



IFEAT Membership Policy

1. Preamble

The purpose of this policy is to outline the categories of membership, the membership term, the eligibility criteria for membership, the benefits of membership, the applicable membership fees, the responsibilities of members, the terms of membership and other important information regarding The International Federation of Essential Oils & Aroma Trades (IFEAT) membership.

2. Categories of Membership

- a. Ordinary membership is for companies directly involved in the flavour and fragrance industry
- b. Associate membership is for companies who are indirectly involved in the flavour and fragrance industry
- c. Global (Ordinary Plus Add-Ons) membership is for companies who qualify for Ordinary membership but have subsidiaries in other countries
- d. Honorary membership is for individuals who have been past Medal Lecturers or have received the Founder's Award

3. Membership Term

- a. IFEAT membership is continuous, although subject to annual online renewal
- b. The subscription fee is paid annually with the subscription year running from January to December
- c. The start date of membership is calculated from the date on which the first IFEAT Membership subscription fee was paid
- d. Honorary membership begins on the date of appointment

4. Eligibility Criteria & Membership Application Process

- a. Membership is open to all companies either directly or indirectly involved in the flavour and fragrance industry (see point 2 for Categories of Membership)
- b. Membership is per company, not per individual (with the exception of Honorary members who are individuals)
- c. Membership application information is available from the Secretariat and companies are required to complete all requested information

- d. Membership applications can be made throughout the year and are to be submitted to the Secretariat
- e. Applicants are required to provide the details of two existing IFEAT members (one of whom should be from outside of their own country) who can provide a reference for the application based on knowing the applicant company, already doing business with the applicant company and recommending them for IFEAT membership
- f. The Secretary contacts the references provided and checks the responses sent
- g. Based on positive references, the application is then sent to the Membership and Executive Committees for their approval
- h. IFEAT reserves the right to refuse membership to any applicant
- i. All Members must agree to and comply with the Members Code of Conduct, which is signed upon application and annually upon renewal of membership

5. Membership Benefits

- a. IFEAT members receive the following benefits:
 - i. Access to the online IFEAT Members' Directory
 - ii. Recognition within the F&F industry as an IFEAT Member
 - iii. Voting rights at the AGM (except Associate and Honorary members)
 - iv. Access to the Members' only Internet Chatroom
 - v. Use of the IFEAT Conciliation Service
 - vi. Priority online booking for the Annual Conference
 - vii. Reduced Conference registration fee
 - viii. Participation in IFEAT organised Study Tours
 - ix. The ability to read and download past Conference Proceedings free of charge
 - x. Receiving IFEATWORLD newsletters quarterly
 - xi. Access to member resources – links to useful regulatory details and industry information
 - xii. Discounts on IFEAT flavourist and perfumery diploma courses
 - xiii. Networking opportunities
- b. Member discount on Conference registration is available to member companies who are fully paid up members at the time of registering and Honorary members. No refund on the difference between non-member and member registration fees is available to members who join or renew IFEAT membership after they have registered for the Conference. Conference registration is subject to availability and not guaranteed

- c. Study Tour participation is only available to member companies who are fully paid up members at the time of registering (one delegate per member company, unless otherwise stated)
- d. Current, paid up members and Honorary members may display the IFEAT logo on their email signatures, website and promotional literature

6. Membership Subscription Fees

The Executive Committee shall by simple majority vote fix the level of the membership subscription fee for each year. As of January 2020 the subscription fees are as follows:

- a. The membership subscription fee for Ordinary and Associate members is £500 per annum
- b. The membership subscription fee for Global (Ordinary plus Add-Ons) members is £800 per annum
- c. There is no pro-rata subscription fee for new members who join part way through the year
- d. The membership subscription fee is to be paid as part of the online renewal procedure
- e. Payment can be made online with Visa or MasterCard or by bank transfer
- f. Honorary members are exempt of the membership subscription fee

7. Responsibilities of Members

Members are required to:

- a. Agree to the [IFEAT Members Code of Conduct](#) and follow its responsibilities
- b. Have read and understand the current [IFEAT Articles of Association](#)
- c. Abide by the provisions of IFEAT Articles of Association, as may be amended and updated from time to time

8. Membership Renewal

- a. Membership renewal is annual
- b. All memberships expire on 31st December and renew on 1st January each year
- c. Members are notified on 1st January each year that their membership is due for renewal
- d. Honorary members are life members and no renewal is required

9. Membership Cancellation

- a. Should a member wish to resign from membership for the following year, they are required to submit the request in writing to membership@ifeat.org prior to 31st

December of the current year. This resignation option is only applicable to members who have paid the subscription fee for the current year

- b. If a membership subscription payment is not received by 30th November, a request to resign is received after the 31st December deadline or a member forgets to resign in writing by no later than 31st December, the company will be accountable for the subscription fee of that year when they reapply for membership at any point in the future
- c. Membership fees are non-refundable

10. Terms of Membership

- a. Non-endorsements
 - i. Members may not use IFEAT membership as an endorsement of their products or services
- b. Use of IFEAT name and logo
 - i. The IFEAT name and logo are proprietary and may only be used by current, paid up members and Honorary members and cannot be used as a statement of endorsement
 - ii. Current, paid up members and Honorary members may display the IFEAT name and logo on their website, email signatures and promotional material only to state that they are an IFEAT member
 - iii. To obtain permission to use IFEAT's name and logo in another manner, please contact the Secretariat
- c. Privacy & Confidentiality
 - i. All data collected by IFEAT is kept secure, private and confidential. Please see our [Privacy Policy](#) for more information.

11. Changes to this policy

This policy may change from time to time. The most up-to-date version of the policy will be made available to members via the IFEAT website <https://ifeat.org/>

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