



International Association of Commonwealth Clubs

OFFICIAL GUIDELINES FOR MEMBERSHIP REGISTRATION

IACC Club Registration & Membership Portal — Step-by-Step Guide

A. MEMBERSHIP REGISTRATION PROCES

1

STEP

Access "Member Register"

Individuals wishing to join a club must access the following:

"Member Register" portal section.

2

STEP

Select the Club

Applicants must search and select their respective registered club.

Once selected, the club information will automatically appear within the system.

3

STEP

Fill Membership Information

Applicants must complete all required personal and membership details accurately

False declarations or misleading information may result in membership rejection or cancellation.

4

STEP

Select Official Position (If Applicable)

Where applicable, officially approved leadership members may select their designated club position during membership registration.

The following positions are limited to **ONE person per club**:

- President
- Vice President
- Secretary
- Deputy Secretary
- Treasurer
- Project Coordinator
- Deputy Project Coordinator

All remaining participants shall register as:

- Member

The selection or appointment of leadership positions shall be determined internally by the founder and club leadership structure in accordance with IACC guidelines.

5

STEP

Accept Terms and Conditions

Members must carefully review and accept the Terms and Conditions before proceeding.

6

STEP

Membership Payment

Members must complete the official annual membership payment:

USD 10 – USD 50
Annual Membership Fee

The applicable membership fee will vary depending on the country classification under the IACC constitutional structure, including:

- Establishing Member States
- Developing Member States
- Emerging Member States
- Advancing Member States

Upon successful payment, the membership application will be officially submitted.

! IMPORTANT CLUB ACTIVATION CONDITION

Even if an individual is the founder of the club, the founder **MUST** separately register through the:

"Become a Member" portal

if the founder wishes to:

- Become an official member; or
- Hold an official club leadership position.

Club registration alone does **NOT** automatically provide membership status.

B. OFFICIAL RECOGNITION AND DOCUMENT ISSUANCE

Upon successful verification and approval, the following official documents and materials will be issued through the respective IACC Country Secretariat.

CLUB-LEVEL ISSUANCE	MEMBER-LEVEL ISSUANCE
<ul style="list-style-type: none">■ Official Club Registration Certificate■ Club Registration Identification■ Official Recognition Documents■ Related Institutional Materials	<ul style="list-style-type: none">■ Official Membership Certificate■ Annual Membership ID■ Official Membership Emblem / Badge■ Relevant Membership Materials

All official communications and approvals shall be coordinated through the authorized IACC Secretariat structures of the respective country. The IACC Secretariat highly encourages all Country Representatives, Regional Representatives, Secretariat Officials, and leadership structures to actively guide founders and members in properly completing the registration process in accordance with institutional standards, governance policies, and constitutional procedures.

"Connecting People, Empowering Nations, Strengthening the Commonwealth."

Approved by

**Directorate of Membership and Club Development
IACC Secretariat**