



Procedure for IAAC Membership Fees

CLASSIFICATION

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AVAILABILITY

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Procedure for IAAC Membership Fees

1. Purpose

The purpose of this procedure is to define the parameters for calculating the fees (in US dollars) assessed to the IAAC Members and for managing the collection of such fees (accounts receivable), consistent with the By-Laws and the Memorandum of Understanding, in a fair and equitable manner that will sustain the financial viability of the organization. This procedure also defines the policy for the suspension and cancellation of members for non-payment of fees.

2. Applicability

This procedure applies to the 3 membership categories identified as “Full”, “Associate” and “Stakeholder”.

3. Fee Calculation

3.1. New applications for membership of all types have a fee of \$100 USD.

3.2. Membership fees will be invoiced annually and based on the calendar year per a formula for the full members, and a fixed amount for associate and stakeholder members.

3.2.1. Stakeholder member fees are \$1,000 USD annually.

3.2.2. Associate member fees are \$2,500 USD annually.

3.2.3. Full member fees are calculated on the basis of the following factors:

3.2.3.1. UN budget contribution bands (% UN budget per national economy)

< .15 = \$2,000 USD

< 1.0 = \$3,500 USD

> 1.0 = \$5,000 USD

3.2.3.2. Number of accreditations in existing IAAC MLA scopes is multiplied by a factor of 4.

3.2.3.3. Amount of MLAs signed

\$2,700 USD for the first MLA and \$300 USD for each MLA level 3 and \$250 USD for each MLA level 5.

3.2.3.4. Incentive discounts (Not cumulative)

a) Executive Committee members are entitled to a 10% discount in their annual fees .



b) A member holding the MLA Committee Chairship and MLA Group Chairship is entitled to a 20% discount in its annual fees.

Subsequent to determination of annual fees by this formula (sum of the U.N. Budget factor plus the Accreditations times a factor of 4 (the amount of accreditations times 4 has a maximum cap of \$15,000), plus MLA signatories factor, minus the Incentive Discounts), Full Member fees will be a minimum of \$2,000 USD. There is no maximum cap for the total amount of the membership fee.

4. Invoicing

4.1. The IAAC Secretariat shall invoice members for fees on an annual basis in accordance with the corresponding procedure.

4.1.1. Invoices are mailed to members on or around January 15 of each year. All invoices for annual membership fees are payable by March 31 of the current year, unless otherwise agreed upon by the Executive Committee.

4.1.2. If membership fees are not paid by the March 31 due date, the member shall be notified by the Secretariat of the overdue payment and advised that the membership will be suspended if payment is not received by June 30 in the year for which the membership fee applies (see section 6 below) and a 3% monthly interest shall be applied.

4.1.3. In order to allow for the accurate calculation of the formula for Full Members, each member shall respond to the request of the Secretariat no later than 1 August each year of the relevant factors affecting their fee calculation, especially their current number of accreditations and assumptions for incentive discounts. If a member fails to advise the Secretariat within the deadline, the Secretariat (with advisement of the Treasurer) will make assumptions on these factors, and will calculate a 20% increase in the number of accreditations as the basis for calculation of fees. The membership fee invoice will not be amended once it is issued.

4.1.4. New Members shall pay their fees, pro-rated by dividing that amount by 12 and then multiplying it by the months remaining in the first year, including the month their membership commences.



4.1.5. Under exceptional circumstances the IAAC Treasurer may consider a request to delay payment with an agreed upon payment plan not to exceed December 31st, of the year the fee applies.

5. Other fees as applicable.

5.1. Organizations submitting appeals shall include payment of \$1,000 USD to cover the administrative costs of this review.

6. Termination and Suspension of Membership

6.1 Any member may have its membership suspended or terminated for non-payment of fees or other debt to IAAC (see also section 4 above).

6.1.1. A suspended member shall have its name removed from the list of members but shall continue to receive correspondence from IAAC. An IAAC member whose membership is suspended shall not claim to be one. A suspended member is not eligible to participate in IAAC sponsored activities.

6.1.2. A suspended member, that is a signatory to the IAAC MLA, shall not claim signatory status during the suspension period.

6.1.3. A membership suspension does not require General Assembly approval and shall be performed according to this procedure.

6.1.4. If the membership fee is not received by the end of the IAAC financial year (i.e. December 31), membership shall be terminated. A membership termination requires General Assembly approval.

6.1.5. On termination of membership all correspondence from IAAC ceases.

6.1.6. Any organization whose membership is suspended or terminated remains liable to pay IAAC any fees due and payable but unpaid at the date of suspension or termination.

6.1.7. The Secretariat shall notify IAF and/or ILAC of a suspended or terminated member that is a signatory to the IAAC MLA.