

Annual Payment Procedures and Invoicing Timeline

This document outlines the annual procedures for membership payments, invoicing timelines, voting eligibility, and the consequences of non-payment for Fully Accredited Associations, Provisional Accredited Associations, Associate Accredited Associations, ECIP Holders and Individual Members.

General Payment Principles

All Associations, Institutes, Organizations, Individual Members and ECIP Holders must pay their annual membership fee in order to maintain their active status and associated rights within the EAIP.

Payment of the annual membership fee is due **within 60 days from the date of the invoice**.

Failure to settle the invoice within the indicated timeframe will result in suspension of certain membership rights, and eventually loss of membership status.

Annual Invoicing and Payment Timeline

January – March Preparation of all accounting and financial documents for the previous year.

April – June Annual membership invoices are issued and sent to all member organizations, individual members and ECIP Holders.

Payment Deadline Membership fees must be paid **within 60 days from the invoice date**.

Starting from September Payment reminders are sent to members and ECIP Holders who have not yet settled their invoices.

Number of Official Reminders One formal reminder is issued by the EAIP secretary office.

Rules Applying to Organizational Members

Organizational Members include Fully Accredited Associations, Provisional Accredited Associations and Associate Accredited Associations.

If an organizational member accumulates **two consecutive years of unpaid membership fees**, the organization will lose its membership status and will be removed from the EAIP register.

The organization will also lose its accreditation status within the EAIP.

Organizations wishing to return to EAIP membership after removal must:

- submit a **new application for accreditation**, following the full reaccreditation procedure

- settle all outstanding membership fees for the two years prior to the loss of membership

Voting Rights

Only **Fully Accredited Associations** hold organizational voting rights within the EAIP.

Fully Accredited Associations may vote at the **Annual General Meeting (AGM)** only if their membership fee has been fully paid.

If the membership fee remains unpaid for **one year**, the association's voting rights are **automatically suspended**.

Voting rights are reinstated only after the outstanding fees have been fully paid.

Loss of Membership for Associations

Associations that fail to pay their membership fees for **two consecutive years** will:

- lose their Fully Accredited, Provisional or Associate status
- be removed from the EAIP membership list

Reapplication for membership is possible only through the **full reaccreditation process** and after settlement of any outstanding fees.

Payment Obligations for Individual Members and ECIP Holders

All Individual Members and ECIP Holders must pay their annual membership fee according to the invoicing timeline.

If an Individual Member or ECIP Holder accumulates **two consecutive years of unpaid membership fees**, their membership status will be terminated.

Individuals who wish to restore their membership after a period of non-payment must:

- pay the **outstanding membership fees for the previous unpaid years**, and
- comply with the current membership requirements set by the EAIP.

For example, if a member does not pay the membership fee for two years and later wishes to return, the member must pay the fees corresponding to **those two unpaid years** in order to restore membership status.