

WAYLAND

Chamber of Commerce

Outstanding Fees Policy

Background

In order to promote fairness for its members, The Wayland Chamber of Commerce considers it necessary to have a Policy in respect of unpaid dues from Members, whether for annual subscriptions, advertising, or any other agreed fee. This Policy takes into account that member businesses may from time to time experience short term cashflow difficulties and so require additional time to pay; but seeks to ensure that no business gains unfair advantage through not paying its dues.

The Wayland Chamber of Commerce communicates with its members in December each year informing them of the cost of membership for the forthcoming year and offering opportunities for checking details of their business held by the Chamber and listed on the Wayland Chamber website, as well as for advertising in the forthcoming printed paper Directory which is delivered to all businesses and dwellings in the Wayland area, around about Easter time.

The Wayland Chamber of Commerce Constitution states 'All subscriptions shall become due on the last day of December each year for the following calendar year.' On joining the Chamber Members are encouraged to set up an annual standing order to pay their membership fee on 5th January each year, but this is optional.

The Procedure for Invoicing and Receiving Payment

1. When a Members total subscription (including additional category costs) and directory advertising costs are known, an invoice is raised for the total amount with a due date for payment.
2. At the end of the following calendar month a statement is issued to any member business with outstanding fees, clearly stating that the amount is overdue for payment.
3. If payment still isn't made, chase up is made by e-mail and/or telephone. If necessary a payment arrangement can be agreed.
4. Should payment continue not to be made, or the agreed arrangement is not kept, The Secretary may send a letter which gives 14 days from the date of the letter for payment in full to be made or the business will be removed from the website and thereby membership of The Wayland Chamber of Commerce will be terminated. Re-joining the Chamber thereafter would mean re-applying for membership in the usual way.

Other opportunities for participation in projects may occur during the year and the procedure for invoicing and receiving payment of additional amounts should follow the procedure as above.

agreed 16/11/2011