GUIDELINES ON THE APPLICATION OF MEMBERSHIP WITH THE ASSOCIATION OF GOVERNMENT INTERNAL AUDITORS (AGIA)

PURPOSE/OBJECTIVES

The purpose of this guideline is to prescribe policies and procedures on the application of membership to AGIA as well as to clarify and amend some provisions on the AGIA By-laws and other related documents pertaining to Membership which the present Board of Directors deemed appropriate and necessary.

It is also intended to establish a baseline membership database for accurate accounting and effective monitoring of its active members.

SCOPE

As embodied in the AGIA By-laws under Article V, Section 1, Membership is open to all appointed and designated internal auditors and all those performing audit related functions in all agencies in the national and local government, government-owned and controlled corporations, government financial institutions and in state colleges and universities.

All members shall be classified as follows:

1. Regular. Are those appointed and designated as internal auditors;

2. Associate. Are those who are neither appointed nor designated as internal auditors but are performing internal auditing or audit related functions;

3. Honorary. Are those who are no longer internal auditors by appointment or designation; or those no longer performing internal auditing or audit related functions; or those who have been honorably separated from government service; or those who are already members prior to the approval of the amended By-Laws who signify their intention to remain as active members of AGIA provided that the corresponding annual dues and other assessments are paid.

Any person, who is not a regular and associate member, who has significantly contributed to the enhancement of the internal auditing profession, may be granted honorary membership upon the recommendation of the Committee on Awards and the unanimous approval of the AGIA Board of Directors. All past directors who are honorably separated from government service shall be considered as honorary members.

Honorary members shall be exempt from the payment of annual dues and shall not be elected or appointed to any positions in AGIA.
REQUIREMENTS/PROCEDURES

1. Application shall be in writing in a form provided for the purpose and shall be submitted to AGIA personnel for initial evaluation;
2. For online application, follow the procedural requirements on the AGIA website www.agiaph.org;
3. Upon initial evaluation by the AGIA Personnel, the applicant shall be required to pay membership and annual dues as prescribed by the Board of Directors; and
4. The application shall be approved by the membership committee and recommend for confirmation to the Board of Directors during regular meetings.

PAYMENT

In order to establish the baseline membership database and identify the active members thereto, the following are the proposed reckoning dates:

- **Membership fee (P500.00)** – every December 31 of the year
  - One-time payment and regardless of the date of payment, the reckoning date to establish and update the membership database (active/inactive) shall be during the last day of each year.

- **Annual Dues (P300.00)** – *Period covered shall be 01 January to 31 December per calendar year*
  - Annual Dues paid shall only apply for the current year.

Board of Directors are exempted from the payment of annual dues during their term of office.

STATUS OF MEMBERSHIP

**Active.** A member of good standing and is one who faithfully and religiously performs his duties and obligations as a member.

**Inactive.** A member who fails to pay his annual dues for one (1) year.

- If a member fails to pay the annual dues for two (2) successive years, he shall automatically be dropped from the membership roster and shall only be reinstated upon payment of annual dues including arrears from previous years, if any.

- The AGIA Secretariat shall send notices to the inactive members for payment of annual dues on or before November 30 for each calendar year.
RIGHTS AND DUTIES OF MEMBERS

Pursuant to Article VI Section 2 & 3 of the AGIA By-laws, only active members (OR.. only members in good standing?) (regular and associate) have the right to vote and may be elected as member of the Board of Directors subject to the provisions of Article VIII.

TERMINATION OF MEMBERSHIP

Pursuant to Article VII Section I of the AGIA By-Laws, membership with AGIA may be terminated in any of the following cases:

1.1 Any member whose dues shall remain unpaid after five (5) years may be terminated from the AGIA membership sixty (60) days after a written notice is made to that effect and if such delinquency is not settled within the 60-day period.

He/She shall only be accepted upon re-application of membership and payment of membership fee and annual dues including arrears from previous years.

1.2 Retirement or separation from the government service subject to the provision of Article V, Section 2.3;

1.3 Convicted criminally or administratively for offenses involving moral turpitude;

1.4 By committing any act in violation of AGIA By-Laws and Code of Ethics, R.A. 6713, CSC rules and regulations and other statutory issuances.

PRIVACY OF INFORMATION

In processing of personal information of its members, the AGIA shall abide by the requirements set forth under Republic Act 10173 “Data Privacy Act of 2012.

AMENDMENT OR REPEAL

Any provisions inconsistent with this guideline is hereby amended or repealed subject to the approval and majority vote of Board of Directors present during its regular/special meetings.
TRANSITORY PROVISIONS

For purposes of organizing the membership database and establishing an accurate accounting and effective monitoring of active and inactive members, the following transitory provisions are hereby instituted:

- All members per existing database are considered active as of December 31, 2018 and shall be required to pay their annual dues starting the following year (2019). All arrears from previous years shall be waived for this purpose.

EFFECTIVITY

This guideline shall take effect immediately upon approval of the Board of Directors.