



AUSTRALIAN COUNCIL FOR INTERNATIONAL DEVELOPMENT (ACFID)  
**CODE OF CONDUCT SIGNATORY  
AND  
MEMBERSHIP  
Application Form**



### Application Type

Membership Type	Tick
ACFID Code of Conduct Signatory only	
ACFID Membership (Ticking this option means your application will be assessed for Code Signatory Status and ACFID Membership):	
ACFID Membership (For an existing Code Signatory):	

### Organisation's Contact Information

Legal Name of Organisation			
Trading Name of Organisation (if applicable)			
ABN, ACN or ARBN			
Registered Office			
Postal Address			
	Postcode		
Phone	Fax		
E-mail			
Website			
Street Address			
	Postcode		

### CEO Contact Information

Name	
Job Title	
Phone	
Fax	
E-mail	

## Contact Person Information

Name	
Job Title	
Phone	
Fax	
E-mail	

## Essential Requirements

All applicants must meet the following general requirements.

**Note:** Assessment guidance information is attached to the back of this form.

General Requirements (please tick)	Tick
Be Australian (i.e. be incorporated in Australia)	
Be a voluntary organisation	
Be a not for profit organisation; and	
Undertakes activities in the international aid and development sector and/or related services in Australia. This may include community projects, humanitarian relief, community education and public policy campaigns.	

Type of entity (please tick)	Tick
Incorporated association	State of Incorporation
Trust	
Name of Trust and Trustees	
Company limited by guarantee	
Other (please specify)	

Current Office Bearers (must indicate president/chair and treasurer)	
President/Chair	
Vice-President/Chair	
Treasurer	
Secretary/Company Secretary (where applicable)	
Public Officer (where applicable)	

## Other Essential Requirements

Applicants **must** attach/enclose the following documents with their application. The application assessment cannot be completed without them.

Essential Documentation (please tick)	Tick
Governing Instrument (Constitution or Memorandum and Articles of Association)	
Annual Report	
Most recent Audited financial statements (including signed auditors report)	
Child Protection Policy	
Gender Equity Policy (See Clause 6.4 of the Code and Guidance Document)	
Completed Self Assessment Checklist	
Completed Self Assessment Action Plan	

Applicant's constitution or governing instrument **must** at a minimum include:

Essential Governance Requirements (please tick) Please tick and indicate the governing instrument reference	Governing Instrument Reference (relevant clause)	Tick
The frequency of governing body meetings. Must clearly state that the governing body meets <b>at least twice per year</b> .		
The organisation's basic goals and purposes.		
The governance structure (must be clear, and incorporate the key <i>functions</i> to govern the organisation):		
The powers and responsibilities of the governing body		
Election or appointment process for governing body		
Termination process for governing body members		
Business of Annual General Meetings		
The size of a quorum		
Number of Governing Body Members		
In what state/territory the organisation is registered		

Financial Year End		
Please circle the appropriate date or specify the alternative financial year end.		
30 June	31 December	Other (please specify):

**Additional Information**

**Reasons for application**  
Please outline why the organisation wants to become a Code of Conduct Signatory

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**Aim and purpose of organisation**

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**Brief history of organisation**  
Including the year in which your organisation was established.

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**Country or regional focus of program activities**

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**Nature of aid and development program activities**

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**Funding sources**

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**Membership/Supporter Information**

Please describe the membership and supporter structures of the organisation.

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**Code of Conduct Information**

<b>Has your organisation including staff and the governing body (please tick)</b>	<b>Tick</b>
Read the ACFID Code of Conduct?	
Reviewed the Codes standards and their implications for your organisation?	

**ACFID Code of Conduct Signatory and/or ACFID Membership Fees are payable annually on invoice.**

**Commitment to the ACFID Code of Conduct**

<b>Name of Organisation</b>	
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On Behalf of the governing body, we confirm our organisation agrees to adhere to the ACFID Code of Conduct.

<b>Signed</b>			
	(Chair or President of the governing body)		
<b>Name Please print</b>		<b>Position</b>	
<b>Date</b>			

<b>Signed</b>			
	(Executive Officer or other governing body member)		
<b>Name Please print</b>		<b>Position</b>	
<b>Date</b>			

<b>Date of meeting of the governing body that formally resolved to adhere to the ACFID Code of Conduct:</b>	
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## General Requirements – Assessment Guidance

Requirement	Assessment guidance
1 be Australian (is incorporated in Australia):	<p>To meet this requirement an organisation must at a minimum have:</p> <ul style="list-style-type: none"> <li>• An Australian incorporation certificate or constitutional clause stating details of incorporation</li> </ul>
2 be a voluntary organisation:	<p>The Guidance Document defines a voluntary organisation as:</p> <ul style="list-style-type: none"> <li>• <i>formed by a group of interested people for a common purpose</i></li> <li>• <i>serve a public benefit</i></li> <li>• <i>rely on volunteers (at least for governance)</i></li> <li>• <i>rely on some financial and in-kind support from the community</i></li> <li>• <i>have limited direct influence by governments other than in relation to legislative and tax requirements.</i></li> </ul> <p>To meet this requirement an organisation must at a minimum have:</p> <ul style="list-style-type: none"> <li>• A constitutional statement regarding the voluntary nature of its board – eg no payments apart from reimbursements</li> <li>• Constitutional objectives that serve a public benefit</li> </ul>
3 be a not for profit organisation:	<p>The Guidance Document defines a voluntary organisation as:</p> <ul style="list-style-type: none"> <li>• <i>An organisation is not-for-profit if it is not carried on for the profit or gain of its individual members. Organisations will be not-for-profit where their governing instrument prevents them from distributing profits or assets for the benefit of particular persons, both while they are operating and on winding up. Profits or assets shall be applied solely in furtherance of the organisation's objects.</i></li> </ul> <p>To meet this requirement an organisation must at a minimum have:</p> <ul style="list-style-type: none"> <li>• A constitutional winding up statement that meets tax office standards eg</li> </ul> <p><b>Non-profit clause</b> 'The assets and income of the organisation shall be applied solely in furtherance of its objects and no portion shall be distributed directly or indirectly to benefit an individual or the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.'</p> <p><b>Dissolution clause</b> 'In the event of the organisation being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.'</p>
4 conduct activities in the fields of co-operation in international relief and development, development assistance, development education and/or related services in Australia that are consistent with and supportive of the objectives and purposes of ACFID:	<p>To meet this requirement an organisation must at a minimum have:</p> <ul style="list-style-type: none"> <li>• Purposes/objectives listed in its constitution, which outline the nature of the international development activities it's involved in. These must be supportive of the objectives and purposes of ACFID.</li> </ul>