



IAA Late Membership Payment Policy

Executive Summary

In order to reduce late payment of IAA membership fees by Full Member Associations (FMAs) as well as Associate Member Associations (AMAs), and to fill in a gap in the Internal Regulations without cluttering this document with matters of administrative detail that should be managed by the Executive Committee (EC), the EC recommends that Council approve this IAA Late Membership Payment Policy, with an implementation date of January 1 2021.

Administration

Council delegates the power to implement the Late Membership Payment Policy to the EC including a gradation of sanctions leading up to the administrative termination of membership.

Late membership fee payment

As described in the Internal Regulations 2.6.4, Late membership fee payment, membership fees are payable before January 31 of each year for that calendar year. Any payment or partial payment still outstanding after March 31 of each year will be deemed a late payment.

Late Payment penalties:

Following the deadline of March 31, if the FMA or AMA has an outstanding balance, the following penalties shall be enforced by the EC:

1. 1% monthly late payment surcharge on any outstanding membership fees, starting on April 1;
2. The FMA may not exercise its right to vote at Council or in any electronic vote after April 1, if fees are not current¹;
3. An FMA's/AMA's delegates may not attend Council/Committee meetings, participate in telephone meetings, or attend any IAA events after April 1 if their fees are not current. If the member association wishes to attend IAA events there would need to discuss this with the Secretariat and explain any extenuating circumstances; and
4. The FMA/AMA will become ineligible for any financial assistance, bursaries and to participate in IAA events such as regional seminars.

Under exceptional circumstances, the EC may exercise waiver of the sanctions listed above for a maximum of six months.

¹ This is defined as IAA membership fees paid in full for current calendar year and all prior years including any late payment surcharge.

Administrative termination of membership

Any FMA/AMA with outstanding membership fees for a total of two years. (i.e., at least 24 months on January 31), will be subject to a decision by the EC of administrative termination of membership.

In making its decision, EC will ensure proper communication and engagement attempts were done over such period with the FMA or AMA. EC may also consult with the Audit and Finance Committee, Membership Committee as well as the Advice and Assistance committee as appropriate before making its decision.

Notification of Council

The EC shall report to Council on a yearly basis on the uses of this policy.

Council ratification

Any administrative termination of membership as proposed by the EC shall take effect once ratified by Council.

Reinstatement

Membership may be reinstated by the EC once all outstanding fees including related penalties are paid in full, including all fees unpaid during membership lapse, subject to a maximum of three years of fees payments and related penalties.

Exceptions

The Secretariat may exercise discretion in waiving penalties and sanctions if the fees are unpaid in full including related penalties purely a result of currency or banking issues that are beyond the member's control. Note that failure to act in a timely fashion is well within the members control and thus would not result in a waiver.

Taking effect

The effective date of this policy is January 1, 2021.