



IAAC Membership Application Procedure

CLASSIFICATION

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AVAILABILITY

Copies of this document in English and Spanish are available at the IAAC Secretariat and on the IAAC website.

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Original: English



IAAC Membership Application Procedure

1. Purpose

This document establishes the procedure to manage IAAC membership applications in accordance with IAAC Bylaws.

2. Procedure

- 2.1 The forms for membership application are available for downloading at the IAAC website or may be obtained from the IAAC Secretariat. These are forms FM 027 IAAC Application Form for Full Membership., FM 028 IAAC Application Form for Associate Membership, and FM 029 IAAC Application Form for Stakeholder Membership. The applicant shall complete the appropriate application form and submit it to the IAAC Secretariat along with the required information.
- 2.2 The application and information provided will be reviewed by the Secretariat. If the Secretariat determines that the submitted information is incomplete or additional information is required, the applicant shall be requested to submit any missing information. The Secretary shall thoroughly research the applicant's information within a 30 day period and if doubtful information is found, the IAAC Chair will be consulted to determine whether to continue or not with the application process and the actions to be taken.
- 2.3 Upon review of the applicant's complete application documentation, the Secretariat will prepare a summary according to Form FM 030, with a recommendation regarding the membership application, and submit it to the members of the IAAC Executive Committee along with the applicant's documentation, for a 30 day ballot.
- 2.4 If the Executive Committee decides that it needs more information from the applicant before making a decision, it will notify the Secretariat on the specific information it requires, and the Secretariat shall request it from the applicant. Upon receipt, the Secretariat shall send the new information to the Executive Committee with a new recommendation if necessary, and a new 30 day ballot.
- 2.5 The Executive Committee shall review the membership application and pertinent documentation (if any) and shall cast a vote within 30 days of receiving the complete information from the Secretariat.
- 2.6 If the Executive Committee's ballot results determine the acceptance of the applicant's membership request, it shall prepare an application recommendation for the IAAC General Assembly according to Form FM 031. The Secretariat shall submit the application recommendation for a 30 day ballot to the IAAC General Assembly. The Secretariat shall provide documentation and information on the applicant upon request by an IAAC member.
- 2.7 If the Executive Committee's ballot results in a rejection of the applicant's membership request, the Secretariat shall include the application in the agenda for the next Executive Committee meeting for its review. If the Executive Committee confirms the rejection of the applicant, the Secretariat shall advise the applicant of the decision and its motives.
- 2.8 Upon expiration of the voting period, the Secretariat shall advise the applicant and the General Assembly of the ballot results within a week.



- 2.9 When the membership application is approved by the General Assembly vote, the Secretariat shall send the following to the applicant:
- a) A copy of the IAAC Memorandum of Understanding (MoU);
 - b) A copy of the MoU Signature sheet;
 - c) Instructions for membership fee payment and the amount due;
 - d) A request to appoint a delegate to IAAC (one per country) and delegates for the IAAC committees and subcommittees of interest.

The Secretariat shall make other documents available to the new member by e-mail or by posting them on the IAAC website (e.g., Bylaws, Terms of Reference and Work Plans of the Committees and Subcommittees, and the Annual Strategic Business Plan).

- 2.10 The applicant for full membership shall sign the MoU and two signature sheets, and submit one signature sheet to the Secretariat for its files. The applicant shall submit payment of its membership fee and notify the Secretariat.
- 2.11 Once the IAAC Treasurer confirms receipt of payment and the Secretariat receives the signature sheet signed by the applicant's authorized representative, the applicant formally becomes an IAAC member. The Secretariat shall inform the General Assembly and add the new member's information to the IAAC website.