

Q: When do dues invoices become available for the current year?

A: Dues invoices are uploaded to the security online portal at the end of January each year. Invitations (Links) to access and download invoices are sent via email to Treasurers and Main Admin Contacts.

Q: How are dues payable to the IPA calculated?

A: Each invoice lists the names of members currently in the IPA membership database and indicates the amounts payable as of 1 January each year. Membership changes after 1 January are not reflected in the invoice. Constituent Organizations should verify the membership list and either confirm its accuracy or return the list to the IPA Membership Services Team, highlighting differences.

Q: If a new member joins the society during the year, will they be included in the invoice?

A: Members who join Constituent Organizations after 1 January are included in the invoice at a \$0 rate for the year they join.

Q: If a member leaves or passes away during the year, will they be included in the invoice?

A: Members who leave or pass away after 1 January will still be included in the invoice for the current year.

Q: If a member was previously a member of the IPA and rejoined the society during the year, will they pay dues?

A: Members who left the IPA and rejoined during the year are required to pay IPA dues for the year they rejoin.

Q: If a member pays a reduced fee or is exempt from paying dues to their Constituent Organization, how will this affect the dues payable to the IPA?

A: Individual members who pay reduced local dues (typically due to length of service, retirement, or hardship) are entitled to a proportional reduction in IPA dues. For example, if a member receives a 50% reduction in local dues, they will also pay 50% of the IPA dues. However, this reduction is subject to the following conditions:

- It applies only for the period during which local dues are reduced.
- It cannot fall below the minimum dues amount set by the IPA Board, which is currently \$110 (Note: this does not apply to exceptional cases of extreme hardship in specific countries, some members may qualify for a further discount under the IPA's hardship discount system, allowing for dues to be less than \$110 and "Acquired Rights" (a Grandfather Dues Exemption)).

Q: Can a member be exempt from paying IPA dues?

A: Members from the Latin America region who were paying zero dues before 1 January 2021 have been granted "Acquired Rights" (a Grandfather Dues Exemption)

effective from 1 January 2025. This exemption does not apply to members receiving discounted dues due to hardship. There are no other dues exemptions available.

Q: Can a member pay dues directly to the IPA?

A: Dues are collected and payable through each Constituent Organization. Members with dual Constituent Organization membership should pay their dues through their main Constituent Organization. Direct Members or members of the Virtual Society, approved by the Board, pay dues directly to the IPA.

Q: What is the dues payment deadline?

A: Dues must be paid by 31 July each year unless special payment arrangements are made with the Treasurer for late or phased payment/s.

If a member rejoins the IPA after their Constituent Organization has settled dues for the current year, the Constituent Organization must notify the IPA of the date the member rejoined. An invoice will be issued to the Constituent Organization to be settled within 30 days of the invoice date.

Q: Is there an incentive for early settlement of dues invoices?

A: Constituent Organizations that have no outstanding dues from previous years and settle their dues in full by 31 March, while also providing the required membership information, will receive a 4% discount per member. The discount will be paid by the IPA to the Constituent Organization by 31 July of the same year.

Q: Can dues be paid in other currencies?

A: Dues are only payable in US dollars or Euros. If paying in Euros, the conversion rate as of 1 January in the current year will apply. This rate is stated on the dues invoice.

Q: What payment methods are acceptable?

A: The preferred method of payment is direct wire transfers in US\$ or Euros (bank details are stated on the dues invoice). PayPal or credit card payments may also be accepted, please contact the Finance Team.

Q: What dues reliefs are available to Constituent Organizations?

Constituent Organizations can apply for dues relief under one or two of the following dues relief schemes:

1. **Financial Hardship Relief:** Available to IPA members in Constituent Organizations where the average session fees charged fall below the "indicator" level approved by the IPA Board. Organizations must apply for this relief by 31 October each year. For more details, see the Procedural Code on Dues, SECTION 3: DUES REDUCTIONS.
2. **Relief for Extraordinary Currency Depreciation:** If the cost of dues in local currency increases by at least 45% between currency devaluation from the

earliest of (i) 1 January in-year or (ii) the date used in the prior year Hardship Relief calculation (if applicable) and 31 July, Constituent Organizations may apply for 50% in-year dues relief. Applications should be made to the Treasurer as soon as they are aware of the situation, but no later than 31 December. For more details, see the Procedural Code on Dues, SECTION 4: RELIEF FOR CONSTITUENT ORGANISATIONS AFFECTED BY EXTRAORDINARY IN-YEAR CURRENCY DEPRECIATION.

Q: Can Constituent Organizations make phased dues payments to the IPA?

A: The Treasurer will consider significant requests for phased payments or loans with advice from the Dues Advisory Committee. Phased payments can be arranged for up to three years from the year in which the dues were payable. Payments covering more than three years will be classified as loans, subject to contractual terms (including potential interest payments) and must be approved by the Executive Committee.

Q: If a member belongs to a society with reduced dues but resides in a different country, what dues rate do they pay?

A: A member who belongs to a society with reduced dues but resides in a different country will pay dues based on the country in which they reside. If there is no IPA society in that country, the dues rate of their IPA fee-paying society will apply.
