

EAIE Group Membership Terms and Conditions

ARTICLE 1: GENERAL

1. Definitions
 - a. “Group Membership” refers to the overall process/offer of purchasing and assigning a Membership Package to a group of staff from a single department or organisation.
 - b. “Membership Package” means a package of 10, 15, 20 or 35 EAIE memberships, sold at a discounted rate. A Membership package allows institutions the opportunity to benefit from not only a discounted rate but also to combine all EAIE membership into a single payment.
 - c. “Individual EAIE Member” are those individuals that an EAIE membership is assigned to from the membership package. Individual EAIE Members are bound by the [EAIE General Terms and Conditions](#).
 - d. “Institution Coordinator” is the person responsible for requesting the Membership Package and assigning membership to the Individual EAIE Members.
 - e. “Membership Year” is the year that the membership is paid and valid for. EAIE membership is based on a calendar year, with the term running from 01 January until 31 December.
2. These Group Membership Terms and Conditions are applicable:
 - a. To the request, billing and payment of discounted Group Members.
 - b. To the allocation of Individual EAIE Members.
 - c. To the assigning and re-assigning of the Institution Coordinator
3. If there is a conflict or inconsistency between any provision of these Group Membership Terms and Conditions and the content of any other agreement entered into by the EAIE, it is at the EAIE’s sole discretion to determine if the provisions of these Group Membership Terms and Conditions will prevail or those of the agreement to the extent required to resolve such conflict or inconsistency.
4. The EAIE reserves the right to change the Group Membership Terms and Conditions at any time and without notice.

ARTICLE 2: GROUP MEMBERSHIP CONDITIONS

1. Any institution may apply for Group Membership and purchase a Membership Package. The EAIE retains the right to accept or reject applications for Group Membership.

2. Membership to the EAIE *continues to operate on an individual basis*, the EAIE does not offer institutional membership.
3. Membership Packages must be purchased in their entirety, they cannot be amended or combined.
4. The Membership Package must be assigned to individuals who become the Individual EAIE Member. Individual EAIE Members must have their own EAIE Account in order to facilitate this. Accounts can be created here: [Create EAIE Account](#).
5. Memberships must be assigned within the Membership Year or they are lost. Unassigned memberships cannot be carried over into a new Membership Year.
6. Membership is non-transferrable or refundable once assigned to the Individual EAIE Member.
7. Once assigned, membership remains with the Individual EAIE Member for the remainder of the Membership Year, regardless of if they change position or move to a different organisation.
8. Group Membership can only be assigned to non-members. If somebody has already taken up, **and paid for**, EAIE membership in this Membership Year, they cannot be assigned Group Membership until the following Membership Year.
9. All other terms and conditions as per **ARTICLE 2: MEMBERSHIP OF EAIE** in the [EAIE General Terms and Conditions](#) are applicable to the Individual EAIE Member.

ARTICLE 3: AVAILABILITY AND TIMEFRAMES

1. Group Membership Packages are available for purchase between November in the previous Membership Year and end of March of the current Membership Year.
2. The EAIE will endeavour to activate assigned memberships within one working week of them being assigned by the Institution Coordinator.
3. Once purchased, Membership Packages do not have to be assigned to individuals immediately, they can be assigned throughout the Membership Year, however it is recommended that memberships are assigned early to maximise value.
4. Invoices for a Membership Package must be paid **immediately**. Non-payment will result in the membership status of all assigned Individual EAIE Members within the Group Membership having their member status revoked.
5. A revoked membership can be reinstated once the outstanding group invoice is paid or the individual requests and pays their own individual membership at the standard membership rate.

ARTICLE 4: INSTITUTION COORDINATOR

1. An Institution Coordinator should be selected, to assume responsibility for coordination of a Group Membership. This primarily includes billing, payment and the assigning of Group Memberships. They should also act as a central point of communication for the Individual EAIE Members regarding the implementation of their Group Membership. The EAIE may also contact Institution Coordinator for the purpose of feedback and evaluation of the Group Membership process.
2. The Institution Coordinator must be authorised to request an invoice up to and including the cost of the Membership Package.
3. The EAIE will only allow the Institution Coordinator to assign memberships to the Individual EAIE Members.
4. The EAIE will not get involved in any disputes over who membership should be assigned to.
5. If the institution wishes to change the Institution Coordinator this must be done so by the current Institution Coordinator contacting info@eaie.org and providing the replacement coordinator information. If this is not possible (eg due to sudden sickness or dismissal), a senior staff member from the institution can assign a new Institutional Coordinator by contacting info@eaie.org. Frequent changes to the Institution Coordinator should be limited to avoid confusion, mistakes or liability that may arise from incorrectly assigning Individual EAIE Memberships.