

## HCSA Steering Group Membership: Annual Membership Fees Upon Resignation Guideline

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### Background

HCSA Steering Group (SG) members pay annual fees as part of their membership commitments and contributions to the HCSA initiative. The annual contribution fees are invoiced to organisation representatives at the beginning of the year by the HCSA Secretariat. This guideline is to outline HCSA's requirements on the payment of membership fees upon membership resignation.

### Membership fee upon resignation

This section outlines the membership fee guidance for HCSA SG members who wish to resign.

- i.) A HCSA SG member may at any time resign as a member by giving the HCSA Secretariat notice in writing.
- ii.) A SG member shall provide a minimum of one-month notice on its resignation to the HCSA secretariat.
- iii.) A person who ceases to be a HCSA SG member will remain liable to pay, and must immediately pay, to HCSA all amounts that at the date of cessation were payable by the person.
- iv.) A resigned member will be liable to pay a pro-rated membership fee up to its official cessation date. For example, if a HCSA SG member were to resign giving notice on 10<sup>th</sup> May 2020 and had not paid his yearly membership fee, they will be liable to pay their membership fee until 10<sup>th</sup> June 2020 for 6 months and 10 days for year 2020.
- v.) A resigned member who has paid their annual membership fee may be eligible for a pro-rated refund.
- vi.) HCSA Secretariat may by resolution of the Executive Committee waive any or all its rights pursuant to the resign membership fee.