CIRMMT Membership Fee Policy

Regular members

Rationale
Until now, the majority of our services, laboratories and equipment have been provided for free to all of our members (with the exception of the Fablab and coffee machine). This is exceptional for such a research center but is becoming hard to sustain in the long term, given that costs increase but our funding does not. As instructed by the FRQ at its last review, CIRMMT has investigated how to implement a solid strategy to complement our funding. In order to be compliant with the various funding bodies, we must be able to document the costs associated with a fixed membership rate based on CIRMMT’s previous year’s expenditures and/or the current year budget. Therefore, we believe that the basic services that would need support from an additional financial buffer include the budgets for administrative and technical operations, outreach initiatives, research axis activities, and cost of living salary increases, which amounts to approximately 4% of salaries. The total actual amount of this for FY20 was $58.6k which equates to approximately 10% of the total budget. After exploring various funding options, and following a survey to CIRMMT’s membership in April 2019 that indicated general support for a fee policy from the community, the CIRMMT Executive Committee has decided to institute membership fees.

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 OSR. 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 him/her. 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.

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.

This proposal has been approved by the CIRMMT Board on May 11, 2020 and CIRMMT Executive Committee on June 29, 2020.

Last updated: June 2020