

## UArctic Membership Fee – Implementation Principles



1. The following **three membership fee categories** are implemented:
  - For members with an annual operating budget of less than EUR 10 million, a fee of **EUR 500.00** will apply.
  - For members with an annual operating budget greater than EUR 10 million, but less than EUR 100 million, a fee of **EUR 1,000.00** will apply.
  - For members with an annual operating budget greater than EUR 100 million, a fee of **EUR 3,000.00** will apply.
2. All membership fees are calculated in the same way for both Arctic and Non-Arctic members, with the exception that Indigenous peoples' organization members who are **Permanent Participants of the Arctic Council shall be exempt** from paying UArctic's membership fee.
3. **For the members that are a subsidiary entity of a larger institution or organisation** (e.g. independent institute, branch campus, faculty, department or unit), the fee calculation will be based on the annual operating budget of the subsidiary entity.
4. Each year members are asked to **update their UArctic membership profile**, including the approximate value of their institutions' / organizations' most recent annual operating budget. If a value has not been provided by a member representative, then it will either be obtained from information in the public domain (web-site, internet, or publication) or remain in the existing fee category until the correct budget value can be established.
5. The members are asked to **choose the payment method of their preference** (invoice/bank transfer or credit card), as well as submit their invoicing address when they join as members of UArctic. Existing members are asked to do this in May 2022. This information can be updated as part of the annual member update or by request issued to UArctic International Secretariat.
6. The collection of all membership fees is handled by the **UArctic International Secretariat**, and all payments (by credit card or invoice/bank transfer) are made directly to the bank account of UArctic.
7. The UArctic membership of Russian institutions is paused by the Board decision. During the pause, Russian institutions are not to pay membership fees.
8. **New members** pay their first membership fee in the year that they become a member of UArctic. In that first year, new members receive a 50% fee reduction.
9. Any member can request the granting of **full or partial fee waiver** (i.e. payment reduction or full exemption) by submitting a formal request. All members are to be informed of this alternative when initial fee notices are sent. UArctic's Vice-President Organization, in consultation with the President, shall handle all waiver requests for the full or partial waiving of membership fees. Members who get their waiver request declined can appeal the decision to the Board.
10. Both the payment of fees and requests for the waiving of fees are regarded as **fulfilment of the annual membership fee obligation** by members.
11. The Secretariat shall provide an **annual membership fee status report** to UArctic's Membership Committee for its review of membership.
12. **Failure to fulfil the membership fee obligation for two consecutive years** shall lead to a member being recommended for removal from the roster of UArctic members. However, instead of expelling a member, the Assembly may remove a members' right to vote in the Assembly for a fixed time, if the member has not paid its annual membership fee within a year.
13. **Income** from the collection of fees will be regarded as unrestricted funds for UArctic and is to be disposed as income in the annual budget prepared by the Board and approved by the Assembly.
14. **Capacity** to handle the management of fees will be funded from the annual UArctic budget.