

## HTAV MEMBERSHIP TERMS AND CONDITIONS

As a member of the History Teachers' Association of Victoria (HTAV), you agree to the following terms and conditions.

Further information regarding the HTAV Constitution and policies of the Association are available on the HTAV website, or on request. Please contact HTAV at [admin@htav.asn.au](mailto:admin@htav.asn.au) should you have any queries regarding the Terms and Conditions or the HTAV Constitution.

### 1. Your Membership Options and Benefits

#### 1.1 HTAV membership categories

HTAV offers a range of membership options.

<b>INDIVIDUAL MEMBERSHIP</b>
Victorian Individual Teacher
Interstate/International Individual Teacher
Graduate Teacher <i>(special rate for 1 year in either 1st, 2nd or 3rd year of teaching)</i>
Retired Teacher/CRT
Pre-Service Teacher
<b>SCHOOL MEMBERSHIP</b>
Victorian Secondary School w <b>more than</b> 700 students
Victorian Secondary School w <b>less than</b> 700 students
Victorian Primary and Secondary School w <b>more than</b> 700 students
Victorian Primary and Secondary School w <b>less than</b> 700 students
Primary School
Interstate/International Secondary School
<b>ORGANISATION MEMBERSHIP</b>
Other Organisation <i>(includes Trade, Tertiary, Government, Cultural Organisation)</i>

All memberships include complimentary digital subscription to the professional reading journal, *Agora*. Print subscription to *Agora* is available for an additional fee.

Information about current membership fees can be found on the HTAV website.

## 1.2 HTAV benefits

As an HTAV member, you will receive access to the following benefits:			
	INDIVIDUAL TEACHER MEMBERSHIP	SCHOOL MEMBERSHIP *	ORGANISATION MEMBERSHIP *
Welcome to attend member-only events	●	●	●
Complimentary digital subscription to the Association's professional reading journal, <i>Agora</i>	●	●	●
Can subscribe to print subscription of the Association's professional reading journal, <i>Agora</i> , for an additional fee	●	●	●
Frequent updates through the Member Bulletin	●	●	●
Access to the Member Centre on the HTAV website which houses the online <i>Agora</i> archive and free member resources for the classroom	●	●	●
Key advice on the curriculum	●	●	●
Reduced rates for HTAV professional learning programs <sup>1</sup>	<i>40-80% off the non-member rate</i>	<i>25-35% off the non-member rate</i>	<i>25-35% off the non-member rate</i>
Free access to the peer mentoring program	●	●	
Discount on HTAV Publications ordered online	<i>10% off the RRP</i>	<i>5% off the RRP</i>	<i>5% off the RRP</i>
Automatic entry into member giveaways and prize draws	●	●	
Access to special offers and events	●		
Additional benefits offered by HTAV Member Partners <sup>2</sup>	●	●	●
Voting rights for Board elections and at the HTAV AGM	●	● <i>Primary contact or nominated representative</i>	● <i>Primary contact or nominated representative</i>
Eligible to stand for election to HTAV's Board	●		
Eligible to nominate someone for, or to be nominated for, HTAV Awards for Excellence in History Teaching	●	●	●
Membership fees are tax deductible when purchased with your personal credit or debit card	●		

\* Benefits are only available to staff who are currently 'linked members' on the account.

<sup>1</sup> Regional members receive an additional discount to HTAV in-person professional learning events. Regional is classified as more than 50km from the Melbourne CBD (using the School or Organisation address, if applicable).

<sup>2</sup> Some Member Partner benefits may be for Individual members only.

### 1.3 Does HTAV offer any discounts on membership?

Whilst we are unable to offer discounts on membership prices, HTAV acknowledges that pre-service and graduate teachers, retired teachers and casual relief teachers require extra support. To better assist them, HTAV has created specific categories with reduced membership fees.

If you are a pre-service teacher, to be eligible for the free membership you must be enrolled in an education degree and show proof that you qualify for the Pre-Service Teacher membership category, such as an active student ID, when requested.

HTAV also acknowledges the time and effort required for regional teachers to attend professional learning opportunities, and so we have further reduced the fees for regional teachers to attend HTAV Professional Learning events. Regional is classified as more than 50km from Melbourne CBD.

### 1.4 How do School and Organisation memberships work?

The primary contact for a School or Organisation membership is responsible for joining and/or renewing the HTAV membership and maintaining the 'linked members' list.

The primary contact must link colleagues to the membership so that they can enjoy the full range of benefits. All colleagues linked to a School or Organisation membership are entitled to HTAV benefits. Only the primary contact can request a change in membership details.

Primary contacts can add colleagues to their membership by logging into the HTAV website using their unique login details and visiting the *Member Centre* followed by *My Profile > My Memberships > Members*. From there they can add, link or unlink members on the list at any time.

Should the primary contact not renew the membership after expiry, all linked colleagues will no longer have access to HTAV benefits.

### 1.5 How do I sign up for HTAV membership?

HTAV accepts online applications for membership via the HTAV website or hard copy applications using the HTAV membership application form (available for download on the HTAV website).

### 1.6 When does membership begin?

Membership commences immediately upon the completion of an online application with access to all member benefits. Membership applications and renewals for the following year open in approximately October. HTAV accepts applications for membership all year round.

Hardcopy applications may experience a short delay in accessing member benefits due to manual processing. We do our very best to ensure your membership is processed as quickly as possible.

### 1.7 When does membership end?

Memberships run for a calendar year, from 1 January (or the date of completed application) to 31 December.

New memberships applied for during the October-December renewal period will commence immediately and will expire on 31 December of the following year.

The date when applications and renewals open will be communicated to members via email, on the HTAV website and on our social media pages.

### 1.8 Can you change your mind?

A member may cancel their membership at any time by providing HTAV with written notice. Cancellation of membership cannot be backdated and comes into effect from the date the notification is received. Membership and subscription fees are non-refundable and non-transferable, and membership categories cannot be changed during the year of membership.

## 1.9 Email Communications

By signing up to HTAV membership, you agree to receive email communications from HTAV about events, publications, news and services from the History and teaching community. Members may unsubscribe from email communications at any time by clicking on the unsubscribe button at the bottom of email communications or contacting HTAV at [membership@htav.asn.au](mailto:membership@htav.asn.au).

*Please note: Members who unsubscribe will no longer receive the Member Bulletin or any other email communication.*

## 2. Frequently asked questions about membership

### 2.1 How can I pay for my HTAV membership?

- Individual membership can be paid for online via your credit/debit card, to ensure it is tax deductible.
- School or Organisation membership can be paid for online via credit/debit card, or by purchase order (if renewing).

Simply log into the HTAV website to access the 'pay by purchase order' option when renewing the membership. Should you have any difficulties accessing the pay by purchase order option, please contact HTAV at [membership@htav.asn.au](mailto:membership@htav.asn.au) or 03 9417 3422.

If you pay by purchase order, membership fees are due 30 days from the date that appears on your invoice. If you have been invoiced and do not fully pay your fees on time, HTAV will suspend your membership until we receive payment. HTAV will make a reasonable effort to contact you regarding any outstanding payments. At HTAV's discretion, and upon payment of any and all outstanding fees, membership may be reinstated.

If you complete a membership form, you will have the option to pay either by invoicing your school or by bank transfer. HTAV will provide the details for the bank transfer shortly after receiving your application.

HTAV will notify you that your membership is due to expire and when renewals are open. If you let your membership expire on 31 December, you and/or your linked colleagues will cease to receive benefits until you renew your membership.

### 2.2 What is a primary contact?

The primary contact of a School or Organisation membership is responsible for signing up for and/or renewing the membership and manages the 'linked members' list to ensure all of their colleagues receive their member benefits. Only the primary contact of a School or Organisation membership may request a change in membership details.

### 2.3 How do I obtain a login?

Primary contacts are responsible for managing the 'linked members' list of a School or Organisation membership. Ask your primary contact to add you to the linked colleagues list and once they have done so, you will receive an email from HTAV with your login details which can then be used to access your member benefits. HTAV encourages you not to share your login with others as multiple people using the same login can cause technical issues with your member profile and it is not good practice regarding personal data privacy and security.

If you have any difficulties with your login or adding colleagues to the list, please don't hesitate to contact the HTAV at [membership@htav.asn.au](mailto:membership@htav.asn.au) or 03 9417 3422.

### 2.4 Do I need my HTAV membership card?

Your HTAV membership card allows you to access your member benefits, including your Member Partner benefits. Simply show your HTAV membership card at Member Partner organisations to receive the offer. Benefits are only available to the person listed on the card or the members linked to the school/organisation listed on the card. More information can be found on the HTAV website.

Some Member Partners may contact HTAV to confirm membership status, so we encourage primary contacts to keep their 'linked members' list current. You cannot lend your card or allow anyone else to use it.

If you lose or damage your card, one replacement card is available at no cost to you per calendar year.

### **3. HTAV Member Code of Conduct**

HTAV believes it is important to be respectful of others. We do not condone inappropriate behaviour, such as verbal or physical intimidation, harassment, or discrimination based on race, sex, age or disability.

#### *3.1 What happens if I break the code?*

The HTAV Constitution allows for the HTAV Board of Directors to cancel your membership if you behave in a way that is inappropriate or contravenes the expectations of the Constitution (see clause 14 of the HTAV Constitution). The HTAV Constitution requires certain steps be met prior to the Board of Directors cancelling a membership.

Should a membership be cancelled, the former member forfeits all rights and claims on the Association.

### **4. Our Privacy Policy**

HTAV acknowledges that providing personal information is an act of trust and is to be taken seriously. During your membership, HTAV will have access to personal information about you, such as your contact details, employment details, bank account and/or credit card details, payment history, event attendance history and/or sensitive information. We promise to only deal with or disclose your information in accordance with our privacy policy.

For more information regarding HTAV's Privacy Policy, please visit the HTAV [website](#).

### **5. Can HTAV change the Terms and Conditions?**

HTAV may sometimes add to, change or remove items from our Terms and Conditions. This includes changing the services we provide, the benefits offered and membership fees. HTAV will give notice of any changes by publishing them in our newsletter and/or placing a notice on our website.

The most up-to-date Terms and Conditions apply.

### **6. Providing Feedback**

We value your feedback as it is important in helping us to provide great service and products. If you have any comments or questions, please contact us via email at [membership@htav.asn.au](mailto:membership@htav.asn.au).

HTAV will also provide the opportunity to contribute feedback via member surveys.

### **Further Queries**

If you have any questions or concerns with respect to the membership policy, please contact us at:

- 03 9417 3422 between 9am and 5pm AEST Monday to Friday
- [admin@htav.asn.au](mailto:admin@htav.asn.au)
- In writing, to:  
History Teachers' Association of Victoria  
Suite 105, 134–136 Cambridge Street  
Collingwood VIC 3066

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*Due for review August 2026*