



# AGILITY DOG ASSOCIATION OF AUSTRALIA LTD

ABN 83 070 415 404

## COMMUNICATION WITH MEMBERS

### **Introduction:**

ADAA offers membership with electronic communication at significantly discounted membership rates to reflect the cost differential in using emails rather than postal services for distribution of notices and information. ADAA will not be responsible for determining an alternate mailing address (email or postal) if the information provided by a member is found to be erroneous or obsolete.

### **Purpose:**

The purpose of this Policy is to clarify in what circumstances ADAA will undertake postal mail out to members who have not subscribed to such a service.

### **Policy Statement:**

Members are responsible for providing ADAA with current contact information. Members that have not subscribed to ADAA's postal mail service are obliged to maintain a means of receiving electronic information. If they choose not to do so, or do not inform the ADAA Secretary of their current contact information, ADAA is not obliged to undertake postal mail out of information or response. Similarly ADAA is not obliged to contact a member subscribed to ADAA's postal mail service by phone if mail is returned.

### **Definitions:**

#### **Responsibilities:**

Member – To provide ADAA with an appropriate contact address (email and/or postal) and to promptly submit a Membership Change Form to ADAA.

ADAA Secretary (or their delegate) – To accurately maintain ADAA's membership database from the information provided by Members.

#### **Procedure:**

All members who provide an email address will be sent general member mail out emails. This includes members whom have subscribed to ADAA's postal mail service. Members may request to be excluded from this service.

Members whom have subscribed to ADAA's postal mail service will be provided with monthly advice of Competition Schedules and any general membership information. All membership advices, dog registration and other information will be advised to these subscribers by postal mail service.

All correspondence, including membership information, will be provided by email to Members whom have not subscribed to ADAA's postal mail service. Applications for membership without a postal mail subscription will not be accepted unless a valid email address is provided at the time of application. Should an email address become invalid, ADAA will not automatically amend communication methodology to postal mail service (unless an appropriate subscription is received). This will not however affect the person's membership status, or eligibility to participate in ADAA events. Upon receipt of any subsequent registrations, transfers and/or titles the person will be advised (by postal mail service or hand delivery) that no future changes to membership/dog registrations will be accepted without a valid email address and/or subscription to ADAA's postal/mail out service.

Members must advise any changes to their postal address, email address and/or any other details to ADAA by promptly completing and submitting a Membership Change Form.

**Stakeholders to be consulted prior to policy change:**

Board of Directors

**Related documents:**

Memorandum and Articles of Association

Membership Change Form

<b>Date</b>	<b>Action (Created/Reviewed)</b>	<b>Created/Reviewed by</b>	<b>Next review due</b>
9 July 2006	Created	Board of Directors	9 September 2006
1 August 2006	Revised	Chairman	9 September 2006
6 December 2009	ABN corrected	Chair	