



Section Finance	Subject Capitation Calculation Formula	Page 1
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Purpose	To establish a formula for calculating capitation payments to the Regions.	
Definitions	Capitation	The fixed and per head amount paid to each region based on the number of members in the region.
	Region	The official region of ACE based upon geographical area per section 5 of the ACE bylaws.
	Membership Year	Membership is available and renewable on a calendar year basis, i.e. January 1 - December 31.
	Membership Fees	Annual fee charged by ACE national to all persons for membership.
	Member in good standing	A current member of ACE.
	Late Fee	A late fee may be levied on members whose dues are received later than January 15 of the membership year. The late fee is determined by Council and is reviewed from time to time.
	Pro-rating Fees	New members joining on or after July 1 st and before November 1 st are entitled to a 40% reduction in the annual dues for their first year. There is no discount for current or returning members for part of the year.
Policy	Capitation Formula	Capitation will be calculated as \$1000 plus 9% of actual membership fees collected from all members in good standing, excluding late fees. Therefore, new Members and Affiliates joining after July 1 will have the capitation amount calculated as a 9% of the 40% reduced rate.
	Post November 1 st Fees	Should an international member request membership in a specific region, the capitation for that individual will go to the specified region. Applications received on or after November 1 st will be processed for the next membership year and Capitation for these memberships will be calculated in the following membership year. Therefore capitation amounts will be calculated based on membership numbers from November 1 of the prior year to Oct 31 of the current year.
Related Procedures	Membership:	This capitation policy co-exists with the general Membership policy.
Exemptions	Corporate Members	Corporate Member fees are not included in Capitation with the following exception: If a member from a given region is responsible for a new Corporate member, the region will receive 25% of the initial

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2008-01-10	2010-01-25	ACE National Council



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Corporate membership fee.

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