

## **Guidelines for Proposers and Seconders for Applications for ACAA Membership.**

1. These Guidelines set down the Obligations which members have when they act as the Proposer or the Seconder for an applicant for membership of the Association.
2. Applicants applying for Accredited Membership of the Association shall have the Application Form signed by a Proposer and a Seconder.
3. To propose or second an applicant for accredited membership of the Association requires that the Proposer and the Seconder shall be a financial, accredited member of the Association.
4. To propose or second an applicant for accredited membership of the Association requires the Proposer and Seconder to know the applicant in a professional capacity. This includes knowledge of their expertise and experience in the field of access for people with disabilities.
5. The specific knowledge that a Proposer or Seconder has of the applicant must relate to the recognised ACAA practice categories.
6. Members who act as a Proposer or Seconder must be willing to act as a referee and to discuss a membership application with the ACAA Membership Committee in order to validate information and knowledge they have regarding the applicant's professional expertise in the field of access for people with disabilities.
7. Applicants for Associate or Affiliate Membership working in rural and remote areas may appeal to the Management Committee to have a Proposer and a Seconder appointed. Rural and remote areas are defined for the purposes of these Guidelines as being located more than 200 km from the GPO of a capital city.
8. Applicants applying for Associate Membership of the Association may apply to the Management Committee to have a Proposer and a Seconder appointed.
9. Students applying for membership of the Association may apply to the Management Committee to have a Proposer and a Seconder appointed. Students would be granted Associate Membership.
10. Access Consultants practising entirely overseas applying for membership of the Association may apply to the Management Committee to have a Proposer and a Seconder appointed. Overseas practitioners would be granted Associate Membership.
11. Applicants applying for Affiliate Membership of the Association may apply to the Management Committee to have a Proposer and a Seconder appointed.
12. Organisations applying for membership of the Association as an Affiliate Organisation may apply to the Management Committee to have a Proposer and a Seconder appointed.
13. Proposers and Seconders appointed by the Management Committee are not required to have a prior knowledge of the applicant.