



## Inter American Accreditation Cooperation

### Procedure for IAAC Membership Fees

#### CLASSIFICATION

This document is classified as an IAAC Procedures Document.

#### AUTHORIZATION

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Original: English



## Inter American Accreditation Cooperation

### 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 will not be considered unless they are accompanied by a non-refundable application fee of \$100.
- 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 \$500 annually.
  - 3.2.2. Associate member fees are \$1000 annually.
  - 3.2.3. Full member fees are based on the result of the following factors:
    - 3.2.3.1. UN budget contribution bands (% UN budget per national economy)
      - < .15 = \$1500
      - < 1.0 = \$3000
      - > 1.0 = \$4500
    - 3.2.3.2. Number of accreditations in existing MLA scopes
      - 0-100 accreditations = \$1250
      - 101-500 accreditations = \$2500
      - 501-and over accreditations = \$5000
    - 3.2.3.3. MLA signatory
      - \$500 for the first MLA and \$250 for each additional MLA



## Inter American Accreditation Cooperation

### 3.2.3.4. Incentive discounts (cumulative)

Annual Plenary Hosts - allowed a 25% discount in their annual fees for that year.

Executive Committee members - allowed a 20% discount in their annual fees in the year following their service.

### 3.2.3.5. Subsequent to determination of annual fees by this formula (sum of the U.N. Budget factor plus the Accreditations factor plus MLA signatories factor, minus the sum of Incentive Discounts), Full Member fees will be a minimum of \$2,000 and a maximum of \$7,000.

## 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).

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, the Secretariat (with advisement of the Treasurer) will make assumptions on these factors that will not be amended after fee invoices are issued.

4.1.4. New Members shall pay their relevant 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 31<sup>st</sup>, of the year the fee applies.



## Inter American Accreditation Cooperation

### **5. Other fees as applicable.**

5.1. Organizations submitting appeals shall include payment of \$1,000 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 organization whose membership is suspended shall not claim that it is a member of IAAC. 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.