

# CIRMMT Membership Fee Policy

## Regular members

### Policy and guidelines

Membership will run from June 1-May 31.

Members can choose the tier that they would like to join based on their available funding. **Members are encouraged to include CIRMMT membership fees in grant applications** – if you require advice on how to budget for this, please contact the CIRMMT Director or McGill's Office of Sponsored Research. All members, regardless of tier, will continue to have the same access to events, available funding, all common areas, laboratory and equipment bookings, offices, the meeting room and poster printing. The FabLab (laser cutter, 3D printing) will continue at the same cost as already associated with these services. All Regular members must contribute. Three different membership categories will be possible:

**A. Tier 3 membership: \$100 per year flat fee**

- This amount will go towards the upkeep of CIRMMT's facilities.

**B. Tier 2 membership: \$101-\$2000**

- This amount will go towards the upkeep of CIRMMT's facilities in addition to equipment maintenance and for the cost of living increase in salaries.

**C. Tier 1 membership: \$2001+**

- This amount will go not only towards the upkeep of CIRMMT's facilities, equipment maintenance and for the cost of living increase in salaries, but also towards CIRMMT-funded research opportunities and our outreach initiatives where we bring in speakers and artists from all over the world which aids towards student learning and scholarships.

This process will be evaluated on a yearly basis to ensure that the policy is running as planned, does not require modification and is working for our members. In the event that CIRMMT expenses drastically change, the policy will be revised. This current policy aims at recovering between 5-10 % of CIRMMT expenditures.

### Agreement & payment information

- At the beginning of each CIRMMT financial year (May), members must agree to the fixed rate prior to the rate being charged to them. This will be requested via an **MS Form**. The different methods of payment are:
  - **For McGill members who are paying from McGill internal funds:** provide a **FOAPAL** from which an internal transfer of funds will be processed via a journal. This can be from a grant fund, or from an operating fund, or professional development fund, for example.
  - **For non-McGill members AND for any members (including from McGill) who are not paying from internal funds:** payment can be made either by cheque or wire transfer via an internal informal CIRMMT invoice or formal McGill invoice.
- Each agreement will stipulate that:
  - No further authorizations will be required throughout the year following the initial agreement.
  - No increase or change to the initially established rate will be allowed within the current fiscal year.
- Non-payment by the end of October of the current year will result in the individual being moved from Regular member to Collaborator status.
- As of FY22, we are introducing a multi-year payment option. Members may opt to pay their membership fees for two or more years, in one lump sum.

This policy does not apply to industrial collaborations, which are handled differently. Please contact CIRMMT to discuss any such collaborations and how to proceed with regards to organization and payment.