

**Trefoil subscription Policy****1. Purpose**

- 1.1. This is the Trefoil membership subscription policy.
- 1.2. Subscriptions are collected annually for the purpose of supporting the business of the Trefoil Guild.
- 1.3. Subscriptions are separate to and are unrelated to subscriptions paid to Girlguiding.
- 1.4. This policy helps the charity in ensuring that the subscription rate process is transparent and visible to all members.

**2. Scope**

- 2.1. This policy covers the collection and payment of subscriptions at national, country, region, and county level.
- 2.2. Any subscriptions required at guild level are collected and managed locally within the guild.
- 2.3. This policy excludes the process and payment of any new joiner membership payments which may be applied.
- 2.4. This policy does not describe the payment procedure. The procedure is published annually on the Trefoil website, The Trefoil and by direct notification by email to guild treasurers.

**3. Subscription Rate**

- 3.1. Subscriptions are set annually at each level.
- 3.2. Following a recommendation by the finance and general purposes committee, the national rate is ratified by the board of trustees no later than the end of April of the year preceding the collection year.
- 3.3. Country, region, and county rates are agreed by their executive committees and notified to the Trefoil office no later than the end of September of the year preceding the collection year. If rates are not advised by this deadline the previous year's rate will be rolled forward.
- 3.4. Members are advised of the full subscription cost through their country, region, and county no later than the end of October of the year preceding the collection year.

**4. Payment Process**

- 4.1. The procedure for the collection of subscriptions is circulated to country, region, counties, and guilds in November of the year preceding the collection year. This includes the rate and payment options open to them.

- 4.2. All payments are direct to the Trefoil office via the secure national members website portal or by the postal process using guild cheques. Cash payments are not permissible.
- 4.3. Guilds should ensure that sufficient funds are within their accounts to cover the online or cheque payments. Any bank charges levied to national due to insufficient funds will be recharged back to the guild or to their county if they are unable to pay.
- 4.4. Country, region, and counties are not permitted to receive annual Trefoil subscription payments directly to them.
- 4.5. Payments for all Trefoil members are payable by 22 February of each year.
- 4.6. Following the processing of the payments the national office will transfer the country, region, and county portion into the relevant bank accounts by the end of June. This timescale is dependent on all guilds meeting the deadline of 22 February.

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