

To potential applicant to become a CLC

2012/13

Dear potential applicant

Application for membership of the Federation of CLCs (Victoria) Inc

Thank you for your inquiry about membership of the Federation of Community Legal Centres (Victoria) Inc, the peak body for community legal centres in Victoria.

Membership fees

Members pay an annual membership fee to the Federation plus a contribution to the NACLCL which varies according to the member's funding. The Annual Membership fee for 2012/13 is \$410 (pro rata for members joining part way through the year).

Membership benefits

Membership brings a range of benefits. Supported by Victoria Legal Aid and other bodies, the Federation offers its members a range of services including:

- Representation of the sector's interests to stakeholders;
- Opportunities to network and collaborate to advance social justice;
- Free telephone industrial relations advice through Jobs Australia;
- Employee Assistance Program – free counselling services for community legal centre employees through PPC Worldwide;
- Manager hotline – free management support services through PPC Worldwide;
- Online legal resources from Lexis Nexis provided by the National Association of Community Legal Centres (NACLCL);
- Free or low cost professional development;
- Low cost professional indemnity and other insurance organised by the NACLCL;
- Free website hosting on www.communitylaw.org.au; and
- Online toolkit of resources on www.communitylaw.org.au.

Full and associate membership

Under our Constitution, there are two types of members; full members and associate members.

Full membership is open to bodies that meet that definition of a "community legal centre" in the Constitution and that are located in Victoria. Full members

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Community Legal Centres
(Victoria) Inc
Registration A0013713H
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must comply with the relevant membership obligations in clause 5 of the Constitution.

Associate membership is open to organisations and individuals that agree to comply with the relevant membership obligations in clause 5 of the Constitution. The category of associate members was created for organisations and individuals that are not community legal centres but who want to support and collaborate with the Federation and its member community legal centres. Associate members do not have voting rights.

Application process

The process for applying for membership is set out in clause 7 of the Constitution. Completed applications and supporting documents are tabled for review at the next monthly Management Committee meeting. The Management Committee then recommends the following bi-monthly Members' Meeting whether to accept or reject the application. Applications must be nominated by an existing CLC member and seconded by another existing CLC member.

We recommend that all membership applicants contact the Federation's office before lodging application documents. A copy of the application form is attached.

Please don't hesitate to contact me if you require further information.

Sincerely

Hugh de Kretser
Executive Officer