



## **Membership Subscriptions Policy**

### **Purpose:**

To set out the agreed and established policy in relation to subscriptions for synagogue membership.

### **Aims:**

This Policy aims to:

1. Have a subscription scale and policy that is inclusive, retains existing members and encourages them where possible to pay in full, and attracts new members of all ages and profiles who will continue to be members of SWESRS and so sustain community.
2. Have an operational policy in relation to membership subscriptions that is fair for all members equally while meeting the strategic, operational and demographic needs of the synagogue community as defined in the annual budget and strategic plan.
3. Operate a subscriptions structure that offers a straightforward set of rates/tariff that is easy to understand and to apply and to provide any financial assistance as and when it is required.
4. Enable the synagogue to have the funds necessary to be charitable, strategic, and pro-active and to be able to plan ahead based on income from subscriptions.
5. Establish a fair and effective process for managing requests for subscription assistance from members.
6. Monitor all existing reduced subscriptions, payment arrears and non-payment of subscriptions on a quarterly basis, keeping all forms of subscription assistance under continuous and active review.
7. Have up-to-date and accurate income from subscriptions information available to report to the community on a regular basis setting out how the funds are spent in meeting the identified religious, social, cultural and educational needs of the community.
8. Ensure members who are experiencing financial hardship are effectively supported to maintain synagogue membership while this remains necessary.

## **Principles:**

The principles guiding this Policy are that:

- a. The full membership subscription structure will be set and reviewed on an annual basis and tariff information will be available to all members.
- b. All members will pay full subscriptions - in full without incurring arrears - according to the appropriate tariff annually, quarterly or monthly in advance by direct debit (or standing order where agreed) cheque or cash.
- c. Members who are experiencing financial hardship will be able to apply for SWESRS Assistance by contacting the synagogue office and agreeing to a meeting or telephone call with a member of the Finance Sub-Committee or nominated other to discuss their needs.
- d. Requests for SWESRS Assistance will be treated sensitively and with due respect and will be awarded on an individual or case by case basis according to the level of financial hardship demonstrated. All information and documentation provided will be treated in the strictest confidence and, in accordance with the Data Protection Act, will only be retained for the period of subscription subsidy if granted.
- e. Any SWESRS Assistance provided to a member by the synagogue will be arranged in strict confidence. The member must keep the information confidential and not share it with any third or other party whether or not they belong to our synagogue.
- f. Members receiving subscription assistance will have this reviewed every six months by of the Finance Sub-committee, to agree an incremental increase in payments wherever possible or agree to the continuation of the assistance. The outcome will be confirmed in writing.
- g. If subscriptions go unpaid for any payment period (i.e. monthly, quarterly or annually according to the usual payment date), the member in arrears will be contacted in writing as soon as non-payment has been identified if there has been no prior notification from the member.
- h. Subscription arrears that represent an amount of three months of unpaid subscriptions at the appropriate tariff will lead to notice being given that
  - settlement is to be received within one month; or
  - a payment plan is proposed by the member and agreed by the synagogue.If neither of these conditions is met, the member will be written to again with formal notice of termination of their membership.

*Approved: SWESRS Council 27<sup>th</sup> August 2020*