

ICA Membership Benefits Grid *as updated and approved at the 15-16 May 2024 ICA Executive Board meeting*

The ICA Membership Benefits Grid is a reference document developed and updated by the ICA Secretariat and validated by the Executive Board. The Membership benefits package is regularly updated depending on the strategic orientations of the organisation and will be added as an appendix to the Membership scale of dues presented at the governance meetings.

The following grid lists the membership benefits for each category of member.

An institutional member (category A, B or C) can be:

- In good standing: dues of the year paid
- In good standing with a 9-month grace period (1 January – 30 September)
- In arrears (1 October of the current year to 31 December of the following year)
- Lapsed

An individual member (category D) can be:

- In good standing: dues of the year paid
- In good standing with a 3-month grace period (1 January – 31 March)
- Lapsed

On 1 January, **institutional members (categories A, B and C)** are given a grace period of nine (9) months to renew their membership. During this time, they are considered as being in good standing with grace period. If bureaucratic procedures prevent an institutional member from paying within this period, a request explaining the situation should be sent to the Secretariat so that the Elected Officers may consider the possibility of extending this grace period.

On 1 January, **individual members (Category D)** are given a grace period of three (3) months to renew their membership. During this time, they are considered as in good standing with grace period.

Definition of a rights holder: They can answer call for proposals and projects for his/her institution and participate in the governance of ICA bodies, in this capacity, he/she is entitled to a member profile on the ICA website. The suspension of their institution will result in the suspension of their profile.

Definition of a learner: An individual from the institution registered as ICA member, who gets a member preferential rate for ICA events and/or online courses.

Category A

| In good standing | In good standing with a 9-month grace period (1 January – 30 September) | In arrears (1 October of the current year to 31 December of the following year) | Lapsed |
|---|--|--|---|
| <p>Vote at General Assemblies and applicable elections</p> <p>Stand for election or appointment to any office of the ICA</p> <p>Receive the hard copy of Comma when dispatched and access issues online</p> <p>Apply for funding or other programmes</p> <p>Use resources that are limited to members (resource center)</p> | <p>Vote at General Assemblies and applicable elections</p> <p>Stand for election or appointment to any office of the ICA</p> <p>Receive the hard copy of Comma when dispatched and access issues online</p> <p>Apply for funding or other programmes (payment needs to be received at the time the application is examined)</p> <p>Use resources that are limited to members (resource center)</p> | <p>Access Comma issues online</p> <p>Use resources that are limited to members (resource center)</p> | <p>Institutional members are considered lapsed after 2 years without payment.</p> <p>They will not have access to members benefits unless they renew their membership and settle their arrears.</p> <p>They regain access to the full membership benefits package as soon as the membership is renewed and the arrears settled.</p> |

| In good standing | In good standing with a 9-month grace period (1 January – 30 September) | In arrears (1 October of the current year to 31 December of the following year) | Lapsed |
|---|--|--|-------------------------------|
| Benefit from special rates to access events | Benefit from special rates to access events | | |
| Benefit from special rates to access online courses | Benefit from special rates to access online courses (Only for rights holders) | | |
| Become a member ¹ of up to 3 sections for each rights holder | Become a member ¹ of up to 3 sections for each rights holder | | |
| Join the Forum of National Archivists (FAN) | Join the Forum of National Archivists (FAN) | | |
| Number of rights holders 8 | Number of rights holders 8 | Number of rights holders 0 | Number of rights holders 0 |
| Number of learners 20 | Number of learners 0 | Number of learners 0 | Number of learners 0 |

¹ ICA members can take part in the activities of different sections and branches as appropriate but they must be affiliated to a section to have certain privileges such as holding office in that section (for example as a bureau member) or voting at an annual general meeting of that section.

Category B

| In good standing | In good standing with a 9-month grace period (1 January – 30 September) | In arrears (from 1 October of the current year to 31 December of the following year) | Lapsed |
|---|--|--|---|
| <p>Vote at General Assemblies and applicable elections</p> <p>Stand for election or appointment to any office of the ICA</p> <p>Receive the hard copy of Comma when dispatched and access issues online</p> <p>Apply for funding or other programmes</p> <p>Use resources that are limited to members (resource center)</p> | <p>Vote at General Assemblies and applicable elections</p> <p>Stand for election or appointment to any office of the ICA</p> <p>Receive the hard copy of Comma when dispatched and access issues online</p> <p>Apply for funding or other programmes (payment needs to be received at the time the application is examined)</p> <p>Use resources that are limited to members (resource center)</p> | <p>Access Comma issues online</p> <p>Use resources that are limited to members (resource center)</p> | <p>Institutional members are considered lapsed after 2 years without payment.</p> <p>They will not have access to members benefits unless they renew their membership and settle their arrears.</p> <p>They regain access to the full membership benefits package as soon as the membership is renewed and the arrears settled.</p> |

| In good standing | In good standing with a 9-month grace period (1 January – 30 September) | In arrears (from 1 October of the current year to 31 December of the following year) | Lapsed |
|---|--|---|-------------------------------|
| Benefit from special rates to access events | Benefit from special rates to access events | | |
| Benefit from special rates to access online courses | Benefit from special rates to access online courses (only for rights holders) | | |
| Become a member ² of up to 3 sections for each rights holder | Become a member ² of up to 3 sections for each rights holder | | |
| Join the Forum of Professional Associations (FPA) | Join the Forum of Professional Associations (FPA) | | |
| Number of rights holders 4 | Number of rights holders 4 | Number of rights holders 0 | Number of rights holders 0 |
| Number of learners 10 | Number of learners 0 | Number of learners 0 | Number of learners 0 |

² ICA members can take part in the activities of different sections and branches as appropriate but they must be affiliated to a section to have certain privileges such as holding office in that section (for example as a bureau member) or voting at an annual general meeting of that section.

Category C

| In good standing | In good standing with a 9-month grace period (1 January – 30 September) | In arrears (from 1 October of the current year to 31 December of the following year) | Lapsed |
|---|--|--|---|
| <p>Vote at General Assemblies and applicable elections</p> <p>Stand for election or appointment to any office of the ICA</p> <p>Receive the hard copy of Comma when dispatched and access issues online</p> <p>Apply for funding or other programmes</p> <p>Use resources that are limited to members (resource center)</p> | <p>Vote at General Assemblies and applicable elections</p> <p>Stand for election or appointment to any office of the ICA</p> <p>Receive the hard copy of Comma when dispatched and access issues online</p> <p>Apply for funding or other programmes (payment needs to be received at the time the application is examined)</p> <p>Use resources that are limited to members (resource center)</p> | <p>Access Comma issues online</p> <p>Use resources that are limited to members (resource center)</p> | <p>Institutional members are considered lapsed after 2 years without payment.</p> <p>They will not have access to members benefits unless they renew their membership and settle their arrears.</p> <p>They regain access to the full membership benefits package as soon as the membership is renewed and the arrears settled.</p> |

| In good standing | In good standing with a 9-month grace period (1 January – 30 September) | In arrears (from 1 October of the current year to 31 December of the following year) | Lapsed |
|---|---|---|-------------------------------|
| Benefit from special rates to access events Benefit from special rates to access online courses Become a member ³ of up to 3 sections for each rights holder | Benefit from special rates to access events Benefit from special rates to access online courses (only for rights holders) Become a member ³ of up to 3 sections for each rights holder | | |
| Number of rights holders 4 | Number of rights holders 4 | Number of rights holders 0 | Number of rights holders 0 |
| Number of learners 10 | Number of learners 0 | Number of learners 0 | Number of learners 0 |

³ ICA members can take part in the activities of different sections and branches as appropriate but they must be affiliated to a section to have certain privileges such as holding office in that section (for example as a bureau member) or voting at an annual general meeting of that section.

Category D

| In good standing | In good standing with a 3-months grace period (1 January – 31 March) | Lapsed |
|---|--|--|
| <p>Vote at General Assemblies and applicable elections</p> <p>Stand for election or appointment to any office of the ICA</p> <p>Access Comma issues online and if hard-copy subscriber, receive the hard copy of Comma when dispatched</p> <p>Apply for funding or other programmes</p> <p>Use resources that are limited to members (resource center)</p> <p>Benefit from special rates to access events</p> | <p>Vote at General Assemblies and applicable elections</p> <p>Stand for election or appointment to any office of the ICA</p> <p>Access Comma issues online and if hard-copy subscriber, receive the hard copy of Comma when dispatched</p> <p>Apply for funding or other programmes (payment needs to be received at the time the application is examined)</p> <p>Use resources that are limited to members (resource center)</p> <p>Benefit from special rates to access events</p> | <p>Individual members are considered lapsed following the 3-month grace period allowed to all individual members at the beginning of the year.</p> <p>They will not have access to members benefits unless they renew their membership.</p> <p>This is to prevent them from having to pay arrears and to lessen the administrative burden.</p> <p>They regain access to the full membership benefits package as soon as the membership is renewed.</p> |

| In good standing | In good standing with a 3-months grace period (1 January – 31 March) | Lapsed |
|---|---|---------------|
| Benefit from special rates to access online courses | Benefit from special rates to access online courses | |
| Become a member ⁴ of up to 3 sections | Become a member ⁴ of up to 3 sections | |

⁴ ICA members can take part in the activities of different sections and branches as appropriate but they must be affiliated to a section to have certain privileges such as holding office in that section (for example as a bureau member) or voting at an annual general meeting of that section.