



FELLOWSHIP DUES AND UNPAID DUES POLICY

POLICY: The Canadian Academy of Engineering shall have a policy for collecting Fellowship dues from all classes of Fellows and for removing an individual from the Fellowship if they do not pay their dues by the deadlines described in this Policy.

RATIONALE: The Corporation shall have a policy for setting and collecting annual Fellowship dues and related fees and a mechanism for the situation when Fellowship dues are late or unpaid.

PROCEDURE:

1. **NEW FELLOWS:** Any new fellow of the corporation shall pay to the treasurer either the annual dues or the fee applicable to life fellowship.
2. **DUES:** The Board shall set the level of the Dues and other ancillary fees, such as late fees, annually.
3. **ANNUAL DUES:** Fellows shall pay the treasurer the annual dues as determined by the Board, which shall become due and payable on receipt of an invoice each year. A late fee will be applied to Dues not paid after 30 days of the invoice. The Board may waive or modify fees of one or more fellows in exceptional circumstances.
4. **LIFE FELLOWSHIP:** A fellow in good standing may, at any time, secure life fellowship in the corporation by payment of a lump sum amounting to fourteen times the annual dues of a fellow.
5. **UNPAID DUES:** A Fellow who is not a life fellow, who has not responded to notices sent to their regular address after 1 January and again by June 30, will be contacted by the Executive Director or a Director to ascertain whether circumstances such as illness or economic hardship are preventing them from paying their dues. If no reason acceptable to the Board is provided, those Fellows whose fellowship fees remain unpaid two weeks after the June request to pay their fees will have their names listed in the Fellows section of the website as delinquent. If the fees remain unpaid after 1 January of the following year, the Executive Director will notify the fellow that their Fellowship has been removed. If they pay their annual dues and the arrears by 30 June of that following year, or a later date in exceptional circumstances following such removal, they will be reinstated. A person who has ceased to be a fellow for unpaid dues may be reinstated by the Board if the arrears and the next annual dues are paid to the treasurer before

June 1 following such removal, or on such other date as may, in exceptional circumstances, be decided by the Board.

Approved by the Board of Directors on 21 June 2012

Revised 26 June 2014.

Revised 26 June 2017

Revised 21 June 2019