



Letterkenny
Chamber
Advancing business together

Letterkenny Chamber Membership Policy

January 2021

1. Membership Conditions

- 1.1 Membership is open to companies and other organisations involved in commercial activity, who are eligible to become members as representing the Commercial interests of the locality of Letterkenny and County Donegal. Members do not have to have a base in Letterkenny in order to become a member.
- 1.2 Membership is subject to Board approval and Letterkenny Chamber reserves a right to refuse membership without disclosing any reason.
- 1.3 Letterkenny Chamber membership is a business entitlement rather than a personal one. All employees of the member are therefore entitled to all Letterkenny Chamber benefits and services when working on behalf of their member employer.
- 1.4 Members of Letterkenny Chamber of Commerce are entitled to use the Letterkenny Chamber 'Member' logo on any office stationery, marketing/digital materials and tender documentation. Members may only use the 'Member' logo for as long as they are members of Letterkenny Chamber. In the event of a termination of membership that Member must immediately desist from use of the logo. At no time must the use and/or context of the 'Member' logo bring Letterkenny Chamber into disrepute. Letterkenny Chamber will be entitled to instruct a registered firm or client to remove the logo if, at its absolute discretion, it considers that continued use is prejudicial to the good name and reputation of the Letterkenny Chamber service.
- 1.5 The Letterkenny Chamber Member communication channels can be used by members to reach out to fellow members.
- 1.6 Letterkenny Chamber shall have no liability for any losses suffered by a member as a result of using services offered by a fellow member. Letterkenny Chamber shall have no responsibility for advice given or services provided by its members or by its third-party service providers even though such providers may have been introduced to the Member by Letterkenny Chamber.

- 1.7 A Member shall be at liberty to withdraw from the Chamber, upon giving notice thereof in writing to the Chamber, and paying all arrears of contributions and other payments which are due.
- 1.8 A decision to remove a Member from membership of the Chamber may be made by the Board if the Board considers that a Member has acted in ways that are seriously prejudicial to the best interests of the Chamber

2. Membership categories and fee levels

2.1 Fees Schedule

Start-up (first 2 years in business)	€125 year 1 €125 year 2
Sole trader (1)	€200
Registered Charity (Social Enterprise/NTP)	€160
2-10	250
11-40	350
41-60	550
61-100	750
101- 250	1000
251- 499	1250
501-999	1500
1000+	1750

- 2.2 Fee increase from 2021 for new members, and give one year's notice to existing members for implementation in 2022
- 2.3 Discretion with regard to exceptional circumstances, hardship or introductory offer for one year only
- 2.4 Employee head count are Full time equivalents

3. Record Keeping, Data Collection, Protection and Privacy

- 3.1 In the course of its daily organisational activities, Letterkenny Chamber acquires, processes and stores personal data in relation to:
- Employees of Letterkenny Chamber

- Customers of Letterkenny Chamber
- Third party service providers engaged by Letterkenny Chamber
- Members of Letterkenny Chamber

In accordance with the Irish Data Protection legislation, this data must be acquired and managed fairly.

3.2 In due course the membership data will be managed in a accordance with the Letterkenny Chamber Data Protection Policy, and be consistent with the following principles

- Obtained and processed fairly and lawfully.
- Obtained only for one or more specified, legitimate purposes.
- Not be further processed in a manner incompatible with the specified purpose(s).
- Safe, secure, accurate, complete and up-to-date where necessary.
- Processing will be adequate, relevant and not excessive in relation to the purpose(s) for which the data were collected and processed.
- Managed and stored in such a manner that, in the event a Data Subject submits a valid Subject Access Request seeking a copy of their Personal Data, this data can be readily retrieved and provided to them.

4. Payment Terms, Methods and Termination

4.1 Membership in the first year is valid for 12 months and commences from the date on which a prospective member is approved by the Board and thereby receives confirmation of membership from Letterkenny Chamber. The benefits of membership commence immediately, and Membership Fees will become payable.

4.2 This subscription fee is determined by Letterkenny Chamber, the sum of which is determined using the prevailing subscription scales which are based around the number of employees in your organisation. This is subject to change at the discretion of the Letterkenny Chamber board once it exceeds no more than 10 per cent in any one year.

4.3 Membership will renew automatically for the next membership period as each 12-month term expires unless you or your organisation provide written (including email) notification that you do not wish to renew the membership. No payment will be taken

for renewal until provided by you or your organisation, unless a Standing Order has been completed previously.

- 4.4 Membership fee is non-refundable, and membership is non-transferable.
- 4.5 Membership fees can be paid via EFT, cheque, credit card or Standing Order.
- 4.6 Payment should be made within 30 days of invoice date. If no payment has been received within 3 months of your renewal or joining date, Letterkenny Chamber on giving one month's notice can terminate your membership and all services and benefits.
- 4.7 If a Member chooses to pay by Standing Order, that Membership will commence from the date the Member receives confirmation of membership from Letterkenny Chamber or from the renewal date. It is the responsibility of the Member to ensure a Standing Order is completed, received by the relevant financial institution and that the first instalment payment is received by Letterkenny Chamber within 30 days from the date of the commencement or renewal of Membership.
- 4.8 Whilst a Member may be entitled to cancel a Standing Order agreement at any time, the Member's commitment remains to pay the full amount due for the initial and any subsequent 12-month membership terms. In those circumstances, all monies outstanding will fall due for immediate payment. A failure to pay that sum within 14 days of request may lead to membership benefits being suspended and/or membership cancelled, or the recovery of that fee as a debt.
- 4.9 A Member choosing not to renew their membership may do so by giving notice in writing at least one month before the day when the next subscription is due.
- 4.10 The Chamber will be entitled to cancel your membership if any outstanding fees, including but not limited to the subscription fee, remain unpaid for a period of three months after the date that payment is due; you have behaved in an inappropriate manner towards other members or towards The Chamber; you bring The Chamber or its reputation and good standing into disrepute through your actions; you breached these terms and conditions.

5. Membership reporting updates

- 5.1 Monthly reporting at Chamber meetings to include:
 - New members
 - Cancelled/not renewed Members
 - Income YTD plus previous

6. Annual report

6.1 An Annual report should be presented in advance of the AGM concerning the following membership report structure

- Total no of members
- Breakdown by business category plus change
- Breakdown by fee category level plus change
- Members cancelled/not renewed
- New members
- Deferred payment
- Arrears outstanding
- Breakdown payment method
- Membership recruitment activities