

# **Halifax Aikikai Dues Policy**

## **1.0 Introduction:**

The Halifax Aikikai Association (HAA) is a not-for-profit organisation dedicated to the study and practice of Aikido. No member, director or officer of the HAA receives money from the HAA, other than for costs incurred in the performance of HAA activities. The HAA has expenses and therefore charges dues. The HAA also pays monies to the Canadian Aikido Federation (CAF) for membership and to be a part of the national CAF insurance, and to the Nova Scotia Aikido Federation (NSAF) for membership in the provincial organization.

## **2.0 Basic Information:**

Rates are set and reviewed at the Annual General Meeting (AGM). Students receive a discount. Dues are based on a per-month cost, but are collected for four-month terms. Terms and rates are:

	Per Month	Per Term		January – April
Regular	\$35	\$140	Terms:	May – August
Student	\$25	\$100		September – December

- Existing HAA members are expected to pay for each term at the beginning of that term.
- Existing HAA members are expected to pay their dues in full each term, regardless of the number of classes that the member can or does attend.
- Dues are payable to “Halifax Aikikai”, and are collected by the Treasurer or some person designated by the Treasurer to act on his/her behalf.

### **2.1 Dues Collection:**

Dues are collected by the Treasurer. The dues collected are recorded on the envelope in which the dues (cash and cheques) are stored prior to deposit. A receipt is also written for all dues collected. The dues collected are then recorded in the administration spreadsheet held by the Secretary/Treasurer. This process of dues collection also applies to CAF membership fees and CAF testing fees.

## **3.0 New Students:**

Persons starting Aikido are permitted to take one class for free to determine if they wish to try Aikido. After trying a class, newcomers will be requested to pay for their first month (as opposed to the whole term) to allow a better determination if they wish to pursue Aikido. The “first month” is defined as the calendar month or part thereof, greater than one week; a time period of less than one week can be provided to a newcomer for free, as long as the newcomer is willing to pay the dues for the following month. After completing their first paid month, newcomers are requested to pay for the remainder of the term, and the CAF fee (see section 4.0, below).

## **4.0 CAF and NSAF Dues:**

The HAA is a member of the Canadian Aikido Federation (CAF) and the Nova Scotia Aikido Federation (NSAF). Both federations have annual membership fees for each student at each member dojo. HAA pays these annual fees on behalf of all regular members, in October of each year. In order to be covered by the national insurance policy, students must be members of the CAF. New students who stay past the first month are requested to pay the annual CAF membership fee when they pay for the rest of the term. NSAF fees are only paid annually, by the HAA on behalf of students.

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### **5.0 Suspension of Dues:**

If a member knows that they will be completely unavailable for a **whole month** or **number of whole months**, their dues can be suspended by the club Treasurer, provided that:

- a. the member notifies the Treasurer **in advance** of the absence (it is not sufficient to 'disappear' then return and expect/request suspension of dues to be retro-active).
- b. the member's dues are currently in good standing (suspension of dues will not be permitted until any outstanding dues are brought up-to-date).

Exceptional cases can be assessed on a person-by-person basis, by a minimum of the Treasurer and Chairman or Vice-Chairman, but may also include other club directors/officers. These instances are very rare.

### **6.0 Consequences of Non-Payment:**

Existing members whose dues become in arrears for one term will be given a written or verbal warning from the Officers, Directors and/or instructors of the HAA.

Existing members whose dues become in arrears for more than term will be asked not to practice until all dues are brought up-to-date.

### **7.0 Visitor Fees:**

Visitors are required to pay a \$5 visitor's fee for each day that they attend classes. If the visitor will be staying for an extended period of time, the visitor should pay normal club fees for the duration of their stay. This visitor fee does not apply to members of NSAF dojos or members of other Nova Scotia aikido dojos such as in Truro and Lunenburg. Visitor fees apply to Alumni.

#### **7.1 Visitor Fees Collection:**

When the Treasurer is present, the Treasurer will collect visitor fees in the same manner as all other dues. When the Treasurer is not present, another club Officer and/or Director will collect the visitor fee(s) on behalf of the Treasurer. The amount, name of visitor, date and type of payment will be recorded on the envelope in which the dues will be kept. A receipt will be issued for the dues collected (even if the visitor does not want it). The dues envelope and receipt book will be stored in the dojo's locker, in a hidden area. The Treasurer will incorporate the visitors' fees into the regular club dues collection spreadsheet.

### **8.0 Drop-In Fee:**

There is no drop-in fee structure. Visitors are covered under the 'Visitors Fees' in section 7.0, The HAA club members are not permitted to pay under the Visitors Fee structure and must remain as regular club members regardless of frequency of attending classes.