

# Africa Centre for Public Leadership (ACPL)

## Member Subscription Compliance Handbook

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## 1. Purpose and Scope

This Handbook provides guidance on **annual membership subscription obligations**, procedures for handling non-payment, and the administrative steps ACPL follows to ensure financial sustainability, accountability, and equity among members. It applies to all Members and Fellows of ACPL.

## 2. Membership Fee Obligations

- Members are required to pay annual subscription fees as set by the ACPL Council.
- Fees are due on the specified date each year.
- Non-payment constitutes breach of membership obligations, but is **administrative, not ethical**, unless associated with misrepresentation or fraud.

## 3. Non-Payment Policy and Procedure

- **Administrative reminders**: sent before and after due date.
- **Grace period**: 30 days post-final notice.
- **Temporary suspension**: suspension of privileges after grace period.
- **Lapsed membership**: after 90 days post-suspension.
- **Extended non-payment**: defined as *non-payment exceeding 120–180 days from the original due date*, which may lead to **formal termination**.

- **Termination and reinstatement:** formal termination for extended non-payment, reinstatement upon full payment.

## 4. Roles and Responsibilities

### Membership Secretariat/Finance Office

- Track payments, send reminders, manage grace periods and payment plans, maintain records.

### ACPL Secretariat

- Approve fees, grace periods, reinstatement conditions, ratify terminations.

### Members

- Ensure timely payment, respond to notices, notify Secretariat of financial challenges.

## 5. Sanctions for Non-Payment

- **Suspension of privileges:** voting, titles, participation.
- **Lapsed membership:** removal from active rolls after extended non-payment.
- **Termination:** formal removal from membership after 120–180 days of non-payment.
- Ethics Committee review is **not required** unless fraud or misrepresentation occurs.

## 6. Administrative Process and Timeline

Step	Timeline	Action
First Reminder	30 days before due date	Notification of upcoming fee payment
Second Reminder	7 days after due date	Reminder of outstanding payment
Final Notice	30 days after due date	Warning of suspension if unpaid
Grace Period	30 days post-final notice	Member may pay or negotiate payment plan
Suspension	30 days after grace period	Administrative suspension of privileges
Lapsed Membership	90 days post-suspension	Membership marked inactive/lapsed
Extended Non-Payment	120–180 days from original due date	Membership may be terminated

## 7. Member-Facing Letters

The following set of letters will be issued for consistent communication:

1. First Reminder Letter
2. Second Reminder Letter

3. Final Notice Before Suspension
4. Suspension Notice
5. Reinstatement Letter

## **8. Reinstatement Policy**

- Full payment of outstanding fees and any reinstatement fee required.
- Restoration of full privileges upon payment.
- Reinstatement is **administrative**, not disciplinary.

## **9. References**

- ACPL Code of Conduct for Members and Fellows
- ACPL Non-Payment Policy and Procedure
- Fledism Leadership Philosophy principles of accountability, service, and equity
- International best practices from professional leadership associations

## **10. Commencement**

This Handbook is hereby approved by FLED International Leadership Institute and applies to all membership.