



1. ABOUT THESE TERMS

These Terms and Conditions of Use (Terms) govern your access to and use of the website located at www.auspsa.org.au (Website) and any related online services, including the member portal, operated by Australian Political Studies Association Limited (APSA).

APSA is a not-for-profit membership organisation incorporated under *Corporations Act 2001* (Cth).

By accessing or using our Website, you agree to be bound by these Terms. If you do not agree, please do not use the Website.

These Terms should be read together with our Website Privacy Policy and Cookie Policy, which are available on our Website.

2. DEFINITIONS

In these Terms:

- **Member** means a person or entity who holds a current membership with APSA.
- **Member Portal** means the password-protected area of the Website accessible to Members.
- **Content** means all text, images, graphics, video, audio, data, documents and other material published on the Website.
- **User** means any person who accesses or uses the Website, whether or not they are a Member.
- **User Content** means any content submitted, posted or uploaded by a User to the Website (e.g. forum posts, profile information, event comments).

3. ELIGIBILITY AND ACCESS

General access: The Website is available to all Users. Certain areas (including the Member Portal) are restricted to current Members only.

Member Portal access: Access to the Member Portal is conditional on holding a current membership with APSA. We reserve the right to suspend or terminate your Member Portal access if your membership lapses, is suspended or is terminated in accordance with our Constitution, bylaws and relevant policies.

Age: By using this Website, you represent that you are at least 18 years of age or that you have the consent of a parent or guardian if you are under 18.

4. MEMBERSHIP

Membership applications: Applications for membership are submitted through the Website and are subject to our Constitution, bylaws, policies and any eligibility criteria applicable to the relevant membership category.

Membership fees: Membership fees are set by APSA and are published on the Website. Fees are payable in advance and are non-refundable except as required by law or as expressly stated in our bylaws and policies.

Membership renewal: It is your responsibility to renew your membership before it lapses. We will endeavour to send renewal reminders, but we are not liable for any loss of access or benefits resulting from a lapsed membership.

Membership obligations: As a Member, you agree to comply with our Constitution, bylaws, code of conduct and any policies published on the Website from time to time.

5. ONLINE PAYMENTS AND DONATIONS

Payment processing: Online payments for membership fees, event registrations and donations are processed by Stripe. By making a payment through our Website, you agree to the terms and conditions of the relevant payment processor.

Security: We do not store your full payment card details. All payment transactions are encrypted and processed in accordance with PCI-DSS standards.

Donations: Donations made through our Website are tax-deductible. APSA is endorsed as a Deductible Gift Recipient (DGR) by the Australian Taxation Office. A receipt will be issued for all donations of \$2 or more. Donations are non-refundable except as required by law.

Refunds: Refund requests for membership fees or event registrations should be directed to info@auspsa.org.au. Refunds are assessed on a case-by-case basis in accordance with our refund policy and applicable Australian Consumer Law obligations.

6. INTELLECTUAL PROPERTY

Our Content: All Content on the Website, including text, images, logos, publications, resources and member materials, is owned by or licensed to APSA and is protected by Australian copyright law. You must not reproduce, distribute, modify or commercially exploit any Content without our prior written consent.

Member use: Current Members may access and use Content made available through the Member Portal for personal, non-commercial purposes related to their membership. This licence does not permit redistribution, resale or use outside the scope of membership.

Your User Content: By submitting User Content to our Website (e.g. forum posts, profile information), you grant APSA a non-exclusive, royalty-free licence to use, display and reproduce that content for the purposes of operating the Website and our membership services. You represent that you own or have the right to submit such content and that it does not infringe any third-party rights.

Organisation name and logo: Our name, logo and any associated marks are the property of APSA. You must not use them without our prior written consent.

7. ACCEPTABLE USE

When using our Website, you must not:

- Provide false or misleading information, including in membership applications
- Impersonate another person or misrepresent your membership status
- Use the Website for any unlawful purpose or in breach of any applicable law
- Post or transmit content that is defamatory, offensive, discriminatory, harassing or in breach of our code of conduct
- Attempt to gain unauthorised access to the Member Portal or any other restricted area
- Interfere with or disrupt the Website or its servers
- Use automated tools (e.g. bots, scrapers) to access or extract data from the Website
- Use the Website or Member Portal to solicit or promote commercial services to other Members without our prior written consent.

We reserve the right to remove any User Content and suspend or terminate your access to the Website if you breach these Terms or our code of conduct.

8. MEMBER PORTAL

Account security: You are responsible for maintaining the confidentiality of your Member Portal login credentials. You must notify us immediately at info@auspsa.org.au if you suspect any unauthorised access to your account.

Accuracy of information: You are responsible for ensuring that your member profile and contact details are accurate and up to date.

Shared access: Member Portal accounts are personal and must not be shared with or transferred to any other person.

9. EVENTS AND ONLINE ACCESS

Event registration: Registration for events, webinars, and other activities through the Website is subject to any specific terms published for that event, including cancellation and refund policies.

Conduct: Participants in online events or forums hosted through the Website must comply with our code of conduct. We reserve the right to remove participants who engage in inappropriate behaviour.

Recording: Some events may be recorded and made available to Members through the Member Portal. By participating in an event, you consent to being recorded unless you notify us otherwise prior to the event.

10. THIRD PARTY LINKS AND SERVICES

Our Website may contain links to third-party websites or integrate with third-party platforms (e.g. event registration, payment processing, social media). We are not responsible for the content, privacy practices, or terms of those third-party services. Links do not constitute endorsement by APSA.

11. DISCLAIMERS

General information only: Content published on our Website is provided for general information purposes only. It does not constitute professional, legal, financial, or other advice. You should seek independent professional advice before acting on any information published on our Website.

Member resources: Resources and publications made available through the Member Portal are provided for the benefit of Members and reflect the views of APSA or contributing authors. They do not constitute professional advice.

Availability: We do not warrant that the Website will be available at all times or free from errors or interruptions. We may suspend or discontinue the Website or any part of it at any time without notice.

12. LIMITATION OF LIABILITY

To the maximum extent permitted by law:

- We exclude all liability for any loss or damage (including indirect, consequential or special loss) arising from your use of, or inability to use, the Website or Member Portal
- We are not liable for any loss or damage arising from reliance on Content published on the Website
- Our total liability to you for any claim arising from these Terms or your use of the Website is limited to the amount of membership fees paid by you in the 12 months preceding the claim.

Nothing in these Terms excludes, restricts, or modifies any rights you may have under the *Australian Consumer Law* (Schedule 2 of the *Competition and Consumer Act 2010* (Cth)) that cannot be excluded.

13. PRIVACY

We collect and handle personal information in accordance with our Website Privacy Policy, which is available at on the Website. By using our Website, you consent to the collection and use of your personal information as described in that policy.

14. GOVERNING LAW

These Terms are governed by the laws of the state of Victoria. You submit to the non-exclusive jurisdiction of the courts of the state of Victoria and the Federal Court of Australia.

15. CHANGES TO THESE TERMS

We may update these Terms from time to time. The updated Terms will be published on our Website with a revised "Last updated" date. Your continued use of the Website after any changes constitutes your acceptance of the updated Terms. For significant changes, we will notify members via email or through the member portal.

16. CONTACT US

For any questions about these Terms, please contact APSA:

- Email to info@auspa.org.au
- Phone on (03) 8560 7035
- Post to Ground Floor, 470 St Kilda Rd MELBOURNE VIC 3004.

Version	Amendments	Approved By	Date	Next Review
2026.1	Initial document	APSA Board	26Mar26	Mar28