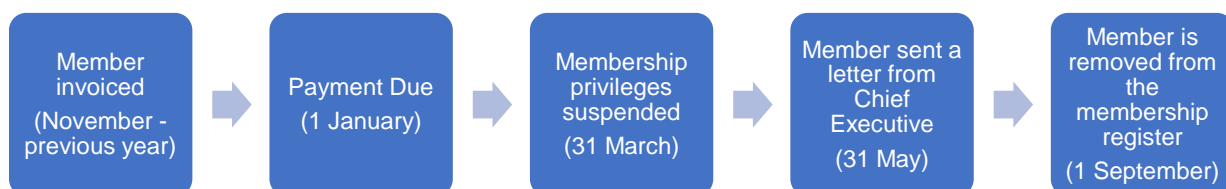


## Membership subscription renewal timeline – 2019 and beyond

By-law 38, approved at the 2018 Annual General Meeting on Monday 21 May and subsequently by the Privy Council in June, permits the removal of non-paying members from the membership register if they have not paid by the end of the eighth-month (i.e. the end of August after membership subscriptions become due on 1 January) providing that the Chief Executive has written to the member three months prior.

More information on this By-law, including reasons for the change in the subscription renewals process, is available on the Fact Checker [here](#).

The new timeline for the 2019 subscription renewals cycle and beyond, is therefore as follows:



Subsequently, as you will have seen in the latest AGM documentation, a Special Resolution for further changes to the Royal Charter and By-laws have been proposed for 2019. This includes a proposal to reword By-law 38, in order to provide further clarity in relation to the timescale allowed before the names of members in arrears of subscription can be removed from the Register of members.

The new wording is as follows:

*If any member's subscription shall fall in arrears for five months, the Chief Executive may at any time thereafter serve a notice, in hard copy form or in electronic form, on such member requiring payment of all overdue subscriptions and if the member shall fail to pay such arrears within three months after such notice has been deemed to have been received, the member's name may be removed from the Register of members by the Board, and the member shall thereupon cease to be a member of the Institution.*

The revised wording of this By-law provides greater clarity on the timelines for this process and does not affect the process itself.

Kind Regards,

Jon Prichard  
Chief Executive

2 May 2019