

RAILWAY INDUSTRY ASSOCIATION

Membership Terms & Conditions

1. Authority, Commencement and Continuity

- 1.1. Membership commences once the application is accepted by the Railway Industry Association (RIA). The member company is then liable for the applicable subscription fees. A lack of active engagement or usage of membership benefits does not affect these obligations.
- 1.2. By submitting a membership application to the RIA, the applicant confirms that they are authorised to act on behalf of their company. RIA will treat the submission of a completed application as confirmation of authority to enter into a binding agreement.
- 1.3. RIA membership is continuous and automatically renewed annually unless the member provides formal written notice of resignation in line with the notice period outlined below.
- 1.4. By becoming a member, you are agreeing to abide by RIA's Articles of Association.

2. Resignation Process

- 2.1. Member companies may resign at any time by providing six months' written notice, submitted by an authorised representative (e.g. Company Administrator) to membership@riagb.org.uk.
- 2.2. Membership resignations take effect from the date that formal written notice is received by RIA. Notice periods cannot be applied retrospectively.

3. Subscription Fees

- 3.1. Membership subscription fees are determined according to the member company's UK rail turnover and the applicable membership banding. If a member's declared turnover results in movement between bands or affects the applicable subscription formula, the membership fee will be adjusted accordingly. Members will be informed of any changes to their subscription fee after the submission of their turnover declaration, and prior to invoicing for the new membership year.
- 3.2. Membership Bands
 - 3.2.1. Band 4 – SME (turnover under £1 million) – flat fee
 - 3.2.2. Band 3 - Minimum (turnover between £1 million and £2 million) – flat fee
 - 3.2.3. Band 2 – Mid (turnover between £1 million and £15 million) – calculated using a formula
 - 3.2.4. Band 1 – Top (turnover of over £15 million) – calculated using a formula
1. Annual subscription fees are calculated based on each member company's UK rail turnover from the most recent financial year for which RIA holds figures.

2. Subscription fee structures are reviewed annually by RIA's Finance Committee and Board. Any changes to rates will be communicated to members with at least 30 days' notice before invoices are issued.
3. RIA reserves the right to request updated turnover information or apply a subscription fee based on the latest available figures.

4. Annual Invoicing

- 4.1 Annual membership subscriptions are invoiced each March/April for the upcoming membership year (1 April – 31 March). Payment is due within 30 days of the invoice date. Late payment may result in suspension of member benefits or eventual termination.
- 4.2 All membership subscriptions are subject to VAT at the prevailing rate, and this will be clearly itemised on invoices.

5. Pro-Rata for New Members

- 5.1 New members joining partway through the membership year will be charged a pro-rata subscription, calculated monthly from the start date to 31 March.

6. Membership Engagement and Employee Access

- 6.1 RIA supports members with regular updates, mid-year check-ins, and opportunities for involvement. However, it is the responsibility of each member company to engage with RIA activities in order to take advantage of the full value of membership.
- 6.2 RIA membership covers all employees of the member company, provided they register using a company domain email address. RIA reserves the right to audit user accounts and remove access if eligibility requirements are not met.

7. Code of Conduct

- 7.1 All members are expected to adhere to RIA's Membership Code of Conduct, which outlines our shared standards for professional, respectful engagement

8. Dispute Resolution

- 8.1 Any disputes relating to membership or subscriptions will be escalated to the RIA Executive Team for review, and may be referred to the Board for final decision.

9. Membership Benefits

- 9.1 Member benefits are reviewed periodically and are subject to change. RIA will endeavour to communicate any significant changes in advance.

10. Data Protection & Privacy

- 10.1 RIA handles all member data in accordance with GDPR and our Privacy Policy. Members can [review this policy](#).