

Membership Regulations inclusivevents

Non-profit Association for the Promotion of Inclusion in Event Organization
based in Winterthur

These Membership Regulations specify and supplement the statutory rights and obligations of Association members and the benefits provided by the Association to its members. The membership regulations are drawn up, continuously reviewed and issued by the Executive Board.

The purpose of the association is to advise and support event organizers and potential event employees to promote inclusion in the implementation of events, as well as to raise awareness among the public (see also statutes). The association does not pursue any commercial purposes and does not seek to make a profit. The bodies work on a voluntary basis.

The following interest groups are addressed in detail:

- Organizers. They take their own corporate social responsibility into account and also gain positive experience with inclusion in a clearly defined environment.
- Event employees. They can build "confidence in contact" and experience the strengths of an inclusive team.
- Event employees from inclusivevents. They can make their contribution to the success of an event as an equal part of inclusive teams, receive emotional confirmation and gain their first or new professional experience.
- Event participants. They encounter inclusive teams everywhere at the event and experience inclusion as a matter of course.
- The public. It learns about inclusive events, commitment and opportunities through reporting and electronic communication.

To this end, the association supports in particular

- the evaluation of events regarding suitable work opportunities
- planning and coaching inclusive teams
- the training of potential event employees
- the supervision and support of event assignments
- the exchange of experiences between event organizers and event staff at inclusivevents
- Communication & public relations, which aims to raise awareness and visibility for the concerns of people with impairments and disabilities, not least an equal and self-determined life.
- Cooperation with and among social and professional associations of a similar orientation at home and abroad.

Membership

Natural and legal persons as well as partnerships that support the purpose of the association can become members of the association. Further details can be found in the Articles of Association.

Since the promotion of inclusion in the event environment and within the organizer's/third-party provider's organization is a transformation project that goes hand in hand with a comprehensive "change of mindset", long-term membership is recommended. The positive effects and credibility of the commitment are thus sustainably underlined. A minimum membership period of 3 years is aimed for.

Membership fees and structure

Membership fees

Membership fees are due in the year of joining upon joining. In the following years by March 31.

Membership structure

Active members (organizers)

Active members with voting rights can be natural and legal persons as well as partnerships who support the purpose of the association, use the facilities and offers of the association and undertake to organize several "inclusive events" in cooperation with the association and its event staff.

The application for membership is made with the request to book one or more events. The Board of Directors makes the final decision on admission. Once the "membership documents" (welcome letter, articles of association, membership regulations, logo and, if applicable, membership invoice) have been sent, membership is deemed to have been accepted and becomes legally binding.

Triple:

- Advice and support for up to three event projects per year with a total duration of 1-3 days and a maximum of 5 event employees from inclusivevents.
- Exchange of expertise within the inclusivevents community and at the annual association meeting.
- Invitation to events organized by inclusivevents.
- Use of the "inclusive event" label (for events realized with inclusivevents).
- Logo presence & links on the webpage of inclusivevents (vice versa).
- Membership fee: CHF 10'000,--/p.a.

Double:

- Consulting Support for up to two event projects per year with a total duration of 1-3 days and a maximum of 5 event employees from inclusivevents.
- Exchange of expertise within the inclusivevents community and at the annual association meeting.
- Invitation to events organized by inclusivevents.
- Use of the "inclusive event" label (for events realized with inclusivevents).
- Logo presence & links on the webpage of inclusivevents (vice versa).
- Membership fee: CHF 7.500,--/p.a.

Single:

- Consulting Support for one event project per year with a total duration of 1-3 days and a maximum of 5 event employees from inclusivevents.
- Exchange of expertise within the inclusivevents community and at the annual association meeting.
- Invitation to events organized by inclusivevents.
- Use of the label "inclusive event" (for the event realized with inclusivevents).
- Logo presence & links on the webpage of inclusivevents (vice versa).
- Membership fee: CHF 4.000,--/p.a.

The membership fees are used for the following tasks

- The activities of inclusivevents to accompany specific event projects:
Comprehensive advice, briefing & training of potential employees, support and preparation of assignment confirmations for the CV. Coordination with event organizers (on areas/scope of work), including site inspections, feedback to event organizers to optimize the event for the guests and the use of people with disabilities. Accompaniment of the entire event by inclusivevents through a supervisor from inclusivevents.
- Supporting the general work of the association, e.g. PR and communication, general promotion of inclusion by supporting similar causes, raising public awareness and others.
- Coaching, training and support for our employees and other people with disabilities.

Supplementary specifications

- More than 5 employees can also be deployed at an event. It has been shown that two supervisors are required by inclusivevents. As before, 1 supervisor is covered by the membership. The second supervisor will be billed at CHF 300 per day.
- If different business units from a company take out memberships on different occasions, these can also be converted into double or triple memberships.
- If more than three events per year are planned, the triple membership will be due and an administrative fee to be agreed separately for the additional events, depending on their complexity and the expected organizational effort.
- If events only take place alternately every 2 years, if this is known when the membership is taken out and - after a thorough check - no other suitable event takes place in the interim years, a 25% reduction in membership for the event-free year can be agreed directly on joining.
- In the event of cancellation of the event or assignment at short notice (20 working days or less), inclusivevents employees must be paid 50% of the fee owed; the claim to the organization of an event is settled.

Variable, event-specific costs are expressly not covered by the membership fees

- Arrival and departure
- Suitable overnight accommodation if necessary
- Payment of employees of inclusivevents at a standard market hourly wage (incl. insurance) and the same wage as other employees in the same function at the event.
- Caregivers / personal assistants who are indispensable as companions due to the disability do not receive an hourly wage from the event organizers, but travel to and from the event and accommodation are provided / remunerated.
- Catering on site
- The financial processing of the personnel placement (wage payment) is usually carried out via Promotion Tools. Their pro rata costs are charged to the event organizer directly with the payroll. The General Terms and Conditions of Promotion Tools also apply here, <https://www.promotion-tools.ch/agb>.
- Other, event-specific costs, e.g. unusual clothing requests etc.

These expenses are additional and will be invoiced separately according to receipts and offered in advance.

Honorary members

Natural persons who have made a special contribution to the Association may be awarded honorary membership with voting rights by the General Assembly at the proposal of the Board of Directors. Proposed by the Board of Directors, confirmed at the General Assembly. All founding members and current board members should have the opportunity to become honorary members.

- Honorary members do not pay a membership fee.
- Honorary members actively represent the concerns and reputation of inclusivevents in their network and in public, both online and offline.
- Honorary membership exists for life, until resignation or until expulsion by majority vote of the voting members at the General Assembly.

Passive members

Passive members without voting rights are natural and legal persons as well as partnerships who support the association ideally, with their know-how and manpower or financially.

Event employees ("Heros")

Event employees of inclusivevents are members of the association free of charge for the period in which they are interested in working at inclusive events and participating in further and advanced training courses organized by inclusivevents.

- You will be invited to the Annual General Meeting and receive the annual report
- They will receive photos of the events in which they have participated, provided they have been approved by the organizer
- They may / should report on their social media accounts and in their environment about their assignments and link to inclusivevents.
- As an event employee, you will receive all requests for currently planned events. A request is not a confirmation of the assignment. This is usually sent in writing on behalf of the organizer approx. 4 weeks before the event. As events are often planned at short notice, written confirmation may be sent less than 30 days before the event.
- The event employees undertake to comply with the organizer's rules and the specifications of inclusivevents. In individual cases, these may include special rules on arrival, appearance on site or confidentiality. They can be found in the booking or as an appendix to the booking in the organizer's employee briefings.
- In the event of illness or short-term absence of employees less than 20 working days before the event or after confirmation, inclusivevents will be informed immediately in writing. In the event of absence due to illness less than 10 working days before the event, a doctor's certificate is preferred.

Supporting members

Supporting members without voting rights are natural and legal persons as well as partnerships who support the association financially.

- Natural persons support with at least CHF 100 p.a.
- Legal entities support with at least CHF 500 p.a.

In return, sponsoring members receive

- The annual report and invitation to the annual general meeting
- Invitation to events organized by inclusivevents
- To use the partner icon
- Logo presence & links on the webpage of inclusivevents (vice versa)

Without membership

Non-profit organizations can also book inclusive events without membership if they represent the same interests and support inclusive events in terms of ideas and awareness. This is at special conditions.

Non-profit organizations:

- Consulting Support for one event project per year with a total duration of 1-2 days and a maximum of 4 event employees from inclusivevents.
- Exchange of expertise within the inclusivevents community
- Use of the label "inclusive event" (for the event realized with inclusivevents).
- Logo presence & links on the webpage of inclusivevents (vice versa).
- Organization fee: CHF 600 - 2'000,-- per event, depending on effort and possibilities, and by prior arrangement.

Notifications

The association prefers to use electronic communication (e-mails) for all notifications and invoicing.

Winterthur, June 17, 2024

The Executive Board