FELLOWS SUBSCRIPTIONS POLICY

1. PURPOSE

This policy relates to the annual subscription fees payable by Fellows of the Australasian College for Emergency Medicine (ACEM/the College) and to fees payable by those seeking admission to Fellowship of the College. It is not applicable to:

- Honorary Fellows – who, pursuant to clause 2.5.2 of the ACEM Constitution, are not required to pay any entrance fee or annual subscription, and

- Retired Fellows – who, pursuant to ACEM Regulation A1, are not required to pay the annual subscription.

2. FELLOWSHIP APPLICATION FEE

Applications for election to Fellowship must be completed on the appropriate form and be accompanied by payment of the Fellowship application fee and a pro-rata subscription fee, as specified on the application form. Admission to Fellowship is subject to payment of such fees and is contingent to meeting the requirements as detailed in the Constitution, clause 2.7—Admission to membership.

3. MEMBERSHIP FEES

Accounts for payment of the Fellows’ annual subscription are raised at least 30 days prior to the commencement date of the financial year to which they relate.

Subscriptions are due for payment on 1 July of each financial year (the ‘due date for payment’), and are payable within 30 days of that date.

Consequences of non-payment

(a) Pursuant to clause 3.2 of the Constitution, any Fellow whose subscription has not been paid within three (3) calendar months of the due date for payment will become liable to payment of a surcharge on the outstanding amount.

(b) Pursuant to clause 3.3 of the Constitution, a Fellow whose subscription or other fees remain unpaid six (6) months after they become due shall cease to be a member of the College and shall lose all rights and privileges of membership.

4. EXEMPTIONS AND CONCESSIONS

4.1 Applications

In accordance with this policy, Fellows may apply for an exemption from, or a concession on, the annual subscription fee.

The application should be made prior to the date by which the subscription is payable. It must be on the prescribed form and, in addition to any other details required by this policy, include full details of the following:
• the grounds upon which the application is made
• the length of time for which the exemption or concession is sought (where applicable)
• the rate of the concession sought, and
• any other appropriate information or supplementary documentation in support of the application.

ACEM may request further information from the applicant prior to making a determination on the application and, at its absolute discretion, may approve the application, either wholly or in part, impose any conditions it deems appropriate on any approval given, or refuse the application.

**Duration of Exemption or Concession**

Unless otherwise indicated in this policy or otherwise determined by ACEM, any approval granted will apply only to the financial year to which the subscription relates.

**Obligations**

Fellows who have been granted ongoing exemptions or concessions must notify the College immediately if there is any change to the circumstances under which they have been granted an exemption or concession.

### 4.2 Grounds for Exemption

The grounds upon which an application for an exemption may be made are that the Fellow:

(a) Will not be practising any form of medicine for the whole of the financial year to which the subscription relates due to incapacitating illness

(b) Is working solely in a humanitarian or similar voluntary field.

*Note: An exemption granted on this basis will be ongoing while the Fellow continues to work solely in that field, at the conclusion of which period it will terminate.*

### 4.3 Grounds for Concession

The grounds upon which an application for a concession may be made are that the Fellow:

(a) Is over the age of 65 years, but continues to practise emergency medicine

*Note: A concession granted on this basis will be ongoing until the Fellow becomes a Retired Fellow.*

(b) Is practising in a field of medicine other than emergency medicine for at least the whole of the financial year to which the subscription relates

*Note: A concession will not be granted on this basis where the FACEM qualification is deemed to have contributed towards the Fellow’s obtaining his or her current clinical position or where a direct benefit is deemed to have been obtained by the Fellow as a result of that qualification. No concession applies to those training in another specialty until training is completed, Fellowship of the other College is granted and the individual is practicing in that specialty.*

(c) Has resided, and is continuing to reside, overseas for a continuous period of more than three years

(d) Where a Fellow is taking unpaid maternity leave or is working part-time (twenty hours or less per week) after childbirth. The maximum period any concession may apply is 12 months per confinement

*Note: Details of part-time work are to be submitted with application.*

(e) Where a Fellow is undertaking full-time study and is not working at all.
4.4 Financial Hardship

ACEM may, at its absolute discretion, grant a concession or deferral of payment to a Fellow in cases of financial hardship. Applications will be considered on a case by case basis. Applications must:

- be made in writing to the College, and include the following:
  - details of the reasons for the request
  - any supporting documentation (if applicable)
  - a proposed schedule for payment of the fee (if applicable)
  - payment of the first of the proposed instalments (if applicable).
- reach the College prior to 31 July in the financial year to which the subscription relates.

4.5 Review of Decision by ACEM

ACEM may review a decision it has previously made granting an exemption or concession if the circumstances under which the decision was made have materially altered; and may, at its absolute discretion, vary the conditions of or revoke the exemption or concession, whether retrospectively or otherwise.

5. DOCUMENT REVIEW

Timeframe for review: every two (2) years, or earlier if required.

5.1 Responsibilities

Document authorisation: Board
Document implementation: Director of Operations
Document maintenance: Manager Finance

5.2 Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date of Version</th>
<th>Pages revised / Brief Explanation of Revision</th>
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</thead>
<tbody>
<tr>
<td>v1</td>
<td>Dec-98</td>
<td>Regulations 2.10 &amp; 2.11 approved by (the then) Council. Subsequently amended in Jul-14 (consequent upon governance review only).</td>
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<tr>
<td>v2</td>
<td>Sep-2014</td>
<td>Replaces regulations 2.10 and 2.11. No substantive change to content, but administrative procedures not included in policy.</td>
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<tr>
<td>v3</td>
<td>Apr-2016</td>
<td>Approved by Board. Changes made to align policy with Regulation A1 – Categories of Membership – specifically the Retired Fellows provisions. Changes include: clarification of 'due date for payment'; repeal of exemption for FACEMs aged 70+ and those permanently retired; amendment of provisions re concession for FACEMs aged between 65 to 70).</td>
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