

CFTA Institutional Membership Policy and Rules

Overview

Institutional membership provides organizations with a streamlined way to manage memberships for multiple individuals. Each institution must designate a primary contact person, referred to as the "Point Person," who will be responsible for managing the membership.

Institutional Membership Use Cases

- **Use Cases:** There are two primary reasons to choose an institutional membership
 - **Single Invoice:** If your institution requires a single invoice for multiple memberships rather than individual payments for each member, or
 - **Cost Savings:** If your institution has more than 10 members, the institutional membership will provide a cost savings
- **Expiration Date:** Institutional memberships expire on July 31st every year.

Membership Rules

- **Expiration Date:** Institutional memberships expire on July 31st every year.
- **Point Person:** Each institution must identify one Point Person to manage communication, payment, and user-related tasks.
- **Cost:** \$100 per person, with a maximum of \$1000.
- **Member Limit:** Up to 20 members per institution when the maximum \$1000 package is purchased. (Note: additional members within the institution beyond 20 are available for \$100 per member)
- **Billing:** One invoice per year per institution.
- **Prorate Existing Individual Members:**
 - If your institution has existing members with individual memberships, a prorated credit will be applied towards the cost of the initial year of the institutional membership
 - Individual memberships expiring between July 31st and January 31st will be fully credited (\$100 per existing membership) (First half of License Year)

- Individual memberships expiring between February and July will be credited at half price (\$50 per existing membership) (Second Half of License Year)

Point Person Responsibilities

- **Billing Contact:** Serve as the primary billing contact person.
- **Kickoff Meeting:** Schedule a kickoff meeting with the CFTA Secretary if needed.
- **Annual Renewal:** Meet with a CFTA board member to conduct an annual review to re-confirm the current member list.
- **Renewal Payments:** Payments can be made from 60 days prior to 30 days after July 31st.
- **Manage User List throughout the membership year:**
 - Point Person will have authority to manage the institution's member list
 - Communicate any additions, drops, or changes to the user list
 - Note that changes may take up to 2 weeks to process
 - The user list does not need to be complete at the time of initial membership creation
- **Point Person Transition:** If the Point Person leaves, a new Point Person must be assigned.

Prorating Additional Members during the year

- **Adding Members When Under 10 members:**
 - Between August 1st and January 31st: Full price (\$100).
 - Between February 1st and July 31st: Half price (\$50).

Transferability

- **Institutional Individual Memberships:** An institutional membership can be transferred ~~from~~ between employees of the institution without additional costs (if a current member leaves the organization, for instance).
- The transfer must be communicated to the CFTA secretary by the Point Person

Switching Membership Types

- **Switch back to individual memberships:** Institutional members can switch back to individual memberships at the institution's next renewal date.

Example Scenario

Existing Members

Member A - Renewed April 1, 2024, Expires March 31, 2025

Member B - Renewed August 1, 2024, Expires July 31, 2025

Member C - Renewed September 2, 2024, Expires September 1, 2025

They want to purchase the \$1000 membership for up to 20 people for the 2024-2025 year (August 1st 2024 - July 31st 2025). Since Member B and C purchased their licenses within the existing license year, \$200 will be credited (\$100 each). Since Member A purchased their license in the second half of a license year, \$50 will be credited. The total remaining balance would be: \$750 for the Institutional Membership expiring on July 31st 2025.