



London General Assembly Meeting September 01, 2001

GA Agenda Item 04.2.a

STANDARD OPERATING PROCEDURES

Membership Fees

1. General

Membership Fees are levied for Members of IMIA on a calendar year basis. Fees are invoiced within the first month of the calendar year, and are due and payable upon receipt. Payment may be made by cheque, bank draft, or through electronic funds transfer.

2. Failure to Pay

1. Where a National member fails to pay its membership fees and is in arrears for the last fiscal year, the member loses the right to vote at meetings of the General Assembly.

2. Where a National member is in arrears for two (2) years, the member will be provided with two alternative opportunities:

1. To take up Observer member status with IMIA for three (3) years; at the end of this period, the member may apply for full membership; or
2. Terminate its membership with IMIA.

3. Fees

1. The amount of the fee for each category of membership may be reviewed on an annual basis by the Executive Committee, and subject to ratification by the Board, is submitted to the General Assembly for approval.

2. National member Fees - in order to be equitable in determining the categories of membership fees, IMIA uses the scale of assessment of the World Health Organization to determine the fee category for member countries. Fees are calculated in Swiss Franks (CHF). The following table applies:

Category	WHO Points	IMIA Membership Fee
A	>15	1,450
B	5 - <15	1,050
C	1 - <5	700
D	0.5 - <1	500
E	0.1 - <0.5	410
F	<0.1	170

3. Institutional membership fees are set arbitrarily; they are:

1. Corporate institutional membership fees, 2,0000. USD
2. Academic institutional membership fees, 600. CHF

Revision 1: Approved Board - March 31, 2001

STANDARD OPERATING PROCEDURES

Membership Fees

1. General
 Membership fees are levied for members of IMA on a calendar year basis. Fees are levied within the first month of the calendar year and are due and payable upon receipt. Payment may be made by check, bank draft, or through electronic funds transfer.

2. Failure to Pay
 1. Where a national member fails to pay its membership fees and is in arrears for the last fiscal year, the member loses the right to vote at meetings of the General Assembly.
 2. Where a national member is in arrears for two (2) years, the member will be provided with two alternative options:
 1. To take up General member status with IMA for three (3) years at 50% of the fee of this period, the member may apply for full membership of IMA.
 2. Terminate its membership with IMA.

3. Fees
 1. The amount of the fee for each category of membership may be reviewed on an annual basis by the Executive Committee and subject to ratification by the Board, is submitted to the General Assembly for approval.
 2. National member fees - In order to evaluate membership categories of membership fees, IMA uses the scale of assessment of the World Health Organization to determine the fee category for member countries. Fees are calculated in Swiss Francs (CHF). The following table applies:

Category	WHO Point	IMA Membership Fee
A	>18	1,400
B	8 - >18	1,050
C	7 - >8	700
D	0.5 - <7	500
E	0.1 - <0.5	410
F	<0.1	170

3. Institutional membership fees are set annually, they are:



London General Assembly Meeting September 01, 2001

GA Agenda Item 04.2.b

STANDARD OPERATING PROCEDURES

CONFLICT OF INTEREST POLICY

1. General

The purpose of this policy is to ensure that transactions of the Board of IMIA are conducted in such a manner as to pursue, and be perceived to pursue, the interests, goals and objectives of the Association. Accordingly, a member of the Board of IMIA shall not participate in any transaction involving IMIA from which they may, directly or indirectly, benefit or gain advantage for themselves or for their associates.

2. Disclosure

Where the potential for a conflict of interest exists in a transaction being considered by the Board, the member shall:

1. Disclose all actual, potential or perceived conflicts of interest to the Board,
2. Refrain from participating in the ensuing discussions, except where authorized by the Board to do so.
3. Where a vote is called for the transaction, abstain from voting.

No member shall place themselves in a position of conflict between their duty to IMIA and self-interest, irrespective of the absence of profit in the transaction under consideration.

3. Specific Guidelines

In order to avoid the perception of conflict of interest within and outside of the organization the following guidelines apply:

1. No elected member of the Board shall be in the employ of, or contracted to, another member of the Board. Where this becomes the case, one of the subject members shall tender their resignation to the Board and to the General Assembly.
2. Excepting the recommendations for Working Group Chairs and Co-chairs to the General Assembly, recommendations for appointments to the chairs of IMIA committees and other like offices shall normally avoid situations where an employer – employee or a formal personal relationship exists between the candidate and a member of the elected Board.

4. Policy Application

1. This policy shall apply to all elected members of the Board, and, except where otherwise noted, to members of the extended Board.
2. Guests of the Board are expected to respect the spirit of the policy.
3. The Nominating Committee shall be guided by this policy.

4. Working Groups and Special Interest Groups of IMIA are encouraged to adopt like or similar policies.

Draft – Reviewed IMIA Board Meeting - March 31, 2001, Madrid, Spain

STANDARD OPERATING PROCEDURES

CONFLICT OF INTEREST POLICY

1. General

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2. Disclosure

Where the potential for a conflict of interest exists in a transaction being considered by the Board, the member shall:

1. Disclose all actual, potential or perceived conflicts of interest to the Board.
2. Refrain from participating in the ensuing discussion, except where authorized by the Board to do so.
3. Refrain from voting on the transaction, should that voting be required.

The member shall also disclose any position of conflict between themselves and any other person or organization in the course of their work for IMIA.

3. Specific Guidelines

In order to avoid the appearance of conflict of interest, and in order to protect the organization the following guidelines apply:

1. The elected member of the Board shall be in the equity or be controlled by another member of the Board. Where the partner, the case, one of the subject matter or shall refer their resignation to the Board and to the General Assembly.
2. Excepting the recommendations for Working Groups, Committees and Co-Chairs to the General Assembly, recommendations for appointments to the Chair of IMIA, committees and other like entities shall normally avoid situations where an employee of a formal personal relationship exists between the candidate and a member of the Board.

4. Policy Application

1. This policy shall apply to all elected members of the Board, and, except where otherwise noted to members of the extended Board.
2. Guests of the Board are expected to respect the spirit of the policy.
3. The Nominating Committee shall be guided by this policy.