

Directive 002 - New STS Membership Registry Process & Cancellation of Membership Registry Process

Listed here are the details of the New STS Membership Registry Process and the Cancellation of membership registry process entailed in Directive 002.

NEW STS MEMBERSHIP REGISTRY PROCESS:

- **On receipt of a completed membership application form:**
 1. Acknowledge receipt.
 2. Load application form data to the membership database.
 3. Allocate a "non-member" membership category pending board approval.
 4. Generate a statement/invoice for the applicant. (Joining fee & subs)
 5. Request a short "statement of interest" from the applicant.
 6. Circulate the name of the applicant and statement of interest to the Board Members for the provisional approval of membership.
 7. Allocate the bank deposit of the applicant to the applicant's account.
 8. File original signed application form (this is a legal document).
- **On approval of membership by the Board and receipt of full payment due:**
 1. Update database membership category to that applied for.
 2. Issue a membership certificate to the new member.
 3. Advise the KMC.
 4. Update the STS Website Membership List.
 5. Obtain ratification at the next full board meeting.
 6. File the Board approval communications to the member contract file.

CANCELLATION OF MEMBERSHIP REGISTRY PROCESS

- **On receiving a notice of resignation or membership cancellation:**
 1. Acknowledge receipt of resignation notice.
 2. Advise the board of the resignation.
 3. Advise the member by sending a standard membership termination letter by registered mail to the member.
 4. Delete all membership and other categories for the member on the member database. Do not delete the address record.
 5. Advise the KMC.
 6. Update the STS Website membership list.