



## Being a Ross House Tenant

Thank you for your interest in becoming a Tenant and supporting Ross House. Ross House is the only self-managed and community owned not-for-profit building in Melbourne, Australia and has been an important part of the social justice and environment community in Melbourne since 1987.

Ross House generates a strong community alliance within its membership. Whilst all groups retain their autonomy, each individual organisation is like a brick upon which a solid shared community resource is built. Together, we are working towards a more understanding and equitable society for all.

## Benefits of Tenancy

**Some of the benefits of tenancy at Ross House are:**

- Fully accessible building for all types of abilities
- Central location with trams and trains on the doorstep
- Secure bike facilities in the basement
- Shared information and resources
- Sustainable work practices supported in an increasingly sustainable building.
- Access to meeting rooms at very low hourly rates
- Work in an inclusive and supportive atmosphere every day

## Benefits of Membership

**To become a tenant, you must first become a member organisation. As a member organisation you can enjoy the following benefits:**

The right to participate in the decision-making process of the Ross House Association and to vote at the Annual General Meeting and any special general meetings [not available to Associate Members].

- Association with a network of active community and self-help groups.
- Access to meeting rooms and equipment hire at reduced rates. Rates can be found on our website at [rosshouse.org.au/facilities/pricing](http://rosshouse.org.au/facilities/pricing).
- Access to the resource area in the Ross House foyer (Including Printer, binder, laminator, and shredder)
- Opportunity to submit articles to the bimonthly Ross House *In The House* e-Newsletter.
- Opportunity to promote your organisation and upcoming events in the weekly Ross House e-bulletin.
- Promotion of upcoming events on the Ross House social media pages (Facebook and Instagram).
- Bio on the Ross House website.
- Access to free and discounted *in house* workshops.
- Opportunity to display materials in our display window on Flinders Lane.

## Becoming a Ross House Member

To become a Ross House Tenant, you must first become a member.

### Membership Criteria

Membership to Ross House Association is available to small not-for-profit organisations and charities that fall within one (or more) of the following categories: Self Help, Social Justice, Umbrella Group and/or Environmental Sustainability. The Membership criteria at Ross House is shown in the table below. If your organisation does not meet this criteria, please get in touch as you may be eligible to become an *associate member*.

Members need to:	Members must not be:
Be a not-for-profit with a value aligned, charitable purpose (self-help, social justice, environmental sustainability).	A social club (unless it qualifies as a self-help group).
Have more than 5 members.	An individual, a political party or a government entity.
Less than \$3 million in total assets.	A sporting and recreational organisation – unless its main purpose is charitable.
Have a constitution that contains relevant clauses. <i>(The organisations name, A charitable purpose, A not-for-profit clause, A dissolution clause, Who can be a Member, Structure of Committee, Voting Procedures and AGM rules, Financial matters)</i>	A professional or trade group– unless its main purpose is charitable.

Charging a mandatory membership fee for service.

## Applying for Membership

Along with your membership application you will also need to supply:

- Brief bios for all Committee / Board Members
- Certificate of Incorporation if applicable (or a letter stating that you have applied for incorporation)
- Constitution (or other relevant governing documents)
- Current Financial Report
- Annual Report
- Strategic Plan

As a Member of RHA you must:

- Be able to provide the most recent audited Financial Report if requested.
- Agree to provide an annual letter to the RHA Committee demonstrating the role the organisation has played in contributing to communication networks, links and building a strong Ross House community.

**Applications are considered monthly by the Membership & Tenancy Subcommittee and need to be approved by the Ross House Association Committee of Management, that meet on the last Thursday of each month.**

## Costs

**Membership:** The annual membership fee is currently \$95 +GST per annum.

**Tenancy:** Rent at Ross House is subsidised at different rates depending on the annual income of your organisation as classified by the ACNC.

- Small charities are those with annual revenue under \$500,000.
- Medium charities are those with annual revenue of \$500,000 or more, but under \$3 million.
- Large charities are those with annual revenue of \$3 million or more.

Rent Scale Summary 22-23 Per Annum	
Scale Small	\$360.00 plus GST
Scale Medium	\$395.00 plus GST
Scale Large	\$420.00 plus GST
Associate Member	\$530.00 plus GST

Associate Members are organisations that don't meet all the requirements of Membership, however, may still be working towards the goals of Ross House Association, such as social enterprise.

Rental Lease agreements can be offered for 12-months or over a number of years with fixed annual increases. The leases are gross leases and include cleaning, air-conditioning, electricity etc. Rent is paid in advance on a monthly basis. A mandatory monthly building internet charges of \$25 does however apply to each tenant. The service is a unlimited 1000Mbps upload and download.

**Tenancy space is subject to availability and there is a wait list if no suitable space is currently available for your organisation.**

## What next?

If you believe your organisation fits the criteria and are interested in becoming a Ross House Tenant, contact us to book a tour!

If you have any questions, please contact us at [membership@rosshouse.org.au](mailto:membership@rosshouse.org.au) or 9650 1599.