



Membership Fee Relief and Continuity Policy

Status	Draft	Next review date	May 2023
Adopted	Executive 19 June 2020	Version	

1. PURPOSE

- 1.1 This policy confirms the long-standing practice that the Secretary is authorised by the Executive to waive fees payable by a member.
- 1.2 The policy provides a guide to the criteria to be applied when assessing applications for the reduction or waiver of fees to ensure consistency. Further it provides a process for claims and record keeping.
- 1.3 The policy also describes the circumstances whereby continuity of membership can be granted, and fees owed “forgiven”.
- 1.4 It is noted that the Executive may also waive fees for an individual member or group of members as the Executive considers appropriate.

2. CRITERIA

- 2.1 The Secretary may waive or reduce the applicable membership fee for a period of up to two years where satisfied that the member has experienced or is experiencing hardship as described below.
- 2.2 A member may apply for fee relief if they are experiencing financial or domestic hardship, suffering long term illness or incapacity or is a casualty of natural disaster.
- 2.3 To be eligible a member must have been a financial member in good standing for a period of one year prior to application (although this requirement may be waived by the Secretary in exceptional cases).
- 2.4 A member will only be eligible for fee relief once in any period of five years.

3. APPLICATION

- 3.1 A member may apply for fee relief in writing to the Secretary or a recommendation may be made to the Secretary by a Union Officer or a Membership Coordinator.
- 3.2 The Secretary will, wherever possible, make a determination within seven days and advise the member.
- 3.3 A member who is refused fee relief by the Secretary may appeal the decision to the Executive by setting out their case in writing.
- 3.4 Any such appeal must be made within 30 days of the application being refused and will be considered at the next scheduled meeting of the Executive whose decision will be final.
- 3.5 Where fee relief has been granted the details will be noted on the membership record by the membership Co-Ordinator.

4. CONTINUITY

- 4.1 A member who has unintentionally become unfinancial may request continuity of membership without payment of outstanding fees for a period not greater than a quarter of a year.
- 4.2 The Secretary or the nominee of the Secretary will approve such application where payments have ceased due to change of employer, credit card has expired or been cancelled or where other circumstances beyond a member's control have led to the member becoming unfinancial.
- 4.3 To be eligible a member must have been a financial member in good standing for a period of at least two years.
- 4.4 A member is eligible for continuity under this policy once only.
- 4.5 Where continuity is granted, a record will be kept in the member record by the Membership Coordinator.

Signed: 

Dated: 22/6/2020