



NSW Circular Economy  
Innovation Network

[contact@nswcircular.org](mailto:contact@nswcircular.org)

[nswcircular.org](http://nswcircular.org)

## **TERMS AND CONDITIONS of NSW CIRCULAR TASKFORCE MEMBERSHIP**

### **1. Membership Process**

**1.1** Parties wanting to become members of NSW Circular Taskforces must submit a Taskforce Membership form.

**1.2** Membership applications must be approved by NSW Circular CEO.

**1.3** More information may be requested to approve Membership and some applications may be deferred to the Board of Directors.

**1.4** Members must comply with the NSW Circular Code of Conduct.

**1.5** Membership classification need to be approved by the CEO.

**1.6** Approved Members will receive a "Taskforce Badge" as proof of their membership and classification.

### **2. Annual Fees**

**2.1** NSW Circular will collate summary data to report on collaborative progress. All data will be held in accordance with the confidentiality terms set out below, and all published reporting will use aggregated and anonymised data.

**2.2** Members commit to a minimum term of 3 years (initial term) and Membership status is effective upon the acceptance by NSW Circular or any relevant party of the completed and signed Taskforce Membership Form and the receipt of the fee payment when first joining NSW Circular Taskforce/s.

**2.3** Member contribution payments not received more than one month after Due Date may result in

Member benefits being reviewed for suspension by NSW Circular, and membership rights withheld until payment is received or the Member being removed from the distribution and mailing lists.

If the required contribution payment is not received within 5 months of the Due Date, NSW Circular will remove the Member's picture, company name and logo from the NSW Circular website and require the Member to cease use of "Taskforce badge".

### **3. Eligibility**

**3.1** NSW Circular Taskforce membership is open to organisations interested and invested in accelerating a circular economy transition.

**3.2** Members are entitled to receive all membership benefits relevant to their membership category or otherwise determined by the CEO or Board.

### **4. Changes in Membership**

**4.1** Membership classifications will be reviewed by NSW Circular on an annual basis.

### **5. New Member fees**

**5.1** Members are admitted once NSW Circular CEO approves their membership application and adds the member to the Members Register on the website.

**5.2** Membership will not be approved until fees have been paid.

**5.3** Membership fees pay for a 12-month membership and must be paid within 30 days of the invoice.

**5.4** Members may choose to pay by direct debit monthly.

**5.5** If membership fees are not paid in full within 60 days of the agreed membership fee invoice, a new membership application will need to be submitted for review unless exempted by NSW Circular CEO.

**5.6** If monthly Direct Debit payments are not paid on time or within the following 21 days a new membership application will need to be submitted and DD may not be accepted.

**5.7** NSW Circular CEO can from time to time exempt some members from paying fees.

## **6. Existing Member fees**

**6.1** Annual membership renewal fees will be invoiced 30 days prior to their annual expiration.

**6.2** Membership benefits roll over into the next year.

**6.3** If annual memberships are cancelled, a pro-rata fee will be incurred for services up to the date notice is received by NSW Circular.

**6.4** Once payment is overdue – all rights and privileges of membership will cease until such time as fees are paid.

## **7. Cancellation of Memberships**

**7.1** Memberships stop if:

**7.1.1** A member resigns

**7.1.2** A member fails to pay membership fees (90 days after invoice for annual payments or 21 days for monthly DD payments)

**7.1.3** An individual member dies

**7.1.4** A member is unable to pay its debts as and when they are payable

**7.1.5** The Board determines the member no longer satisfies NSW Circular member qualification criteria.

**7.2** Once Membership is cancelled the Member's details will be moved from the online registry.

**7.3** The Board cannot expel a member without:

**7.3.1** Hearing from the member (written or verbal) as to why they should not be expelled

**7.3.2** Providing written notice of their intention 30 days prior to expulsion

**7.3.3** a two-thirds majority in favour of the expulsion

**7.4** Membership can be cancelled if a member:

**7.4.1** breaches the Code of Conduct

**7.4.2** engages in conduct which in the

reasonable opinion of directors is inappropriate or adverse to the interests of NSW Circular, including:

**7.4.2.1** sexual harassment

**7.4.2.2** harassment

**7.4.2.3** discrimination

**7.4.2.4** financial misconduct