



Membership Fees

Australian Education Union ACT Branch Policy

Policy Number	POL037	Version	2.0
Last Reviewed	11 November 2019	Next Review	11 November 2022

INTRODUCTION

In accordance with *ACT Federal Rule 11 - Entrance Fees and Subscriptions* and *ACT Federal Branch Rule 31 - Powers and Duties of Branch Executive, Branch Secretary, Branch President and Branch Vice Presidents*, Branch Executive shall determine membership fees.

In accordance with *ACT Federal Rule 12 - Financial Members* a member will be financial if they have paid all subscriptions, levies and fines payable within two months of the date payable. *ACT Federal Branch Rule 34 (C) – Management and Control of Branch Funds* sets out the circumstances in which overpaid membership fees may be refunded resulting from a change to a member's membership status.

PURPOSE

The purpose of this policy is to identify the framework for setting and altering membership fees and the mechanisms for payment.

POLICY

Fees

Membership fees for members in permanent and contract employment is 0.85% + GST of gross annual income. Membership fees for members in relief or casual employment is 0.85% + GST of gross income based on average workload.

Payment options

Membership fees are payable via fortnightly payroll deduction (excluding relief or casual members), monthly credit card deductions, monthly bank account direct debit or on receipt of a fees statement in exceptional circumstances only. The option of paying by statement will be phased out from 2019. Payment options for new and returning members is via fortnightly payroll deduction, monthly direct debit or monthly credit card deductions.

Payment periods

All membership payments are made in arrears, covering the previous fortnight or calendar month.

Refund of overpaid fees

In certain circumstances, described in *ACT Federal Branch Rule 34 (C)*, the Branch Secretary or Branch Executive may authorise a refund of overpaid fees.

RESPONSIBILITIES

It is the responsibility of the Branch Secretary to ensure that employees and members are aware of this policy.



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It is the responsibility of the Business Manager to oversee the management of membership fee administration and collection.

It is the responsibility of all members to ensure that they pay all membership fees owing, and to inform the Union office as soon as practicable of any changes to their employment that impact the rate of their membership fee.

PROCEDURES

- **Fortnightly Payroll Deductions**
 - Fortnightly payroll deduction is the Union’s preferred method for payment of membership fees and will be actively promoted by the Union.
- **Monthly Credit Card & Direct Debits**
 - Monthly payments will occur on the 11th day of the month, or as soon as practicable after this date based on operational capacity.
 - Membership fees charged on a monthly basis will reflect salary received during the month.
- **Membership payment adjustments due to salary movements (including incremental increases, promotion, pay rises, changes to hours worked)**
 - Membership payments will be automatically adjusted to reflect known salary movements, such as negotiated pay rises achieved through enterprise bargaining.
 - Membership payments will be audited at least annually and, if necessary, adjustments will be made to member payments to ensure that the payment reflects the membership fee structure outlined in this policy.
- **Refund of overpaid fees**
 - Members are regularly and routinely reminded through the Union’s communication channels to advise the Union of any changes to their circumstances. Members who believe they have overpaid their membership fees may apply for the overpayment amount to be refunded. Applications must be made in writing to the Branch Secretary and outline the circumstances to be taken into consideration. The Branch Secretary will make determinations in relation to requests for refunds of overpaid fees for amounts up to a maximum of three months in accordance with *ACT Federal Branch Rule 34 (C)*.
 - Applications seeking requests for refunds of overpaid fees for periods greater than three months will be determined by the Branch Executive. Branch Executive will make its determination taking into account the circumstances outlined by the member, reasonable expectations of members to take responsibility for notifying the Branch of any change to their membership status and the broader interests of the Union. Refunds for overpayments beyond 12 months will not normally be considered.



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- **Member Retention Fee Reduction**
- Procedures for preventing members from becoming unfinancial, including payment plans and fee waivers, are set out in the Union's Management of Unfinancial Members policy.

RESOURCES

Operational activities related to this policy are to be delivered within budgeted office resources.