

International Accreditation Forum, Inc. (IAF)



IAF Policy Document



Issue 4

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This document sets out the rules for calculating and collecting membership fees for IAF members.

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Rules for IAF Membership Fees

Issue 4

1. Calculation of Membership Fees

1.1.1. At each Annual Plenary Meeting of IAF the Treasurer shall submit a budget for the operations of IAF in the calendar year beginning 1 January immediately following, and the Plenary shall approve a budget for that purpose. The budget shall be expressed in United States of America dollars.

1.1.2. The quantum of the total operating expense budget approved by the Plenary Meeting shall be shared among the Accreditation Body Members and Association Members of IAF as set out below. In addition, Observer Members will pay an annual fee to IAF of not less than \$US 500.00 which will be subject to annual review.

1.1.3. Accreditation Body Members and Association Members of IAF shall be assigned to one of six bands. The band allocated for each member shall be based on the economy in which each member normally operates (as stated in its Quality Manual). An economic factor for that member shall be determined according to the published UN Scale of assessments for the apportionment of the expenses of the United Nations, as adopted by the General Assembly, for that economy and for the relevant year. Each band shall be allocated a number of points for fees calculation purposes as set out in paragraph 1.1.5.

1.1.4. Where an organisation states in its Quality Manual that it offers all its services on a regular basis in more than one economy, the economic factor for the economy with the highest UN assessment shall be used.

1.1.5. The bands and the number of points allocated for each band, are:

Band one - UN Scale of assessments percentage less than 0.500 - allocated 40 points;

Band two - UN Scale of assessments percentage between 0.501 and 2.000 - allocated 80 points;

Band three - UN Scale of assessments percentage between 2.001 and 5.000 - allocated 120 points;

Band four - UN Scale of assessments percentage between 5.001 and 20.000 - allocated 160 points;

Band five - UN Scale of assessments percentage over 20.000 - allocated 200 points;

Band six - world-wide operations - allocated 240 points.

1.1.6. The share of the total amount calculated as set out in paragraph 1.1.2. allocated to each Accreditation Body Member of IAF shall be proportional to the number of points calculated as follows -

The member shall be allocated one point for each QMS, EMS and Product Certification accreditation issued by the member at 1 September each year, but not accreditations to specific industry sector schemes (such as QS9000, TL9000).

One point shall be also allocated for each Inspection Body accredited by a member which belongs to either IAF or ILAC (i.e. only one organization) and one half point for each Inspection Body accredited by a member which has membership of both IAF and ILAC, as at 1 September each year.

NOTE: As both IAF and ILAC will be including the number of Inspection Body accreditations in their respective membership fee calculations, in order to avoid organizations which are members of both IAF and ILAC being charged twice for the same accreditation, only half the number of Inspection Body accreditations will be counted in the respective fee determinations if that Accreditation Body is a member of both IAF and ILAC.

The number of points for each member will be calculated by adding the points for the size of the economy to those for the number of accreditations.

For members of the IAF MLA the total number of points calculated above shall be increased by 10%.

1.1.7. In order to allow the calculation of the accreditation element it will be necessary for each member to advise the Secretary no later than 1 September in each year of the number of QMS, EMS, Product and Inspection Certification accreditations it has issued, or expects to have issued, at that date. If a member fails to advise of the number of QMS, EMS, Product and Inspection Certification accreditations issued by 5 September the Secretary will make a decision on the number of accreditations that member will be credited with. The calculations for the year in question will not be amended after invoices for the fees are issued.

1.1.8. The share of the fees to be paid by Association Members which are associations of accredited certification/registration bodies shall be calculated as set out in paragraph 1.1.5.

* Note - the maximum figure for Association Members shall be subject to the same variations approved by the General Assembly for the Annual Budget and applied to Accreditation Body Members.

1.1.9. The fees for Association Members which are associations of industry bodies shall be calculated in the same manner as set out in paragraph 1.1.8. but shall be reduced by 50% from the calculated figure.

2. Rules for New Members

2.1.1. Applicants for Membership in IAF will be required to submit with the application an application fee of \$US 2,000. The application fee will not be refundable, but should the application be successful, the fee will be credited towards the membership fees due from that member.

2.1.2. The calculation of fees for a new member joining IAF during a calendar year shall be as follows -

The number of points allocated to the member shall be calculated according to the above rules, and the money value per point in \$US, calculated at the time membership fees for continuing members were set, shall be multiplied by the number of points for the new member. The new member shall pay a fee calculated by dividing that figure by 12 and then multiplying by the number of months remaining in the calendar year, including the month of joining.

3. Levying of Membership Fees

3.1.1. The Secretary shall, following the approval of the IAF budget, levy all members of IAF for their share, as calculated above, to be paid to the Treasurer before 1 January following the Plenary Meeting. Payment shall be made in US dollars.

3.1.2. The Board is charged with the oversight of the expenditure against the budget, and has the authority to re-allocate funds between elements in the approved budget as necessary to meet the needs of IAF, but within the total budget approved by the General Assembly in each year. The Board is to report on expenditures in the previous year at each General Assembly Meeting.

4. Approval of Budget, Fees Schedule and Invoices

4.1.1. The Treasurer shall prepare the draft budget for the forthcoming year beginning 1 January, circulate it to members 30 days before the forthcoming General Assembly Meeting and present it to members for approval at the General Assembly Meeting.

4.1.2. After the General Assembly Meeting has approved the budget for IAF for the forthcoming year the Secretary shall calculate the actual membership fees due from each member in respect of the year commencing 1 January following approval. The Secretary shall send an invoice to each member at its electronic transmission address as shown in the list of members. The invoice shall show the amount due in US dollars and the date payment is due, which will be 1 January after approval of the budget for the year in which membership fees are due.

4.1.3. The members shall be allowed at least an interval of a full month after the date of the invoice before the date payment is due.

5. Enforcement of Membership Fees

5.1.1. If any member has not paid the membership fees for the relevant year by the date payment is due, the Secretary and Treasurer shall attempt to affect payment through correspondence for a further period of 90 days.

5.1.2. If a member has not paid the membership fees for the relevant year by a date 90 days after the date payment is due, the Secretary shall advise the member that its membership has been suspended for non-payment of IAF fees. The Secretary shall arrange for the member's listing in the Membership page of the IAF web site to carry a notation that the member has been suspended for non-payment of IAF fees.

5.1.3. A member which has been suspended for non-payment of IAF fees shall not be permitted to take any part in any activity of IAF. Representatives of that member organisation shall not be permitted to speak or vote in any IAF meeting or take part in any IAF activity. The member will be denied all the rights due to a member of IAF in the category of its membership. No IAF documentation shall be provided to a suspended member.

5.1.4. Subject to 5.1.7. below, when a member which has been suspended for non-payment of IAF fees makes full payment of the outstanding fees to the Treasurer of IAF its membership shall be restored. The notation in the IAF web site shall be removed and the member will have all rights due to a member of IAF in the category of its membership.

5.1.5. If the member which has been suspended for non-payment of IAF fees has still not made full payment of the outstanding fees to the Treasurer of IAF by 180 days after the date payment was due, and the member is an Accreditation Body Member, the Secretary shall place a statement on the public section of the IAF web site notifying of its suspension from IAF membership for non-payment of IAF fees and informing all certification/registration bodies which have been accredited by it that they may no longer use any marks identifying the accreditation body's status as a signatory of an IAF MLA. The Secretary shall advise all other members of the IAF MLA and applicable Regional Bodies of the member's suspension.

5.1.6. An accreditation body which has been suspended from membership in the IAF MLA, or which has its membership cancelled, shall be liable for any contingent liabilities which result from the suspension or cancellation of its membership.

5.1.7. If the member which has been suspended for non-payment of IAF fees has still not made full payment of the outstanding fees to the Treasurer of IAF by 270 days after the date payment was due, its membership shall be cancelled. Any membership in an IAF MLA shall be cancelled and the Secretary shall notify all certification/registration bodies which have been accredited by it of the cancellation of its IAF membership for non-payment of IAF fees. The Secretary shall notify all members of IAF of the cancellation of the membership and shall arrange for the member's listing in the Membership page of the IAF web site to carry a notation that the membership has been cancelled for non-payment of IAF fees. After 60 days the notice and the member's listing shall be removed from all pages in the IAF web site.

5.1.8. Should an organisation which has had its previous membership cancelled for any reason apply for readmission as a member of IAF, it shall be required to complete the full new member application process, including the lodging of a new application fee. If the re-admitted member is an Accreditation Body which was formerly a MLA member it shall be required to apply to join the IAF MLA as a new member and shall be subject to the normal peer evaluation processes before it is re-admitted to the MLA.

End of Rules for IAF Membership Fees