



Membership renewals and new members policy

Revision No V1.2

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Membership Renewals

Late payment of membership renewals causes significant extra work for the Treasurer, Membership Secretary, General Committee, Sailing Committee and Canoeing Committee. The General Committee has therefore prepared clear guidance on the timetable for issuing Membership Renewals, Reminders and subsequent actions (set out in the table below). It aims to balance the requirement of the club for prompt payment of subscriptions with the varying financial circumstances of club members. Special arrangements for membership renewal where financial hardship exists can be agreed by the General Committee.

	Activity	Date	Notes
1	Issue Membership Renewal Notice	As soon as possible after the AGM, no later than mid-December	Subscription Rates will have been agreed at the AGM. The berth and rack fees will also need to have been finalised.
2	Issue General Renewal Reminder via WebCollect	End of first week in January	This will be an untargeted renewal sent to all members (it will therefore include the proviso 'if you have already paid please ignore this renewal reminder').
3	Issue Late Renewal Reminder	Beginning-February	This will be a targeted late renewal reminder to those members who have not yet paid. This will include a general reminder to remove boats/canoes from unpaid berths/racks and that they do not permission to use the club facilities.
4	Final Reminder	Mid-Feb	'Again a targeted final reminder to those members who have not yet paid. Removal of boats/canoes from unpaid berth/racks will be reiterated' and that they do not permission to use the club facilities.
5	Sailing and Canoeing Committees to consider list of unpaid members	Beginning of March	Personal approach to members who have not paid, by Sailing and Canoeing Committee Members if considered appropriate.
6	Notice of Removal from Membership	Mid-March	Notification sent to each member will include a demand to remove boats/canoes where appropriate. An accurate list of occupied berths/racks will be required.
7	Notice of Disposal of Boat/Canoe	Beginning of April	Will include a warning that any boats/canoes in unpaid for berths/racks will be sold or otherwise disposed of if not removed by the end of April. Any proceeds from the sale of a boat/canoe will be

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			retained in club funds.
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New Members Subscriptions (joining part way through year)

New Members joining between 1 January to 30 June.	Full subscription and full berth/rack fees.
New Members joining between 1 July to 30 September.	Subscription reduced by 25% but no reduction in berth/rack fees.
New Members joining between 1 October to 31 December.	Full subscription and full berth/rack fees but this covers membership and berth/rack fees to the end of the following year.