

BUSINESS RULE

Membership Application Fee and Annual Membership Subscription



STATEMENT

A person is only eligible for appointment as Director of the Company if the person is an ordinary member.

Due process will be applied to ensure members have time to submit a 'show cause' for non-payment of annual subscription.

OUTCOME

The annual membership subscription process will be delivered in a transparent and equitable manner.

EVALUATION

The subscription process will be reviewed annually in the third quarter of any financial year.

DATE INTRODUCED
April 2009

LAST REVIEW DATE
January 2020

NEXT REVIEW DATE
January 2025

ISSUED BY
Board of Directors of ACCYPN

**MEETING DATE BUSINESS RULE
ENDORSED**
26th March 2020

Membership Application fee

The fee payable for ACCYPN membership is such a sum as the ACCYPN Board Directors prescribe from time to time in respect of each class of membership and will be displayed on the ACCYPN website.

1. Annual Membership Subscription

- All annual subscriptions are due and payable by 1 July each year,
- Invoices to current members will be sent out on 1st May of each calendar year,
- Payment after the 31st July will incur an application/administration fee.

2. Unpaid annual subscriptions

- A member ceases to be entitled to any of the rights or privileges of membership if the annual subscription of a member remains unpaid for one month after it becomes payable (31st July),
- A notice of default is given to the member pursuant to a resolution of the ACCYPN Directors. However, the rights or privileges of membership may be reinstated on payment of all arrears (including administration fee) if the Directors think fit to do so.

3. Removal and cessation of Membership

Resignation

- A member may resign from the ACCYPN by giving written notice to the Secretary,
- The resignation of a member is deemed to take effect from the date of receipt of the notice of resignation or a later date as is provided in the notice.

Failure to Pay and removal of membership– (to be read in conjunction with the ACCYPN Constitution).

2 nd July	If membership has not been paid, the member is sent a letter and asked their intent to remain a member or not. A member is given one month to respond.
2 nd August	If a member has failed to respond to notice of July 2 nd and the annual subscription remains unpaid then a member ceases to be entitled to any rights and privileges of membership.
3 rd August	A member is issued a show cause letter as to why they should not be removed from the register. The member has two months to respond.
3 rd October	If a member has not shown cause, the ACCYPN Directors may consider their removal from the membership record. An ordinary resolution of members is required to pass the necessary resolution to remove a member from the register. Removal from the record becomes effective on the 31 st December.