

Australasian College
for Emergency Medicine

Membership Subscription Policy

v7.1 COR823

Document Review

Timeframe for review:	Every two years, or earlier if required
Document authorisation:	ACEM Board
Document implementation:	Accounts Manager
Document maintenance:	Governance and Standards Support Officer

Revision History

Version	Date	Pages revised / Brief Explanation of Revision
v1	Dec-1998	Regulations 2.10 & 2.11 approved by (the then) Council. Subsequently amended in Jul-14 (consequent upon governance review only)
v2	Sep-2014	Replaces regulations 2.10 and 2.11. No substantive change to content, but administrative procedures not included in policy.
v3	Apr-2016	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 to70).
v4	Apr-2018	Reduced requirement for concession based on overseas residency from three years to one.
v5	Jun-2019	Revisions throughout to extend from Fellows to all College members and reflect current College processes including an automatic concession on the fee payable by Fellows aged 65 and greater.
v6	Apr-2020	Revisions to specify the surcharge level applicable for non-payment, clarify the timeframe for submission of applications for exemption and concession, and amendments to the grounds for concession.
v7	Jun-2022	Two-yearly review of policy; extensive revisions throughout, including revisions to the grounds for exemption and concession and clarification of nature of evidence to be provided in support of applications.
v7.1	Apr-2023	Administrative revision to date period referenced in Section 3.1 .

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1. Purpose and scope

The Australasian College for Emergency Medicine (ACEM; the College) is a membership-based organisation and all members of the College, unless otherwise provided for in the ACEM Constitution or College regulations, are required to pay a subscription fee as part of their annual renewal of membership. This policy relates to the annual subscription fees payable by College members and to fees payable by those individuals seeking admission to membership of the College. The purpose of this policy is to outline circumstances in which a reduction in the annual subscription fee may be granted on the grounds of financial exemption, concession or hardship to ensure a consistent approach is applied to the determination and granting of such requests.

2. Membership application fee

Applications for election to membership of the College must be made on the appropriate prescribed form and be accompanied by payment of the relevant application fee and a pro-rata subscription fee. Admission to membership is subject to payment of such fees and is contingent upon meeting the requirements as detailed in the ACEM Constitution, clause 2.6 – Admission to membership, and the applicable regulations.

3. Subscription fees

Pursuant to the ACEM Constitution and associated regulations, a membership subscription fee is payable each year by all members of the College, with exception of Honorary Fellows, Retired Fellows, and International Affiliate members from Developing Countries.

3.1 Timing of accounts

The annual subscription fee is for the financial year from 1 July to 30 June. Accounts for payment of a members' annual subscription are ordinarily raised in early June, prior to the commencement date of the financial year to which they relate. Invoices are made available via My ACEM.

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 (i.e., 30 July).

3.2 Payment options

Payment options are detailed on the subscription invoice. Ordinarily, payments may be made by BPAY® (only available with Australian banking institutions), credit card or cheque. Payments by credit card are to be made online via My ACEM (www.acem.org.au/pay). Once payment has been made and funds have been received by the College, a receipt will be issued to the member and made available via My ACEM.

3.3 Consequences of non-payment

- a. Pursuant to clause 3.2 of the ACEM Constitution, any member whose subscription has not been paid within **three (3) calendar months** of the due date for payment (i.e., **1 October**) will become liable to payment of a surcharge ('late lodgement fee') of ten (10) percent on the outstanding amount.
- b. Pursuant to clause 3.3 of the ACEM Constitution, a member whose subscription or other fees remain unpaid **six (6) months** after they become due and payable (i.e., **1 February**) shall cease to be a member of the College and shall lose all rights and privileges of membership pursuant to clause 4.2.1(f).

An individual who has ceased to be a member of the College pursuant to clause 4.2.1(f) of the ACEM Constitution may seek formal reinstatement as a member of the College in accordance with the provisions of [Regulation A8](#). Such requests must include a written statement to the ACEM Board and payment of reasonable costs and expenses associated with reinstatement, including but not limited to, a reinstatement fee. The decision to reinstate a member is at the sole discretion of the ACEM Board and will be final.

4. Exemptions and concessions

4.1 Applications

Members may apply to the College to receive a reduction (exemption or concession) on their subscription fee on pre-defined grounds (see Section 4.2, below). Any application for exemption or concession must be applied for *each* financial year, unless specified otherwise in this policy. The application for exemption or concession and accompanying supporting evidence (as required) must be submitted not later than **31 December** in the relevant financial year. Any application should ordinarily be made prior (prospectively) to payment of the annual subscription fee.

Applications must be made on the prescribed form and, in addition to any other details required by this policy, must include:

- the grounds upon which the application is made;
- the length of time for which the exemption or concession is sought (where applicable); and
- information or supplementary documentation in support of the application, as required.

4.2 Grounds for financial exemption and concession

The grounds upon which a concession to the annual subscription fee may be granted and the associated percentage of full subscription fee payable (discount) are outlined in **Appendix A**.

Such grounds include but are not limited to:

- Incapacitating illness
- Working solely in a humanitarian or similar voluntary field
- Residing overseas
- Leave resulting from pregnancy, parental leave or carer leave (or other leave covered by anti-discrimination law)
- Part-time work (clinical) 20 hours or less per week following or arising from leave resulting from pregnancy, parental leave or carer leave (or other leave covered by anti-discrimination law)
- Part-time work (non-patient contact) 20 hours or less per week in a role which does not involve patient contact in a clinical capacity
- Full-time study
- Aged-based (65 years or over).

The College may grant an exemption or concession outside the stipulated grounds in exceptional circumstances, including on the basis of compassionate leave, extended leave due to illness, and reduced capacity to work. Members wishing to discuss their circumstances should contact the Finance Team (accounts@acem.org.au). Such matters will be considered and approved by the College on an individual basis.

4.3 Determination

Applications for exemption and concession will be reviewed by the ACEM Finance Team in consultation with the College Chief Executive Officer, as appropriate. The College may request further information from the member 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.

4.4 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.

4.5 Member obligations

Members who have been granted 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.

4.6 Financial hardship

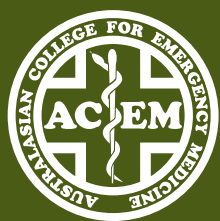
ACEM may, at its absolute discretion, grant a concession or deferral of payment to a member in cases of financial hardship. Applications will be considered on a case-by-case basis. Applications must be made in writing to the College addressed to the College Chief Executive Officer and include details of reasons for the request, any supporting documentation (if applicable), and a proposed schedule for payment of the fee (if applicable). Applications must ordinarily reach the College prior to **31 December** in the financial year to which the subscription relates. Factors that will ordinarily not be taken into consideration include: mortgage(s), school fees; completing multiple training program(s); and other ordinary expenses.

4.7 Special consideration

The College may grant an exemption or concession outside the grounds outlined in section 4.2 in exceptional circumstances, including on the basis of compassionate leave, extended leave due to illness, reduced capacity to work and financial hardship. Members wishing to discuss their circumstances should contact the Finance Team (accounts@acem.org.au) in the first instance. Such matters will be considered and approved by the College on an individual case-by-case basis.

4.8 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.



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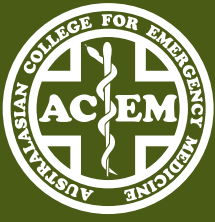
Member Subscription Concessions

All members of the College, unless otherwise provided for in College regulations, are required to pay a subscription fee as part of their annual renewal of membership. The College appreciates that individual circumstances may change and members may be undertaking further studies, working in a volunteer capacity, or taking time away from work for an extended period. In such cases, members may be eligible for an exemption or concession (fee reduction) to the annual subscription fee payable.

The grounds upon which a concession may be granted and the associated percentage of full subscription fee payable is outlined below. Unless specified, concessions must be prospectively applied for on an annual basis. Concessions are granted on one ground only, as applicable, and are not cumulative.

Members wishing to apply for an exemption/concession must complete the online application [form](#) and submit supporting documentation, as required.

Ground	Requirements	Percentage payable
A. Incapacitating illness	<p>Member will not be practising any form of medicine for the whole of the financial year to which the subscription relates due to incapacitating illness.</p> <p>An exemption granted on this basis will be ongoing while the circumstances continue and until the College is otherwise advised.</p> <p>Supporting documentation required:</p> <ul style="list-style-type: none"> Letter from employer or doctor's certificate confirming leave period due to illness. 	0%
B. Humanitarian or similar voluntary field	<p>Member is working solely in a humanitarian or similar voluntary field where the income is considered relatively low for the whole of the financial year to which the subscription relates.</p> <p>Supporting documentation:</p> <ul style="list-style-type: none"> Evidence of total personal annual income of member. For example, most recent tax return or pay slip. A signed letter provided by a respective charity confirming full-time involvement in a voluntary or humanitarian role. 	0%
C. Residing overseas	<p>Members who are residing outside of Australia or Aotearoa New Zealand, either on a permanent basis or for a continuous period of not less than one year.</p> <p>The College may require supporting documentation and will advise the member accordingly following receipt and review of the application for concession.</p>	50%
D. Leave	<p>Member is taking leave arising from pregnancy, parental leave or carer leave (or other leave covered by anti-discrimination law).</p> <p>Concession applies pro-rata for the period of leave taken within the financial year.</p> <p>Supporting documentation:</p> <ul style="list-style-type: none"> Letter from employer confirming leave period. 	Pro-rata*



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Member Subscription Concessions

E. Part-time work (clinical)	<p>Member is working part-time (20 hours or less per week) following or arising from leave referred to in (D) above.</p> <p>Supporting documentation:</p> <ul style="list-style-type: none"> • Letter from employer confirming nature of part-time work and part-time hours or a copy of any other available documents/records/leave confirmation/pay slips etc . • If no documents are available or particular documents are not available, a detailed statement of particular circumstances should be included with the application. 	Pro-rata*
F. Part-time work (non-patient contact)	<p>Member is working part-time (20 hours or less per week) in a role involving activities such as teaching of medical students or a policy/advisory/research role, but which does not involve patient contact in a clinical capacity.</p> <p>Supporting documentation:</p> <ul style="list-style-type: none"> • Letter from employer confirming nature of part-time work and part-time hours or a copy of any other available documents/records/confirmation etc . • If no documents are available or particular documents are not available, a detailed statement of particular circumstances should be included with the application. 	50%
G. Full-time study	<p>Member is undertaking full-time study and is taking unpaid leave or is not working at all for the whole of the financial year to which the subscription relates.</p> <p>Supporting documentation:</p> <ul style="list-style-type: none"> • Letter from current employer confirming leave period or involvement in research or other academic activity. 	50%
H. Aged-based (65 years+)	<p>Members aged 65 years or over and who are still practising any form of medicine.</p> <p>This aged-based concession is granted automatically by the College; no action on behalf of the member is required.</p> <p>The concession is applied at the date on which the invoice is raised; where a member turns 65 years after the date that the annual subscription invoice for the relevant financial year has been issued, the member will be entitled to receive the concession in the next financial year.</p>	50%

* Calculation of the pro-rata fee payable will be rounded up or down to the nearest month.

The College may grant an exemption or concession outside the grounds stated above in exceptional circumstances; including on the basis of compassionate leave, extended leave due to illness, reduced capacity to work and financial hardship. Members wishing to discuss their circumstances should contact the Finance Team (accounts@acem.org.au). Such matters will be considered and approved by the College on an individual basis.

Please review the [Member Subscriptions Policy](#) prior to submitting an application.



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