

## How to Become an Affiliate Society of IUGA

**Application Procedure-** To apply to become an IUGA Affiliate Society, please download the Affiliate Society application (available by clicking [here](#)), fill it in and send it along with a letter which includes the following information, signed by the society's President, to [membership@iuga.org](mailto:membership@iuga.org):

- The society's mission statement and/or goals
- Major accomplishments over the past 2-3 years
- Expected accomplishments in the next 2-3 years
- A list of the society's Executive Board members

Applications will be reviewed by the IUGA Board and a decision provided to the applicant society within 60 days. Once the society is approved, the society's contact person will be responsible for collecting and sending the member data to IUGA.

### **Rules of Membership and Payment- PLEASE READ CAREFULLY**

i) **Membership period:** When a society becomes an Affiliate Society, the contact person of the Affiliate Society will choose for membership in IUGA to become active on the first day of one of the 4 quarters of the year (January 1, April 1, July 1, or October 1). The activation date of the initial year will remain the activation date for all subsequent years. The membership runs for 365 days and may not lapse. IUGA will reach out to each Affiliate Society 30 days prior to the renewal date for a list of joint members. If an affiliate member list is not received within 30 days after the expiry date, IUGA reserves the right to contact individual members to encourage direct membership in IUGA.

ii) **Invoicing and payments:** Once the joint membership list has been received and processed, Affiliate Societies will be invoiced (in USD) for their members. All payments are due within 30 days of the invoice issue date. Affiliate Societies are responsible for paying for their members, preferably via wire transfer. Wiring details are included with the invoice.

iii) **Regular members switching to Affiliate Society members:** Direct IUGA members can decide to renew through an Affiliate Society and receive the discounted rate and will be assigned to the membership period available to the Affiliate Society. IUGA reserves the right to discontinue the affiliation and contact individual members to encourage direct membership in IUGA.

iv) **Additional membership lists throughout the year:** Affiliate Societies may submit an updated list of joint members to the IUGA Office quarterly using the Affiliate Society data collection template (which will be provided by the IUGA Office). IUGA will send an invoice to Affiliate Societies quarterly for additional membership lists, unless other arrangements are made. Please note: if a list is provided in a different quarter than the assigned renewal quarter for the society, all members will revert back to the society's renewal date.

v) **International Urogynecology Journal (IJJ):** An electronic copy of the journal is included with all general memberships unless otherwise noted. A hardcopy of the *IJJ* costs \$30 more per year per member. Affiliate Societies may decide if they will offer joint members the option to receive the hardcopy of the *IJJ* or if joint members will only be offered the electronic version. Please note that delivery of the first hardcopy of the *IJJ* can take 6 to 8 weeks.