



## Standard Operating Procedure Membership (SOP-M)

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### CONTACT INFORMATION



# IACAPAP

International Association for Child and  
Adolescent Psychiatry and Allied Professions

## Introduction

Membership in the IACAPAP comprises four categories: **Full Member organisations** (national organisations), **Affiliate Member organisations** (other organisations), and **Individual Members**.

The IACAPAP operating and membership year runs from January 1st to December 31st. To ensure that you are eligible for all membership benefits for the current year, membership fees should be paid before Feb 15<sup>th</sup>.

## Membership Categories

**Full Membership** is opened to *bona fide* national organisations whose members are composed of child and adolescent psychiatrists or child and adolescent psychiatrists and allied mental health professionals.

**Affiliate Membership** is opened to other international, national or local organisations consisting of child and adolescent psychiatrists and/or allied professionals in child and adolescent mental health with or without allied mental health professionals.

**Individual Membership** of the Association is opened open to a child and adolescent psychiatrists, other mental health professionals or professionals in training who devote themselves to the study, treatment, care and prevention of mental and emotional disorders and disabilities in children and adolescents, and their families.

## CONTACT INFORMATION

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## Benefits of Membership

IACAPAP member benefits include:

### *Benefits for Full Member (FM):*

- Each Full Member shall be entitled to send one delegate to the General Assembly. The delegate shall vote in all business, including nomination and election of officers. Each full member has one vote.
- Complimentary access to open resources available on the IACAPAP website.
- Discounted registration for the IACAPAP World Congress and other IACAPAP events.
- Access to IACAPAP Member Site.
- Full Member organisation will be listed on the IACAPAP website
- Membership certificate

### *Benefits for Affiliate Member (AM):*

- Each Affiliate Member may send one delegate to the General Assembly. The delegate may speak but not nominate officers nor vote.
- Complimentary access to open resources available on the IACAPAP website.
- Access to IACAPAP Member Site.
- Affiliate Member organisation will be listed on the IACAPAP website
- Membership certificate

### *Benefits for Individual Member (IM):*

- Attend the General Assembly, but an individual member may speak but not nominate officers nor vote.
- Complimentary access to open resources available on the IACAPAP website.
- Discounted registration for the IACAPAP World Congress and other IACAPAP events.
- Access to IACAPAP Member Site.
- Eligibility for IACAPAP Travel Grant application.
- Eligibility for awards and honours.
- Eligibility for certification of participation of IACAPAP events.
- Membership confirmation letter.

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## Overview of Membership Benefit based on Member Category

Membership Benefit	Membership Category		
	FM	AM	IM
Send one delegate to General Assembly. <ul style="list-style-type: none"><li>- Nominate and vote at General Assembly.</li><li>- Speak at General Assembly</li></ul>	Y -	- Y	- -
Attend General Assembly (Speak at General Assembly)	-	-	Y
Complimentary access to open resources available on the IACAPAP website.	Y	Y	Y
Access to Member Site <ul style="list-style-type: none"><li>A. Learn &amp; Connect Section under Member Site<ul style="list-style-type: none"><li>o Virtual Education Material</li><li>o Lunch &amp; Learn Webinar</li></ul></li><li>B. Networking (Forum Discussion)</li></ul>	Y Y	Y Y	Y Y
Listed on Website	Y	Y	-
Member Certificate (for FM & AM) / Membership Confirmation Letter (for IM)	Y	Y	Y
Discounted registration for the IACAPAP World Congress and other IACAPAP events.	Y	-	Y
Eligibility for IACAPAP Education Travel Grant	-	-	Y
Eligibility for awards and honours	-	-	Y
Eligibility for certificate of participation of IACAPAP organised events	-	-	Y

**Remark:**

- *FM : Full Member*
- *AM : Affiliate Member*
- *IM : Individual Member*

## CONTACT INFORMATION



## How to Become a Member

### 1. Application Submission

- Membership applications are submitted online
- New applicants shall provide the following documents

Full Member (FM)	Affiliate Member (AM)	Individual Member (IM)
<ul style="list-style-type: none"><li>- Duly filled Membership Application Form signed by the current president</li><li>- A copy of the applicant's association constitution (English version)</li></ul>	<ul style="list-style-type: none"><li>- Duly filled Membership Application Form signed by the current president</li><li>- A copy of the applicant's association constitution (English version)</li></ul>	<ul style="list-style-type: none"><li>- Duly filled and signed Membership Application Form</li><li>- A copy of applicant's CV</li><li>- A copy of the Student Certification (for student only)</li></ul>

- For application approved on or before November 30th of the year, the whole year's annual fee will be charged.
- The application submitted after November 30th can be approved in December and the annual dues for the following year will apply.

### 2. Application review and approval of an applicant

- Full and Affiliate membership application needs to be approved by the Executive Committee.
- Individual Member application needs to be approved by the Membership Committee chaired by the Secretary-General.



## Membership Fee

### FM & AM Membership Fee

No of Members	Income Classification		
	Low & Lower Middle (USD)	Upper Middle (USD)	High (USD)
0 - 25	0.00	20.00	35.00
26 - 100	10.00	100.00	200.00
101 - 250	30.00	300.00	500.00
251 - 500	60.00	600.00	1000.00
501 - 1000	120.00	1250.00	2000.00
>1,000	240.00	2500.00	4000.00

The IACAPAP membership dues are based on your organisation's size and the country's income classification as per the World Bank Income Classification

### Individual Membership Fee

Income Classification		Low Income		Middle Income		High Income	
Years of Membership		1	3	1	3	1	3
Profession	Medical Doctor	5.00	12.00	20.00	50.00	60.00	150.00
	Other Professional	0.00		10.00	25.00	30.00	75.00
	Student	0.00	-	5.00	-	20.00	-

The IACAPAP membership fee is based on your membership category and membership duration according to country income classification as per World Bank.

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## Membership Renewal

### 1. Membership tracking

- Standard membership is January 1st through December 31st.
- Members whose dues are in arrears more than **45 days** are not eligible for any benefits of membership.

### 2. Dues renewal

- On January 1st the Administrator mails dues renewal letters to all members.
- Schedule of mailing of invoices
  - o Month 1 (January) > Email invoice.
  - o After 30 days > 1<sup>st</sup> reminder. The Administrator mails a notice to members who have not renewed their annual membership. This notice will remind members they must renew their membership to serve or participate in any IACAPAP activities.
  - o After 45 days > The membership status will be converted from unpaid to lapsed automatically should there is no payment from the members.
  - o After 60 days > Final reminder. The Administrator mails a notice to members who have not renewed their annual membership. This notice will remind members they must renew their membership to serve or participate in any IACAPAP activities.
- Members who have not renewed have the option to renew their membership by paying fees for the current year for two consecutive years without any formal application and approval. After that period, a new application and approval are necessary.

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## Membership Waiver Request (Individual Member)

IACAPAP offers a membership fee waiver to IACAPAP Individual Members from developing countries (as per the World Bank Income Classification of Low and Lower-Middle Income Countries). All applications should be submitted online. To apply online ([click here](#)) with additional supporting documentation:

1. Letter of appeal (300 words max) indicating name, affiliation, address and contact details.
2. Curriculum vitae, maximum 03 pages, including career history, awards, education, publications, research activities and further relevant information.

After completing the application online, you will receive an acknowledgement email. Only completed applications will be reviewed by the Membership Committee. All information received will be considered confidential. You will receive a notification from the IACAPAP Administrator to let you know if your request is approved within 14 business days.

## Membership Withdrawal Request (Full Member and Affiliate Member)

The member must submit an official letter indicating of the following:

- The withdrawal request
- The reason for the withdrawal

An acknowledgement email will be sent upon receiving the withdrawal request letter. All information received will be considered confidential. You will receive a notification from the IACAPAP Administrator to let you know the status within 30 business days.

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## Membership Dues

Annual dues shall be reviewed and determined by the Executive Committee annually.

## Exclusion of members

The Executive Committee shall be empowered to exclude members from membership in the Association under the following conditions:

1. If the appropriate due has not been paid or
2. If the member ceases to be in good professional standing or no longer fulfils the requirements of membership. The General Assembly shall ratify this decision for exclusion.

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