



Avoncroft Arts Society is a Registered Charity No. 120840

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# MEMBERSHIP POLICY

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# **POLICY FOR MEMBERSHIP OF AVONCROFT ARTS SOCIETY**

## **1. Introduction**

Membership of Avoncroft Arts Society is open to anyone with an interest in the arts, aged 18 years or over regardless of race, sex, gender, sexuality, marital status, physical or intellectual disability, or religion.

## **2. Purpose**

The purpose of the Policy is to define the conditions that need to be met to become a member of Avoncroft Arts Society

## **3. Policy Statement**

3.1 Membership of AAS rooms should be accessible to all over the age of 18, and be inclusive, within the legal framework.

3.2 Membership of AAS will be subject to a number of terms and conditions:

- Members will be able to access any of the Society's groups and workshops
- Members will pay fees to access classes and workshops as outlined in the Society's Charging Policy
- Members will abide by the terms and conditions of membership.  
(See Section 2)
- Members will not bring the Society into disrepute.

## **4. Authority**

Policy Sponsor: The Trustees of Avoncroft Arts Society are the Policy Sponsors.

Policy Owner: The Members of Avoncroft Arts Society are the Policy Owners.

Policy Contact: The Chairman of Avoncroft Arts Society is the Policy Contact.

## **AVONCROFT ARTS SOCIETY: TERMS & CONDITIONS OF MEMBERSHIP**

### **1. Membership of Avoncroft Arts Society (“the Society”) is subject to:**

- 1.1** Payment of the current annual membership subscription. Membership runs from Sept 1<sup>st</sup> to Aug 31<sup>st</sup> the following year.
- 1.2** The annual subscription shall be recommended by the Trustees and approved by the members at the Annual General Meeting.
- 1.3** Acceptance by the Society of membership applications: the Society reserves the right to refuse any application for membership if the Society considers that to be in the best interests of the Society.
- 1.4** For members joining the Society after the first 1<sup>st</sup> September, the membership subscription will be reduced in proportion to the number of months remaining during the year.
- 1.5** Membership subscriptions are not refundable; however, the Society reserves the right to cancel any membership and refund the membership subscription in proportion to the number of months remaining during the year.
- 1.6** Members may resign from membership at any time by giving written notice to that effect given to the Trustees.
- 1.7** Failure to pay subscription fees within two calendar months of the due date will result in cessation of membership.

### **2. Members of the Society have the following rights/benefits:**

- 2.1** Have a place on the Society’s activity groups/workshops subject to there being space available
- 2.2** To receive news and other information that may be of interest from the Society
- 2.3** To attend the AGM and have voting rights at that meeting
- 2.4** Receive a discount of 5% on room hire fees
- 2.5** Receive a discount if members sign up for a second or more tutored activity group. (Self-help and other groups without tutors do not qualify for the discount.)
- 2.6** Receive any discounts or offers negotiated by the Society on behalf of the members

### **3. Classes**

- 3.1** The rate for class fees will be set by the Trustees at their May meeting and will apply from the following September. (see Finance Policy for further details)
- 3.2** Class fees are due at the start of each term and must be paid in full for the term (see methods of payment below). Towards the end of each term, you will receive notification via email to enrol for the following term.
- 3.3** Current members will be given priority for the next term's classes.
- 3.4** Class sizes are limited to 12 people and we are unable to reserve places without payment.
- 3.5** Any member who has not enrolled and payed the terms fees in full will be unable to attend the classes and their place may be offered to someone on the waiting list.
- 3.6** Each year will be split into 3 terms with a mid-term break. Details of dates will be published on the Society's website and members will be sent an email. The dates will also be published on the noticeboards in the classrooms
- 3.7** The Society in general will not issue refunds for classes missed by members as the tutor will be present and has to be paid at the contracted rate. However there are always exceptions so please contact the Society. If a tutor has to cancel a class due to unforeseen circumstances the Society endeavour to obtain a stand in tutor for the session(s) but if that is not possible a credit will be added for the next terms classes.
- 3.8** If a member wishes to change class they must contact the Society first as the class they wish to move to may be full.
- 3.9** If a member goes on holiday or is absent for any sessions during the term then the classes missed will have to be paid for in full.
- 3.10** If class numbers fall below 8 the class may have to be disbanded. Members will be offered places in other classes where there is availability. The Society will endeavour to keep class numbers at 8 or above.

## 4. Methods of Payment

### 4.1 Payment in full at the start of the term.

This can be by BACS transfer, Credit/Debit card (not American Express) or by personal cheque. We are no longer able to accept cash payments due to security issues.

### 4.2 By a Direct Debit.

This type of payment method allows a member to spread the cost of the class fees over the term. Anyone signing up for a direct debit is agreeing to pay three monthly payments for the term. The direct debit should not be cancelled during the term as the Society still has an obligation to pay the tutor for all the sessions. If you do not wish to carry on with your class at the end of the term you must inform the Society that you wish to leave and cancel the Direct Debit before the start of the next term.

**NOTE: Both parties – the member and AAS are responsible to cancel the DD if a member leaves the Society, or the DD mandate will be invalid.** The member must also inform the Society immediately if there are any changes that will affect the direct debit payment. (See 3.2, 3.7 and 3.9 above)

## 5. Workshops/Holiday programs

Enrolment and full payment is required to secure a place in these workshops. Fees will vary and are non-refundable, except in the instance that the workshop has to be cancelled due to unforeseen circumstances.

(See Workshop Policy for more details)

## 6. Members Conduct

**6.1.** Avoncroft Arts society expects members to respect fellow members, tutors and society staff. Discrimination on the grounds of a person's age, race sex, gender, sexuality, marital status, physical or intellectual disability, or religion will not be tolerated. Members deemed to be exhibiting inappropriate or disruptive behaviour or bringing the Society into disrepute may be removed or suspended from the Society.

**6.2.** It should also be noted that cleaning of your art class space and common areas is a shared responsibility.

## **Privacy Notice and Constitution & Rules of the Society**

These Terms & Conditions of Membership should be read in conjunction with the Privacy Notice and Constitution & Rules of the Society which are published on the Society's website.

The Society reserves the right to amend these Terms & Conditions of Membership at any time; however, the Society will inform all members immediately of any changes.

This policy was agreed and adopted by the Trustees on

Date: 29 June 2023

Signed on behalf of the Trustees by:

Name (print) Gary Crooks

Signature

This Policy and attached documents will be reviewed annually

Date of next review	Signed on behalf of the Trustees by	
	Name	Signature