



# Royal Queensland Yacht Squadron

MEMBERSHIP FEE & REFUND  
POLICY

28 January

2022

# Membership Fee & Refund Policy

## Revision History

Version	Date	Author	Changes
1.0	12/01/2021		Initial version
1.1	22/03/21		Additional Point added (3.6)

Where significant changes are made to this document, the version number will be incremented by 1.0. Where changes are made for clarity and reading ease only and no change is made to the meaning or intention of this document, the version number will be increased by 0.1.

## Approvals

Name	Role	Signature	Date	Version
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## Distribution

Name	Role	Date	Version
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### 1. Introduction

The Royal Queensland Yacht Squadron (RQYS) Membership subscriptions are payable on an annual or monthly basis for the financial year beginning the 1 May. This Policy should be read in conjunction with Squadron Constitution Article 33.8 and Squadron By-Laws Article 8 – Member Accounts.

### 2. Purpose

The purpose of this policy is to establish guidelines for the payment of the membership fees and requests for refunds of fees from members who wish to cancel their membership before the end of the financial year (30 April).

### 3. Policy

#### 3.1. Payment Options

- 3.1.1. The Royal Queensland Yacht Squadron (RQYS) offers members the option to pay the annual membership fee in full or by monthly instalments.
- 3.1.2. Members who nominate the monthly instalment option agree to provide RQYS with completed Automatic Direct Debit details which authorises RQYS to deduct the monthly membership fee for a minimum term of 12 months.
- 3.1.3. The monthly membership fee is calculated as one-twelfth of the total annual membership subscription fee plus an additional 10% administration fee. If there are insufficient funds available in the nominated account or the Direct Debit is rejected for any reason, a further \$5 dishonour fee will be applied per month.
- 3.1.4. Members who have paid their membership fees in full, to the end of the Squadron's financial year (30 April) and wish to cancel or resign their membership prior to year end will not be eligible for any refund of fees paid for that year.

3.1.5. Members who elect to pay their annual fees by the monthly instalment option and wish to cancel or resign their membership prior to 30 April will be liable for the full payment of the annual fee. In this instance, unless otherwise arranged, members who elect the monthly instalment option and cancel or resign before year end, authorise RQYS to deduct the remaining balance of their annual membership fee on a monthly basis.

### **3.2 Refunds**

RQYS will not generally issue membership refunds. RQYS understands that, at times, there may be extenuating circumstances and any request for a refund is assessed on an individual basis by the Membership Committee and/or Management.

### **3.3 Transfer of Membership**

Membership can be upgraded to a higher category of membership or downgraded to a lower category of membership (pending Membership and General Committee decision and approval). Any balance owing to RQYS following a recalculation of the fees, which may include an Entrance Fee, to affect the transfer, the applicant must pay the balance prior to the finalisation of the transfer.

### **3.4 Withdrawal of Membership**

Any new applicant who has submitted their application form into the Squadron Office may withdraw from Membership by written notice to [membershipassist@rqys.com.au](mailto:membershipassist@rqys.com.au). A refund of the balance of membership less a \$50 withdraw fee will be returned to the applicant.

### **3.5 Resignation of Membership**

Any requests for resignation, cancellation or transfer of membership category must be made in writing to: [membershipassist@rqys.com.au](mailto:membershipassist@rqys.com.au).

### **3.6 Conditions regarding Outstanding Accounts**

In conjunction to Squadron By-Laws Article 8 – Member Accounts, any member in breach of any part of the Article, shall not receive a refund in part or whole of their membership, until the account has been paid in full or an arrangement has been made by the Membership Committee and/or Management.