

ISC Dues Payment Policy

Introduction

As the COVID-19 pandemic has had negative consequences on the world economy as well as on the financial position of various organizations around the world, the International Science Council (ISC) is aware that the pandemic may affect its Members' ability to pay their membership dues.

To deal with possible requests from Members for a delay, reduction or waiver of their dues payments as a result of their financial situation due to COVID-19 or otherwise, the Governing Board has adopted this ISC Dues Payment Policy.

General dues payment policy

It is the general policy of the ISC that all Members should pay dues as agreed at the latest ISC General Assembly. The income from membership dues is essential for the ISC to operate and fulfill its mission.

The ISC has three types of Members in three categories. Each category has a unique dues structure. The dues that Members pay in those categories is based on:

- for Members of Category 1 (scientific unions and associations): the income these Members have from their own membership;
- for Members of Category 2 (academies of sciences, research councils or analogous not-for-profit scientific bodies representing a broad spectrum of scientific fields or disciplines in a country, region, territory or globally): the GDP of the country or region they represent;
- for Members of Category 3 (affiliate Members): the fixed dues level for this category.

Dues for the new year will be invoiced in January of that year. Members have the full year to pay their dues for that year. A reminder is sent to Members that have not paid in June/July and again in October/November.

If a Member does not pay by the end of the year, the dues of that year will be flagged as in arrears and the Member will not be in 'good standing'¹. The arrears will be added to the invoice of the next year but remain immediately due.

¹ A Member in good standing is defined as a Member which has paid the membership dues for the previous three years or, in the case of a Member of less than three years' standing, has paid dues since joining the Council. Only Full Members in good standing are entitled to vote in the General Assembly and to present candidates to hold office. Affiliated Members in good standing are entitled only to present candidates to hold office. (Statute 9)

Exceptional arrangements for payment of dues

Any Member whose ability to pay ISC dues is seriously affected by COVID-19 or other financial pressures can consider requesting:

- a delay in dues payment,
- a reduction in dues; or
- a waiver of dues.

In any request the Member should state:

- the reason for the request;
- the type of arrangement requested (delay, reduction or waiver); and
- a proposed plan for the delayed payment of the dues and, in all cases, for a return to normal dues payment.

A request for reduction in dues is less likely to be granted than a request for delayed payment. In turn, a request for a waiver of dues is less likely to be granted than a request for either a reduction in dues or delayed payment.

Processing of requests

Members should make an official request to ISC financial officer Mayette Geronimo (mayette.geronimo@council.science) within two months of receiving the invoice for a particular year.

Twice a year ISC secretariat will bring all requests to the Committee on Finance and Fundraising (CFF). The recommendation of the CFF on each case will be taken to the ISC Governing Board for discussion and decision at the next appropriate meeting.

The ISC financial officer will keep individual Members up to date on the status and progress of their request and can be approached for any questions related to dues payments, requests, methods of payment, or other relevant questions at any time.

The ISC secretariat will inform individual Members on the outcome of their request and provide them with a written account of the agreed payment details. The secretariat will also facilitate and monitor the practicalities of the fulfillment of the agreed payment arrangements.

Guiding principles

When deciding on a request, the Governing Board will follow these guiding principles:

- The Member must have provided a clear and adequate explanation for their request;
- The Governing Board will ensure a fair and equal treatment of all requests and all Members;
- The Governing Board will not allow a delay in payment of more than two years;

- The Governing Board will not waive dues for more than one year;
- The same Member cannot make requests in consecutive years;
- The secretariat will keep a list of all requests and their outcome, access to which will be provided following a reasonable request;
- The Governing Board will retain the right to withdraw the granting of any individual request if the Member at any time fails to meet the agreed payment arrangements;
- A decision by the Governing Board is final and directly enforceable but can be brought forward for discussion at the General Assembly.