

MEMBERSHIP AND INSURANCE

1. ArchiTeam Cooperative Ltd (ABN 65 894 162 886) (**ArchiTeam, us, we, our**) may grant individuals ArchiTeam membership, and access to the ArchiTeam Group Insurance facility (brokered by Countrywide Insurance Group Pty Ltd (AFSL 511363) trading as AustBrokers Countrywide). By applying for membership or the ArchiTeam Group Insurance facility, you agree to be bound by these terms, the [General Website Terms of Use](#), and any other applicable terms available at architeam.net.au. Membership of ArchiTeam is based on a period of 12 months. The full annual membership fee must be paid for your membership to be valid.
2. Members agree to comply with and are bound by [The ArchiTeam Rules \(2016\)](#). Members must meet any eligibility requirements outlined in the Rules or set out on our website.
3. **MEMBERSHIP RENEWAL**
Existing Members are contacted each year prior to the expiry date of 31 May, and emailed a secure link to complete an updated membership (and Insurance renewal form if applicable).
4. **LIMITED CIRCUMSTANCES FOR MEMBERSHIP FEE REFUNDS**
To the extent permitted by law, all membership fee payments are non-refundable except in the following limited circumstances:
 - charges overlap whereby a member may have been charged more than one membership fee; or
 - the member has been incorrectly charged due to an error by ArchiTeam or payment facility provider; or
 - we have materially failed to deliver on any advertised member benefits that are within our control.
5. **LAPSED MEMBERSHIP**
If you are a current Member (non-insurance) in May of each year, you will be emailed an invoice to renew by 31 May, unless you tell us otherwise by email. If you cancel or let your membership lapse at any time in the twelve months after 31 May and then re-join, you will be charged the full annual fee.
6. **PAYMENT FAILURES**
Payment failures, including due to incorrect or out-of-date payment details, will result in immediate withdrawal of services and deactivation of membership until the applicable payment is processed successfully.
7. **MEMBER SERVICES & OFFERS**
If your membership is cancelled or lapses, ArchiTeam reserves the right to immediately notify any third party who provides goods or services under the ArchiTeam Member Offers scheme that your membership status has changed. Lapsed or cancelled members cannot continue to take advantage of the benefits offered by these third parties under that program. This also includes being a member of the ArchiTeam Members Only Facebook forum.

INSURANCE

8. Individuals must be a member of ArchiTeam to be able to participate in the ArchiTeam Group Insurance facility as an Insurance Member, through the insurance broker, AustBrokers Countrywide. Further details, policy and terms can be found here: <https://www.architeam.net.au/membership/insurance>
9. The full annual insurance amount is for 12 months from 31 May to the 31 May of each year. If for any reason the applicant joins outside of the due date of 31 May, pro rata payments will be invoiced.

For example, the following insurance pro rata amounts apply if you sign up to be an Insurance Member during the following periods:

ARCHITEAM

- 31 May and 31 August - 100% of the annual insurance fee;]
- 1 September and 30 November - 75% of the annual insurance fee;
- 1 December and 28 February - 50% of the annual insurance fee; and
- 1 March and 1 May -25% of the annual insurance fee (a 15-month membership special can also be offered at this time).

Email admin@architeam.net.au to confirm which pro-rata fee applies at the time you apply for membership and insurance.

10. Once accepted as a Member, under [The ArchiTeam Rules \(2016\)](#), and following completion and acceptance of the Insurance Application Form via the ArchiTeam website, you can then make payment to join the ArchiTeam Group Insurance Policies, Austbrokers Countrywide will notify any Insurance Member if the insurance cover does not apply for the period represented or is, or whether an alternative policy can be arranged.
11. Only current ArchiTeam members can apply to join the ArchiTeam Group Insurance Policies once their application has been approved by the Austbrokers Countrywide.
12. By making an application you agreed you have read and understood the insurance policy wording.
13. **TRANSFER TO RUNOFF INSURANCE**
Members who wish to transfer their registration and insurance from practising to non-practising or 'Run-off Insurance' must apply for run-off insurance. Once approved, they can proceed to updating their details with their applicable Registration Board.

For members to qualify for 'Run-off' cover in the ArchiTeam Group Insurance Policy, they must have participated in the policy for at least one year and satisfy the requirements of the definition of a 'retired member', or a member who has 'ceased trading', or equivalent, in the applicable Architects Registration Board rules . Any member who does not qualify for 'Run-off' cover, is to pay 100% of the expiring premium until they qualify. Refunds are only offered where ArchiTeam has applied the incorrect fee.

Any questions regarding the policies can be directed to Countrywide Insurance Group Pty Ltd trading as Countrywide Insurance Group Pty Ltd (ABN 49 625 733 539 AFSL 511363) T/as AustBrokers Countrywide (please contact Vincent Rizzuto on 1800 245 123).

*ArchiTeam is registered as a co-operative under the *Co-operatives Act 1996* (Vic).

Please note: ArchiTeam Co-operative Limited does not hold an Australian Financial Services License and members should consider obtaining their own financial product advice about insurances from a person who is able to give such advice under an Australian Financial Services License. ArchiTeam does not provide financial advice to members. All insurance products and advice on the ArchiTeam Group Insurance policies are provided by AustBrokers Countrywide.