

POLICY/PROCEDURE NUMBER: **D – 2.4**

DATE: May 21, 1994	SUBJECT: Processing Application of New Members
ISSUE: Membership Policies	
REVIEWED: August 2023	PAGES: 1 of 1

1.0 Policy:

Applications for membership in the Canadian Healthcare Engineering Society will be processed expeditiously, keeping the applicant informed of the progress of their application.

2.0 Procedure:

- 2.1 Applications for membership will be made on the appropriate application form (electronically or by mail) to the CHES National Office, together with payment for the first year's membership dues.
- 2.2 On the receipt of the application, the Membership Department will confirm with the Executive Director that the membership category is appropriate in accordance with the By-Laws Article 4, send an acknowledgement letter to the applicant, record the applicant's name and dues payment in the CHES membership database and deposit the dues payment in the CHES bank account.
- 2.3 The Membership Department will assign a membership number, update the CHES membership database and send to the new member a welcome letter, membership card, receipt, the latest issue of the CHES quarterly Journal and a Membership Certificate.
- 2.4 If the application is not recommended for acceptance, the Executive Director will forward to the National Membership chairperson for further review and final decision.
- 2.5 Membership applications will be filed by the Membership Department.
- 2.6 The Membership Department will export a monthly membership report and post on the website for all Chapters.
- 2.7 If the National Membership chairperson endorses the recommendation to not accept the applicant, the Membership Department will send a notification to the applicant, along with a cheque to refund the dues payment, and will remove the applicant from the CHES membership database.

Approved by: _____

Date: _____