



*Publication
Reference*

EA-2/01-S5

Supplement 5 to EA-2/01, EA Rules of Procedure

Levying of Membership Fees

PURPOSE

This document has been produced by EA and describes the procedure to levy Membership fees.

Authorship

The publication has been written by the EA Secretary

Official language

The text may be translated into other languages as required. The English language version remains the definitive version.

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Further information

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Transitionnal period : _____

1 LEVYING OF MEMBERSHIP FEES

The Secretariat shall, following the approval of the EA budget, levy all members of EA for their share, as calculated, to be paid to the Secretariat before **1 April** following the General Assembly meeting. The invoice will be sent by post on the 31 January at the latest.

Payment shall be made in EUROS.

2 OVERSIGHT OF THE BUDGET

Unless otherwise decided by the General Assembly, the Executive Committee 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 EA, but within the total budget approved by the General Assembly each year.

The Secretariat is to report on expenditures in the previous year at each General Assembly.

3 ENFORCEMENT OF MEMBERSHIP FEES

3.1 Members will be given 2 months after the due date to pay the membership fees due. A reminder will be issued at the beginning of May. Those organisations which have not paid the membership fees 2 months after the due date shall have the membership suspended until the fees are paid. When an organisation's membership is suspended, representatives of that organisation shall not be permitted to speak or vote in any Ea meeting, and membership of the MLA group shall be suspended.

Membership shall be re-instated as soon as the fees are paid.

3.2 If the dues are not paid by 12 months after the date on which dues are payable, the membership shall be cancelled. Should a member wish to renew membership after cancellation, that member shall apply as a new member and the application shall be processed in the normal way. Membership of a new member in the EA MLA shall be subject to the normal peer evaluation process.