

American Academy of Clinical Toxicology (AACT)

Membership Dues Setting Policy

I. Purpose

- a. The purpose of this policy is to establish a consistent, transparent, and fiscally responsible process for establishing and modifying membership dues for the American Academy of Clinical Toxicology (AACT). This policy ensures that dues levels support the Academy's mission, strategic priorities, and long-term financial sustainability while remaining fair and equitable to members.

II. Authority

- a. The AACT Board of Trustees (BOT) has the sole authority to establish, modify, or approve membership dues.
- b. Recommendations regarding dues may originate from the Treasurer, Finance Committee, Executive Committee, or AACT staff, but all final decisions require formal approval by the BOT.

III. Dues Categories

- a. Membership dues shall be established for each membership category as defined in the AACT Bylaws and related policies (e.g., Full Members, Fellows of the Academy, Emeritus Members, Affiliate Members, Fellows-in-Training, and Trainee Members).
- b. The BOT may set different dues amounts for each category based on:
 - i. Membership benefits provided
 - ii. Career stage
 - iii. Geographic considerations
 - iv. Financial sustainability of the Academy
 - v. Strategic recruitment and retention priorities

IV. Review of Dues

- a. **Regular Review**
 - i. Membership dues shall be reviewed at least every three (3) years by the Treasurer and/or Finance Committee.
- b. **Interim Review**
 - i. The BOT may review dues at any time if:
 1. There are significant changes in the Academy's financial position
 2. Strategic initiatives require additional revenue
 3. External economic factors materially affect operations
- c. **Financial Considerations**
 - i. The review should consider:
 1. Annual operating budget and projected expenses
 2. Reserve levels and financial sustainability
 3. Inflation and cost-of-living adjustments
 4. Comparable professional society dues (benchmarking)

5. Membership trends and retention data

V. **Approval Process**

- a. Proposed changes to dues must be presented to the BOT with supporting financial analysis.
- b. Approval requires a vote of a simple majority of the Voting Trustees and Officers at a meeting at which a quorum is present, either physically or virtually, unless otherwise specified in the Bylaws.
- c. Approved changes shall include an effective date

VI. **Notice to Membership**

- a. Members shall be notified of any dues changes at least ninety (90) days prior to the effective date.
- b. Communication shall include:
 - i. The new dues amount
 - ii. The effective date
 - iii. A brief explanation of the rationale for the change

VII. **Hardship Consideration**

- a. The Academy may establish a confidential hardship process to allow temporary dues reductions or payment plans for members experiencing financial hardship.
- b. Such accommodations shall be reviewed and approved in accordance with procedures established by the Executive Committee or Treasurer.

VIII. **VIII. Discounts and Special Programs**

- a. The BOT may authorize:
 - i. Promotional dues rates for recruitment initiatives
 - ii. Multi-year membership discounts
 - iii. Reciprocal or joint membership arrangements with partner organizations
 - iv. Temporary dues waivers under extraordinary circumstances
- b. All such programs must have a defined duration and financial impact assessment.

IX. **Implementation**

- a. Once approved, staff shall update:
 - i. Membership materials and website
 - ii. Renewal notices and invoices
 - iii. Financial systems and reporting structures

X. **Exceptions**

- a. Any exception to this policy requires approval by the Board of Trustees.