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| Policy | Draft Membership Renewal and Cancellation Policy |
| Version | V0.1/ 08_2023 |
| Approver | TANZ Board |
| Status | Approved |
| Date | Thursday 10 th August 2023 |

Background: As per current constitution “MEMBERSHIP AND SUBSCRIPTION”

5.7 Termination of Membership

Membership of the Society shall be terminated as follows:

- (a) by the resignation of the Member by notice in writing to the Society;
- (b) by resolution of the Board, after compliance with clause 18 if it is applicable, on the grounds that the Member has failed to comply with this Constitution or the Rules or any of the other duties as a Member, or has mis-used the Network or that the conduct of the Member is considered by the Board to be injurious to the character, interests or objectives of the Society. Unless otherwise specified in the resolution, termination is effective as at the date of the resolution; or
- (c) by resolution of the Board on account of default in payment by the Member of any payments due to the Society. Before such termination can occur, the Board shall give the Member notice specifying the payment due and demanding payment by a due date, being not less than 30 days from the date of the notice.

5.10 Subscriptions and levies

- (a) Members shall pay an annual subscription to the Society of such amount as determined by the Board. The Board has the power to:
 - (i) set a different level of subscription for each class of membership;
 - (ii) waive or reduce the subscription payable by a Member in circumstances where in the opinion of the Board that Member is making a special contribution to the Society;
 - (iii) set a date or dates by which the subscription must be paid;
 - (iv) grant a rebate in respect of subscriptions paid by a date determined by the Board.
- (b) The Board may, with the authority of a resolution passed by the Members in General Meeting, impose a levy or fee on the Members of such amount per Member and payable at such time or times as is authorised by that resolution. The amount of such levy shall not exceed the amount of the annual subscription payable by that Member in that year.

Membership Renewal and Cancellation Policy – in addition to the constitution

1. Membership Renewal:

Membership renewal is an integral part of maintaining active participation and support within our industry organisation. All members are enrolled in an automatic annual renewal program, which ensures continuous access to the benefits and resources provided by the Society. The membership renewal process is as follows:

- (a) Members' memberships will automatically renew on an annual basis, commencing from their respective entry month, ensuring seamless continuation of membership benefits.
- (b) Members have the option to opt-out of the automatic renewal program by submitting a written request no less than one month before their renewal date.

2. "Membership of the Society shall be terminated as follows:

- (a) by the resignation of the Member by notice in writing to the Society;
- (b) by resolution of the Board, after compliance with clause 18 if it is applicable, on the grounds that the Member has failed to comply with this Constitution or the Rules or any of the other duties as a Member, or has mis-used the Network or that the conduct of the Member is considered by the Board to be injurious to the character, interests or objectives of the Society. Unless otherwise specified in the resolution, termination is effective as at the date of the resolution; or
- (c) by resolution of the Board on account of default in payment by the Member of any payments due to the Society. Before such termination can occur, the Board shall give the Member notice specifying the payment due and demanding payment by a due date, being not less than 30 days from the date of the notice."*

3. Notice Period for Termination:

Members who wish to terminate their membership must provide a notice period of one month prior to their individual renewal date, commencing from their respective entry month.

4. Notification of Termination:

- (a) Members whose memberships are terminated under clauses 2(b) or 2(c) will be notified in writing of the Board's decision and the reasons for termination.
- (b) In the case of termination under clause 2(c) due to default in payment, the notice will include details of the outstanding overdue invoices.

6. Review of Policy:

This Membership Renewal and Cancellation Policy will be reviewed annually by the Board to ensure alignment with the Society's objectives and current practices.

7. Effective Date:

This policy is effective as of 10th August, 2023, and supersedes any prior policies related to membership renewal and cancellation.

8. Communication:

Members will be notified of any updates or changes to this policy through official communication channels of the Society.

*Source: Trust Alliance NZ constitution