

GUIDELINES ON MEMBERSHIP ADMINISTRATION FOR NATIONAL COMMITTEE SECRETARIATS



**International
Association of
Hydrogeologists**

The worldwide groundwater association

1 Introduction

This document is designed to give guidance on membership and subscription issues to National Committee officials. It supplements the Rules of the Association.

2 Membership Administration

Membership administration is carried out at the IAH International Secretariat in Kenilworth, UK, where the master membership database of names, addresses, fee payments and other relevant member information is held.

The IAH National Committees listed below are authorised by the Executive Committee to run membership administration locally. These Committees (which may be called Groups, Chapters etc. to suit local preference and are called NCs in this document) register new members, collect annual fees in local currency and inform the IAH Secretariat of changes of membership details. Fees are remitted in bulk each year, as described in section 8.

Argentina	Mexico
Australia	Netherlands (*)
Belgium (*)	Norway
Canada	Romania
Chile	Serbia (*)
Croatia	Slovakia
Czech Republic	Slovenia
Egypt	Spain
France	Switzerland
Germany (*)	United Kingdom (*)
India	U.S.A. (*)
Ireland (*)	
Japan(*)	
Korea (Republic of)	

The NC of PR China, by special approval of Council, still operates a separate fee administration in local, non-convertible currency for members who have no access to convertible currency.

3 Payonline

Since 2002 IAH has offered on-line new membership sign up and on-line credit card membership renewal using the secure server facilities accessible from the IAH web site. Those NCs marked by a * in section 2 use the centralised on-line system for membership renewals. Annual membership invoices are prepared and distributed by the International Office. Members in those countries who wish to pay by credit card can do so by accessing the service on the web site or by fax back to the International Office. NCs receive 10% of the total credit card payments received from their NC members through the IAH Secretariat, whether by Payonline or by mail/faxback. These procedures mean that participating NCs only receive the membership fees from those members who prefer to continue to pay by local currency cheque direct to the NC.

4 Membership Categories

In addition to ordinary membership there are the following special membership categories. Further details are available on the web site http://www.iah.org/join_membertype.htm

Honorary member	Elected by the General Assembly and pays no fee
Life member	Pays a single fee of 20 times the relevant annual membership fee.
Corporate sponsor	A new category establish from 2008 for corporate members willing to pay a higher fee to associate their company with
Corporate member	<p>For the basic fee a company who is a corporate member of IAH can nominate three of its employees to have a personal membership of the Association. They will have the same membership and voting rights as any other member of the Association.</p> <p>At an additional fee the company can nominate up to a further three employees to also have personal membership.</p> <p>For companies in countries that fall into other income classes similar schemes are available at reduced fees.</p>
Student member	Pays at the lower rate and must be engaged in full-time study at a recognised university or college. Applications will be accepted on trust for a two-year period, after which the student must, each year, provide evidence from the university or college of continuing student status (see annex 1 for specimen form).
On-Line member	For members who wish to receive all IAH services by e-mail or through the web –lower rates for both members and student members.
Retired member	For IAH members who are no longer in active professional employment and who would like to remain in IAH, but not take the Journal either in hard copy or on-line.

5 Membership Applications

Membership applications can be made on-line via the IAH web site to the IAH Office. They can also be made on an application form. Forms are available in the membership flyer available from the IAH office or downloaded from the web site. NCs are free to produce their own modified form and the Secretariat can provide support in doing this. The form should either be sent to the relevant NC or to the IAH Secretariat.

Member services will not commence until a fee has been received either by the NC or by the IAH office. NCs should therefore only forward details of new members to the IAH Secretariat when a fee has been paid. When a person living in a country with an NC who collect fees joins through the IAH office, then the IAH office will complete the first year administration and then pass details to the NC, who will administer the membership in future years.

6 Valid Membership

Membership fees become due on 1 January and provide membership benefits for the full calendar year. Membership may be suspended if fees are not received A member joining part way through the year will pay the full annual fee and receive the full membership benefits in arrears for that year. A member registered with the IAH Secretariat after 1 November will normally commence their membership on 1 January of the year following

7 Membership Fees

Fees are either paid in Euro or in national currency to the local NC. Members paying using the on-line system can ask for deduction from their credit/debit card in Euro, USD or GBP.

A list of the classification of countries for fee payments can be found at http://www.iah.org/country_fee_popup.htm . This list is based upon data from the World Bank and is used by other international societies. Current fees can be found at http://www.iah.org/join_iah.asp

8 Collection of Fees by National Committees

NCs listed in section 2 are responsible for collecting fees in their national currency on behalf of the Association. They are permitted to retain 10% of the international fee to cover administrative costs. Copies of the standard IAH invoice, which can be adapted by NCs for local use, are available from the IAH Secretariat.

NC are required to inform the IAH office as soon as possible after the 31 March, and no later than 1 May of each year, of the members who have paid for the current year. This is to ensure that members who have not paid are suspended until payment is made. It is not necessary for NCs to make a financial transfer at this time. Fees collected for any one year must be sent to the IAH Secretariat by 30 September. However, good cash flow saves the Association money and therefore NCs are encouraged to send the annual fees as soon as possible in the year. Any arrears for previous years should be paid at the same time. Unless there are special circumstances all members from an NC will be suspended if no information about members who have paid is supplied to the international office by 1 May.

In August each year the IAH Secretariat provides a print out of the membership payments record held on the international office database so that NCs can record the individual members who have paid and submit it with their financial return. This will include persons sponsored by the NC or by members of the NC.

9 Bank Accounts

The principal bank accounts of the Association are held in the UK. The account details are as follows:

Bank:	HSBC, 2246 Coventry Road, Birmingham, B26 3JJ, United Kingdom		
Sterling: Bank code:	40 11 24	Account number	91223801
US\$: Bank code:	40 05 15	Account number	57206244
Euro: Bank code:	40 05 15	Account number	57206252

US dollar cheques sent to IAH must be drawn on a bank in the USA, Sterling cheques on a UK Bank and Euro cheques on a bank in the Eurozone.

The Association operates a credit card service that accepts all common credit and debit cards except Diners and American Express. This is by far the most economical way for both sender and receiver to transmit small sums to the IAH Secretariat.

10 Changes of Address

NC Secretaries should forward member address and other changes in personal details to the IAH Secretariat regularly, as they are received, so that the central database is kept up-to-date and the 2 monthly mailings can be properly directed. The IAH Secretariat will not accept the extra cost of duplicate mailings to members if revised addresses are not supplied. Should mail be returned for a member, that member will be placed in a "dormant" category on the database and no further mailings will be sent until a new address has been confirmed. NCs will be informed from time to time of dormant members.

National Committees will be provided with an up-dated print out from the address database at least once a year. All IAH members have a five or six digit membership number, which is included on printouts supplied to NCs. They should include this reference number in their returns and on their

databases to avoid risk of confusion over common names, which, as membership grows, is an increasing problem.

11 Movement of Members Between Countries

Members regularly move between countries, especially within Europe and North America and between developed and developing countries. Most members continue to adhere to their original NC and this will be assumed to be the case unless the IAH Secretariat is advised to the contrary. They will continue to be shown as members of the original NC in communications with that NC but in the IAH Directory they will be listed by their country of residence.

12 Sponsored Members

NCs are asked to encourage their members to support the Sponsored Membership Scheme. The member pays two or more fees, the additional ones at the lower rate, and the NC pass these on to the IAH Secretariat. The member may personally nominate the person he wishes to sponsor, otherwise the fee will be used to sponsor a person nominated by the Burdon Commission or by NCs themselves. Normally sponsorship arrangements run for five year periods. The Sponsored Membership Scheme is administered by the Secretariat, who will give NCs a list of sponsoring members each year so that the correct fees can be collected.

Members who wish to support the sponsored membership scheme, but do not want to make a full second payment, can make a donation. The facility of a write-in payment is provided on the standard membership invoice and in on-line payments.

13 Membership Information

The IAH Directory is no longer published in hard copy format but, except for those members who opt to have their information excluded basic member information can be found using the search facility in the Members area on the IAH web site. Fuller listings are available from the Secretariat, for example to assist congress organisers verify registration discounts.

14 Annual Reports

Every year IAH produces an annual report in accordance with its obligations under company law. Each NC, whether fee collecting or not, is requested to provide an annual report on its activities. The annual report is issued in summary form to all members and the full report is published on the IAH web site. A separate financial report is not required from each NC because the financial returns reported, as explained above, contribute to the overall report of the Association. However NCs receiving payments from IAH, including the refund of 10% fees from credit card payments, may be required to make reports to meet company and charity law requirements.

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ANNEX 1

INTERNATIONAL ASSOCIATION OF HYDROGEOLOGISTS

PO Box 9, Kenilworth, CV8 1JG, United Kingdom
Fax: +44 1926 856561; E-mail: info@iah.org

VERIFICATION OF STUDENT STATUS

IAH allows members to register as students for 2 years without verification of their status.
You have been invoiced as a full member for 2010 BUT YOU NEED ONLY PAY 36 EUROS ('high income'
countries student fee) or 34 EUROS ('other' countries student fee)
if your college or university authority completes this form and you return it to us.

I confirm that (name) IAH Membership Number.

is a FULL TIME student at
(name of college/university)
.....
.....

Signed

Title/position

<p>Stamp of college/university</p>
