



COUNCIL POLICIES AND PROCEDURES

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| Section<br><br>Membership | Subject<br><br>Member Dues | Page<br><br>Date | 1<br><br>May 15, 2001<br>Revised April 9, 2005<br>Revised March 4, 2006<br>Revised March 1, 2008 |
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| Purpose            | To establish the annual dues payable for membership in ACE. |  |
| Policy             | Type of Members   | In accordance with the intent of the By-laws, and in accordance with ACE policy on membership approvals, ACE will accept individuals in various categories of membership.  |
|                    | Membership Year   | Membership is available and renewable on a calendar year basis, i.e. January 1 - December 31.  |
|                    | Membership Fees   | In accordance with the ACE By-laws, membership fees may be adjusted annually up to an amount based on the increase in the Statistics Canada consumer price index (CPI) of the preceding year, and shall be rounded up to the nearest dollar. Proposed changes in dues greater than the CPI shall be approved by two-thirds majority of National Council. Notification of any change in dues above the CPI shall be made to the members at least 100 days in advance of the Annual Meeting to allow members to file objections. |
|                    | Application/ Reclassification Fee                           | An application fee or reclassification fee will be charged to offset administrative costs associated with processing new members and reclassifications.  |
|                    | Late Fee  | A late fee shall be levied on members whose dues are received later than January 15 of the membership year. The late fee is determined by Council and is reviewed from time to time.   |
|                    | Prorating Fees  | There is no discount for current or returning members for part of the year. However, new members joining on or after July 1 <sup>st</sup> and before November 1 <sup>st</sup> will be entitled to a 40% reduction in the annual dues for their first year. Applications received on or after November 1 <sup>st</sup> will be processed for the next membership year, with membership benefits taking effect immediately.  |
|                    | Refund of membership fees                                   | Membership fees will normally be non-refundable. In exceptional circumstances, National council may approve a refund. The member must make their refund request in writing, stating why they are requesting a refund. An administrative fee of 30.00 will be applied to all refunds.   |
| Related Procedures | Renewal Notices   | Renewal notices will be issued on November 1 to all members, with payment due by January 1 of the following year. Second notices will be sent 30 days later, on December 1, to notify all non-renewed members of the late fee in effect for all payments received after January 31. Should a situation arise where these dates cannot  |

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| April 5, 2002        | March 1, 2008 (revised) | National Council      |



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|  |   | <p>reasonably be met, the start date of the late fee will be adjusted, pursuant to the approval of the ACE Secretary.</p> <p>CCPE certified members will be annually invoiced for their CCPE maintenance fee, which includes payment of ACE Member dues. Remittance of this fee will also be considered a renewal of membership in ACE.</p>  |
|  | Revocation of membership due to non-payment | <p>An ACE “member in good standing” is any member who has renewed or paid their membership by January 31 of the current year.</p> <p>Thereafter, the individual will be placed on the former member list and will have all rights, privileges and benefits of membership revoked.</p>  |
|  | Reapplication                               | <p>Where a former member subsequently re-applies for membership within 3 years, the member will be required to pay the appropriate member dues for the year of application. The annual dues will not be prorated.</p> <p>Members and Affiliates whose memberships have lapsed for greater than 3 years and wish to renew, will be asked to re-join as new members in the appropriate category.</p> |
|  | Exemption                                   | <p>Honorary Fellow Members of ACE are exempted from payment of membership fees.</p>  |

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