ability to stand and hold office in LTSU affiliated clubs;
- iii. Membership program discounts;
- iv. Discounted participation in clubs, events and student theatre and film programs;
- v. Second hand bookshop discounts; and
- vi. Discounted reception sales.

All LTSU students, irrespective of LTSU membership, are entitled to:

- i. Vote in LTSU elections;
- ii. Representation by LTSU;
- iii. Advocacy and legal services;

- iv. Tax help;
- v. Use of facilities, such as lounges and meeting spaces;
- vi. Publications.

### 7.2 Associate member entitlements

Being an associate member entitles members to the following:

- i. Membership program discounts;
- ii. Discounted participation in clubs, events and STF programs;
- iii. Second hand bookshop discounts;
- iv. Use of facilities, such as lounges and meeting spaces;
- v. Publications;
- vi. Discounted reception sales.

## 8. Resignation

Members may resign by writing to the LTSU and addressing their resignation to the current general secretary. The General Secretary may resign in writing addressing it to the LTSU President.

## 9. Cessation

9.1 Members cease to be members on resignation, expulsion or ceasing to have legal capacity.

9.2 In addition, governing members cease to be members if they cease to be an office-bearer, member of the Student Council or member of a Committee; and/or cease to be a student.

## 10. Discipline / removal of membership privileges

10.1 Please refer to the regulations regarding the disciplining of members.

10.2 Governing members are to refer to the committee and office bearer regulations.

The discipline regulations:

- i. Must require procedural fairness to be applied; and

- ii. May include the suspension and expulsion of members for serious misconduct

### 10.3 Regional associates memberships

- i. LTSU associated bodies at regional campuses may at their discretion introduce membership programs based at their own campuses. Membership fees for those programs will be set by LTSU Student Council, based on the recommendation of the regional associate.
- ii. Members of regional associates will be recognised as members of LTSU, eligible for the same entitlements outlined above in section 4.

## 11. Membership Terms and Conditions

The following terms and conditions apply to the LTSU Benefits Card program. It is the responsibility of members to read the terms and conditions and understand them. If there is any conflict between what is set out in these terms and conditions and anything a member has been told by LTSU staff or its agents, the terms outlined in this document will prevail.

### 11.1 On joining LTSU Member Benefits Card program:

- i. The member accepts and agrees to be bound by these terms and conditions. Members who elect to voluntarily join the LTSU must also adhere to LTSU Constitution, Statutes and Regulations. These can be accessed via the LTSU Office.
- ii. The LTSU will make every endeavour to ensure that information about the membership program is available, complete, accurate and up to date, however it cannot guarantee this and therefore is in no way responsible or liable for any information that is inaccurate, incomplete or out of date.
- iii. The LTSU reserves the right to amend the terms and conditions of its Member Benefits Card program from time to time and it will make every effort to advise members of any

changes, but shall not be liable in any way for any failure to do so.

## 12. Card Use and Provisions

- i. A member must present their membership card when applying for or requesting any benefit associated with the membership program. Failure to do so will mean that the member is ineligible to receive any benefits.
- ii. It is the responsibility of the member to ensure they have their membership card at all times in order to access benefits, products or services associated with the membership program.
- iii. A member is only eligible to apply for and receive one membership card.
- iv. The membership card is not transferable and sharing cards is not allowed. Any member found to be breaching this condition will have their card and/or membership terminated.
- v. Membership cards are valid for use until their expiry date or as otherwise terminated or cancelled in accordance with these terms and conditions. The expiry date is listed on the card.
- vi. The membership card is and remains the property of the LTSU and must be returned upon demand.
- vii. The LTSU reserves the right to cancel any membership card in the event of improper or unauthorized use.
- viii. The member shall be responsible for advising the LTSU of any change of their details including name, address, contact details and student status.

### 12.2 Lost, stolen or damaged cards

- i. The LTSU is not responsible for lost, stolen or damaged membership cards. It is the responsibility of the member to keep the card in a safe and secure place. In the event that a membership card is lost, stolen or damaged, a member must request from the LTSU a replacement card. A replacement fee of \$20 applies if your membership card has been stolen, you must present

a copy of a police report or statutory declaration to verify your claim.

- ii. A member is limited to one replacement card per membership year.
- iii. For replacement cards, visit the LTSU office, Upper Agora West, La Trobe University, Bundoora.

### 13. Refunds

- i. The amount paid for your membership card is non-refundable after purchase. We recommend that you take this into account before purchasing a membership card.
- ii. No refunds will be given on purchased membership cards except for students who withdraw or defer from their studies at La Trobe University up to 31 March of each year. The student must provide proof or documented evidence of their withdrawal or deferment or intermission of studies by the 31 March each year to be eligible for a refund.

### 14. Benefits

- i. The LTSU reserves the right in its absolute discretion to withdraw, cancel, deny access to or in any way change any benefit advertised or offered at any time and the LTSU will not be liable for any direct, indirect, consequential or incidental loss, cost, damage or expense of any nature resulting from such withdrawal, cancellation or change.
- ii. Many of the benefits, products, goods and services offered as part of the LTSU Members Card program are from third parties other than the LTSU. The LTSU shall not be held liable for any loss, damage or expense incurred in relation to benefits, products, goods or services offered by third parties. All members should make their own enquiries regarding terms and conditions that apply to offers from third parties.
- iii. Any questions or dispute arising in respect of any benefits will be

resolved by the LTSU in its sole and absolute discretion.

### 15. Disputes

Any disputes arising out of these terms and conditions shall be governed by the law of Victoria.

### 16. Information and Privacy

- i. The LTSU may use your personal information to keep you informed of activities, promotions, discounts, events or any information associated with the membership program.
- ii. The 2014 Membership program includes a Herald Sun Subscription. Your name, address and email will be provided to the Herald Sun in order for your subscription to be delivered to your home on delivery days and to enable your online content.
- iii. Aside from 6.7 i and 6.7 ii, the LTSU will only use your personal information in accordance with the La Trobe University Privacy Policy. A full copy of the Privacy Policy is available at <http://www.latrobe.edu.au/privacy>

### 6.7 Membership

All members of the University shall be eligible to apply for subscribing membership of the LTSU.

Schedule for fee levels

YEARMEMBERSHIP TYPE	PRICE
2014 LTU student full year	\$40.00
LTU student half year	\$20.00
Non LTU student full year	\$60.00
Non LTU student half year	\$30.00