

Affiliation Agreement

This Agreement is made between the Australian Institute of Interpreters and Translators Inc., ARBN 142 530 158, henceforth referred to as 'AUSIT'; and

Institution **[name of Affiliate institution]**

Address **[of Affiliate institution]**

ABN **[of Affiliate institution]**

[name of Affiliate representative]
henceforth referred to as the 'Affiliate' and represented in this Agreement by: **[name of Affiliate representative]**
for the purpose of establishing an ongoing affiliation between AUSIT and the Affiliate (henceforth referred to as the 'affiliation').

Definitions

1. AUSIT is the Australian national peak body for professional interpreters and translators of all languages. It represents the interests of the profession and promotes the highest professional and ethical standards for its members. Its Code of Ethics is the standard for NAATI certified practitioners, and it has been adopted by other professional associations around the world. AUSIT offers a range of professional development courses and works in close collaboration with other organisations. More information can be found on its website: www.ausit.org
2. The Affiliate is a tertiary educational institution which offers (tick whichever is relevant):
 - NAATI endorsed translation and interpreting (T&I) courses / programs.
 - translation and interpreting (T&I) courses / programs that are being assessed for NAATI endorsement.

Purpose

3. The principal purpose of the affiliation between AUSIT and the Affiliate is to forge closer links between the education sector and the profession, thus ensuring that education remains relevant and that professionals continue to advance their knowledge and skills.

Term

4. This Agreement is valid for one year (the 'affiliation period') from the date of signature and either party may terminate the affiliation by giving 30 days' notice to the other party.

Affiliation fee

5. The following shall apply in relation to annual affiliation fees:
 - 5.1 The Affiliate agrees to pay an annual affiliation fee of A\$595.00 including GST at the beginning of each annual affiliation period.
 - 5.2 This fee is not refundable except if AUSIT unilaterally terminates the Agreement during the course of the affiliation period. The fee shall not be refundable if the Affiliate terminates the Agreement because of AUSIT's alleged non-compliance with the terms of this Agreement and the affiliate does not grant AUSIT reasonable time to rectify the alleged non-compliance.
 - 5.3 AUSIT shall send an invoice for the affiliation fees to the Affiliate who shall either pay the fees on its usual trading cycle or terminate the Agreement before the due date.
 - 5.4 AUSIT reserves the right to adjust the annual affiliation fee stated in clause 5.1.

Conduct of the affiliate during the period of affiliation

6. The affiliate undertakes to disseminate information about AUSIT and its activities to the affiliate's students and teaching staff, in particular:
 - 6.1 participation in the translation competition;
 - 6.2 participation in the mentoring program for eligible students (see Mentoring Program guidelines);
 - 6.3 participation in any other programs developed by AUSIT.
7. The affiliate undertakes to encourage its teaching staff and students to become members of AUSIT in their own right.
8. The affiliate undertakes to appoint one or more representatives to actively participate in committees where AUSIT deems appropriate the input of the Educational Affiliates.
9. The affiliate undertakes to use its best endeavours to provide their facilities at cost value, and preferably free of charge, for the purpose of hosting AUSIT's National Conference and/or PD activities.

Conduct of AUSIT during the period of affiliation

10. AUSIT undertakes to do the following during the period of affiliation:
 - 10.1 To place the Affiliate's logo on the AUSIT website under 'Educational Affiliates'. For this purpose, the Affiliate shall provide its logo to AUSIT, meeting all the design criteria indicated by AUSIT for this purpose. AUSIT undertakes not to use the affiliate's logo for any other purposes unless authorised by the Affiliate. In addition, the Affiliate may lay out restrictions regarding the use of the affiliate's logo in clause 17 of this agreement.
 - 10.2 To provide the Affiliate a free advertisement space in AUSIT's publication *In Touch* (one third-page) for a chosen course/program of the Affiliate. In the event that, due to changes to

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the format of *In Touch*, it is not possible to provide a one-third of the page, AUSIT undertakes to provide equivalent online advertising exposure to the Affiliate.

- 10.3 To provide the Affiliate the opportunity to advertise its courses / programs / events through AUSIT's eFlashes to AUSIT members from the state in which the courses / programs / events are offered, provided that such communication facility is offered by AUSIT during the affiliation period. There is no limitation to the number of eFlashes sent on behalf of the Affiliate during the affiliation period.
- 10.4 To provide one free registration to the AUSIT national conference or to the applicable state or territory mini-conference for a member of the Affiliate's staff who is also a paid member of AUSIT, provided that such an event is held by AUSIT during the affiliation period.
- 10.5 To consider a maximum of four free nominations by the Affiliate per year for the AUSIT Student Excellence Awards, provided that such awards are offered by AUSIT during the affiliation period.
- 10.6 To make available to the Affiliate a guest visit of one AUSIT local branch / National Council representative to speak to students per semester, upon the Affiliate's request.
- 10.7 To provide, at AUSIT's discretion, additional services to the above; however, AUSIT shall have the right to alter or withdraw such additional services without compensation of any kind by giving reasonable notice.

Other

11. The Affiliate may indicate that it is an "AUSIT Affiliate", but it must not indicate, or otherwise create the impression, that the Affiliate is a "member" of AUSIT.
12. This affiliation is non-exclusive, and both AUSIT and the Affiliate are free to enter into other affiliations or agreements with any other institution.
13. This agreement comes into force on the date of signature by the authorised representatives of AUSIT and the Affiliate. The affiliation shall be terminated if AUSIT does not receive payment of the affiliation fee within 30 days of signature.
14. Both AUSIT and the Affiliate must take all reasonable steps to safeguard information belonging to the other party, and shall not misuse any confidential information disclosed by a party. Each party is bound to observe relevant Commonwealth, State or Territory privacy legislation.
15. If the Affiliate terminates this Agreement alleging AUSIT's substantial non-compliance with the terms of this Agreement, it must provide reasonable notice for AUSIT to rectify such alleged non-compliance. Any contractual damages which the Affiliate may seek from AUSIT shall be limited to the annual affiliation fee paid for that year.
16. The signatory of the Affiliate shall become the official contact person for the purpose of administering this agreement unless other contact persons are designated by the Affiliate below:

Name: [of Affiliate representative]

Email: [of Affiliate representative]

17. The Affiliate wishes to record the following restrictions regarding the use of its logo, if any:

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18. AUSIT and the Affiliate shall accept each other's electronic signatures in this document.

[signature of Affiliate representative]

Signed on behalf of the Affiliate

[name of representative + date of signing]

[signature of AUSIT representative]

Signed on behalf of AUSIT

[name of AUSIT representative + date of signing]