



# SKÅL

INTERNATIONAL  
Connecting Tourism Globally

## OFFICERS

## GUIDE

Renewal Period

2026



# INVOICING 2026 I

The General Secretariat will issue the annual invoice in early January.

## In accordance with the Bylaws:

- **28 February**: Deadline for payment of annual international fees to Skål International.
- Clubs unpaid after this date may be subject to a **monthly 5% penalty fee** approved by the Executive Board.
- **31 May**: Clubs that have not paid their annual membership dues will be suspended. Upon payment within the same calendar year, the Club will be automatically reactivated.

## During December 2025

- **Membership Updates**: Clubs are strongly encouraged to update membership lists before invoicing begins in early January. This ensures accurate billing and reduces the need for later adjustments. More information on page 4.
- **Outstanding Balances**: Please settle any outstanding debts before the 2026 invoicing. If not possible, these may be paid together with the 2026 fees. Verify your Club's full balance via the Officers Dashboard before making payment.
- **General Secretariat Closure**: The General Secretariat will be closed from 24–31 December, as recommended by Internal Auditors and approved by the Executive Board. Membership updates and payments received during this period will be processed before annual invoicing.

# INVOICING 2026 II

January 2026

**1. Annual membership fees invoicing:** The General Secretariat will issue invoices in early January based on membership records in the global database at the time of issuance.

## 2026 Fees

### New Members' Administration Fee

- Active/Allied: €25
- Young Skål Professional: €25
- Young Skål Student: €5

### Annual Membership Fee

- Active/Allied Members: €59
- Retired/Life Members: €48
- Young Skål Professional: €38
- Young Skål Student: €18

**IMPORTANT:** The administration fee is non-refundable. Clubs must secure payment from new members before approval.

**2. Invoicing Adjustments:** While adjustments can be made after the invoices are issued in case of deletions, transfers or category changes, they are only applicable if the membership fee remains unpaid at the Secretariat.

**3. Payment Deadline:** International fees must be paid to the Secretariat by 28 February, as required by the Bylaws. Late payment after this date may be subject to a monthly 5% penalty fee approved by the Executive Board.

# MEMBERSHIP UPDATES

## Deletions, transfers and category changes Requests

- Clubs must update their membership roster before paying Skål International. After payment is received, no invoice adjustments will be made for deletions, transfers, or category changes.
- Membership updates must be processed via the Officers Dashboard for faster handling. Updates via Excel lists will not be accepted.
- We recommend that Clubs remove unpaid members before the 28 February payment deadline. Their membership fees will be credited, and they can be reinstated later upon payment. A confirmation of removal will be sent to the member.

**IMPORTANT** - Clubs are responsible for verifying the **eligibility** and **correct category** of all new and renewing members. If a member no longer meets eligibility requirements or has left the industry, their renewal should be reviewed before proceeding.

[Video: How to submit deletion, transfer or category change requests](#)

## Reinstatements Requests

Send requests to [membership@skal.org](mailto:membership@skal.org). A new invoice will be issued, and prompt payment is required.

# MEMBERSHIP CATEGORIES I

**Active: €59 (+ New members' administration fee €25)**

They must hold a full-time managerial position in the travel and tourism industry, aligned with the Bylaws classifications.

**Allied: €59 (+ New members' administration fee €25)**

- They must hold a full-time managerial position for companies supplying goods, services, and IT solutions to travel and tourism industry.
- The majority of their business or the role of the individual must be directly related to the travel and tourism industry, with this connection explicitly referenced on the company's website.
- They have the same rights as Active members, except that they cannot hold any office at the international, national, or area levels. However, they are eligible to hold positions at Club level, except for the presidency. This will not apply retroactively to members who had already been elected as Club Presidents under the previous Suppliers classification.
- No more than 20% of the Club's membership will belong to this category.

**Young Skål Professional: €38 (+ New members' administration fee €25)**

- Persons working full-time in one of the tourism industry Bylaws classifications, in a position that, while not necessarily at the managerial level, is at least in a lead or supervisory role.
- They must be between 22 and 32 years of age and be fluent in one of the three Skål languages.
- Membership is limited to a maximum of five years, or until they reach 33 years of age, whichever comes first, afterwards they must become Active or Allied Members, if eligible.
- They will have the same rights as Active Members at Club level, including eligibility for Club presidency. They cannot run for any position or distinction at international, national or area level.

# MEMBERSHIP CATEGORIES II

## **Skål Student: €18 (+ New members' administration fee €5)**

- Tourism students at an authorised tourism/educational establishment granting a degree or recognised diploma upon completion of studies.
- They must be between 18 and 27 years of age and be fluent in one of the three official Skål languages.
- They may only continue in this category while in full-time attendance.
- Students who transition from school into a supervisory or junior management position, may remain in the Young Skål Student category for a maximum of two years.

## **Retired: €48**

- Active members who have been Skålleagues for, at least, three years, have reached the age of retirement in their country of residence and who have fully retired from the travel and tourism business.
- They enjoy the same privileges as Active Members except that they may not hold representative office at any level.

## **Life: €48**

- Category closed in 2006. Members who were granted Life membership before its cancellation remains as such.
- Life members enjoy the same privileges as Active Members.

# PAYMENT METHODS

Video tutorial: How to report paid-up members to Skål International and make your payment

Statutory deadline for payment of annual membership fees: **28 February**.

As approved by the Executive Board, a 5% monthly penalty fee may apply to payments received after this date.

Payments can be made by:

- Credit card
- PayPal
- Bank transfer: include the reference generated in the Officers Dashboard, after selecting the members being paid.

Bank details for payment by transfer:

Banco Bilbao Vizcaya Argentaria, Plaza Costa del Sol 9, 29620 Torremolinos, Spain

SWIFT: BBVAESMM

IBAN: ES97 0182 0481 6100 1003 0007 – Euros

Bank transfers must be made payable to 'Asociación Internacional de Skål Clubes - AISC' and free of bank charges for the recipient.

**Features for Officers in the Economic Management section:**

- Officers can check account statements, download invoices and make payments anytime.
- Identify Paid Members: Clubs must mark members whose payments are completed via the Officers Dashboard at [www.skål.org](http://www.skål.org). This ensures accurate tracking and reduces unnecessary follow-ups.
- The system automatically activates virtual Skål International membership cards for fully paid members.

# NEW MEMBERS APPLICATIONS

## Action Required by the Club President and Secretary:

Applications may come directly from individuals who learned about us through trade shows, travel, social media, or events, not always via Club introduction. Club Presidents and Secretaries are responsible for processing new member applications promptly and maintaining communication with applicants. Delays or lack of approach can negatively impact the organisation's image.

## Before approving any application:

- Verify membership eligibility according to Bylaws classifications.
- Approval by the President and Secretary confirms accuracy of the application professional details (company, position, activity). Misrepresentation will result in serious consequences under the Code of Ethics and Bylaws.
- Ensure payment of membership and administration fees. *Note: Administration fee is non-refundable.*
- Approval can be completed via the Officers Dashboard or by email to [membership@skal.org](mailto:membership@skal.org)
- If an application must be rejected, email the Secretariat with the reason for refusal.

## Important:

From 1 September 2025, applications not acted upon within three months will be automatically removed.

# MEMBERSHIP PROMOTIONS 2026 I

## Re-Joining Members

- Former members who left the organisation during 2025 can rejoin during 2026 and their administration fee will be waived.
- Only the full annual 2026 membership fee will be invoiced for these reinstated members. Their seniority of membership will also be respected.
- To request reinstatements, please contact [membership@skal.org](mailto:membership@skal.org) providing the name and current email of the former member concerned.
- This promotion is not applicable if a new membership application form is submitted.

**IMPORTANT:** Members reinstated can only benefit from this promotion once.

# MEMBERSHIP PROMOTIONS 2026 II

## Pro-rated fees for New Members

- This system aims to help the clubs to recruit and motivate potential members. Clubs, therefore, must apply the same system not to lose the incentive effect.

### *The system consists of:*

- Charge full annual fee (plus administration fee) for new members recruited from January to June.
- Charge half annual fee (plus administration fee) for new members recruited in July and August.
- For new members recruited from September to December, only the administration fee will be charged at the time of joining. Annual membership fee will be invoiced in January 2027 and is nonrefundable if the member leaves the organisation during that year.

***Remember that the administration fee is non-refundable.***

# VIRTUAL MEMBERSHIP CARD

Every Skål International member receives a virtual membership card, linked to the international membership fee payment status.

It is activated once the fee is paid through the Officers Dashboard.

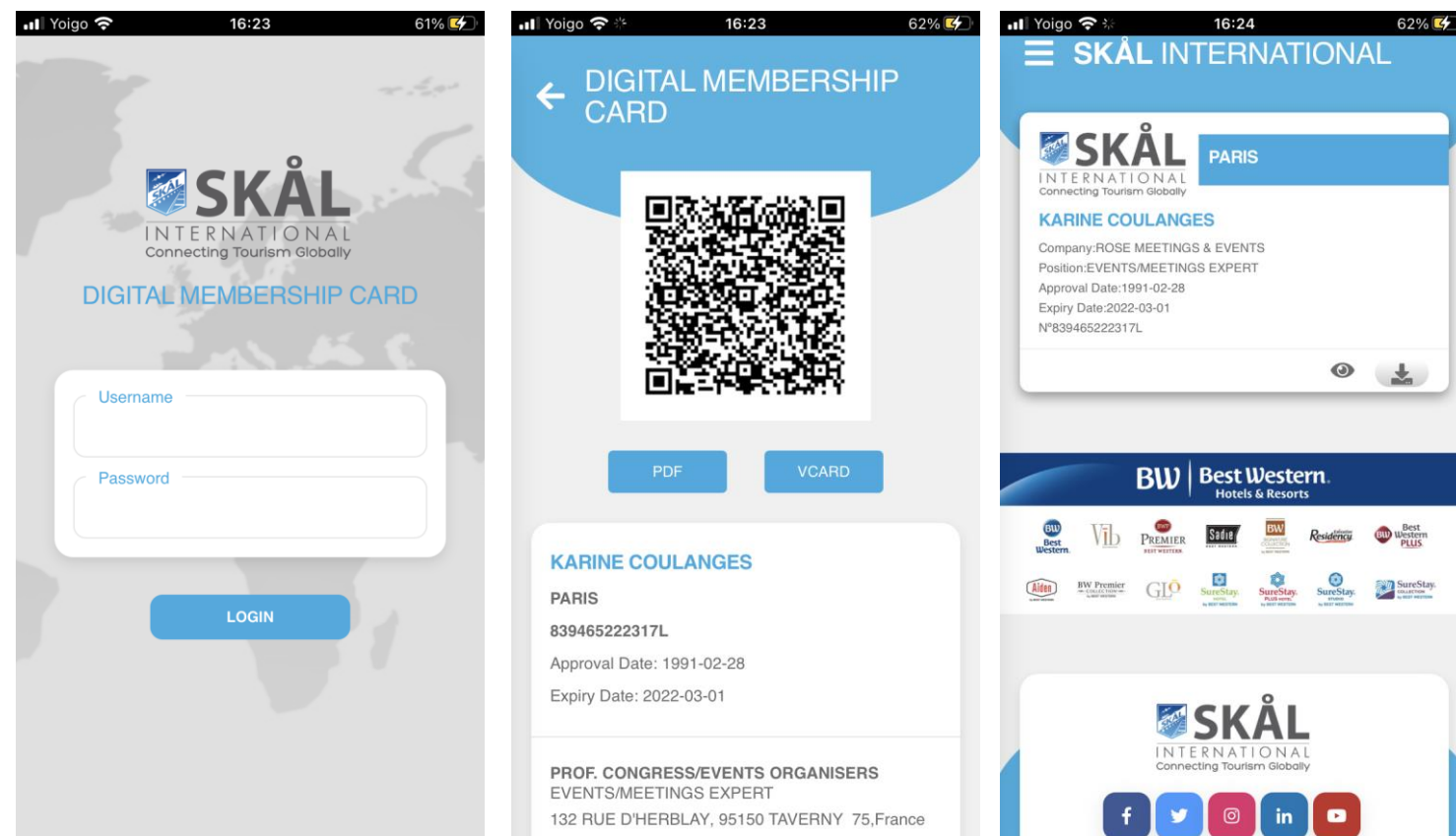
Members can download it and use the same username and password as they use to log in to the Members Area of the Skål International website.

New members automatically receive a download link after the Club has processed payment via the Officers Dashboard.

Members who pay by 28 February keep their card active for the membership year (log out and back in if needed).

If the fee remains unpaid, the card will be deactivated on 1 March 2026.

For assistance, please contact [skal@skal.org](mailto:skal@skal.org).



Click here and learn how to view your virtual membership card in your Smartphone

*Instructions are available for both Apple and Android users.*

# CLUBS OR COMMITTEES' BOARD NOTIFICATION

- Clubs, National and Area Committees' must ensure that the Board composition and contact details are accurately reported to the Secretariat to support efficient operations and communication.
- Before the AGA celebration, the procedures and rules outlined in the Statutes and Bylaws must be thoroughly reviewed. Candidates running for election must comply with the set rules.
- Please share the minutes of the AGM with the Secretariat reflecting the procedures described in the regulations (attendance, number of votes, quorum, voting results, etc.).



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