

Procedure for Maintaining ISSTD Component Study Group Status

The following procedure will be used to verify ongoing eligibility for ISSTD Component Study Group status.

1. The ISSTD managerial staff will send the ISSTD Component Study Group Annual Report form to each group's **ISSTD Contact Person** in advance of the ISSTD Annual Conference.
- 2 The local ISSTD Component Study Group's **ISSTD Contact Person** will return this report along with a copy of their Component Study Group's current roster, with a clear indication (*) of which local members are also current dues-paid members of the ISSTD. The Annual Report will be returned by the date specified by the ISSTD managerial staff.
- 3 The ISSTD managerial staff person will:
 - Verify that the local group's **ISSTD Contact Person** is in fact a current member of ISSTD by checking their name with the updated roster of ISSTD members who have paid their dues for the coming year.
 - Forward the roster of ISSTD Component Study Groups whose status has been verified to the ISSTD Component Groups Chairperson(s) by email, fax, or snail mail.
4. The ISSTD managerial staff person will also:
 - Notify the **ISSTD Contact Person** of any group which does not meet the membership criteria of their pending loss of status as an ISSTD Component Study Group.
 - Communicate to this group that they have a grace period of three months in which to meet membership criteria, after which they will be deleted from the roster of ISSTD Component Study Groups, identifying the specific date on which the grace period will end.
 - Delete such a group from the ISSTD Component Study Group roster after this date unless they have met criteria. Notify the ISSTD Component Group Chairperson(s) of these changes through an updated roster.
 - Notify the designated ISSTD web site person to delete this group from the list of registered ISSTD Component Groups (if they are on it), unless they have met criteria.

NOTE: If at any time following the grace period, this group does once again meet criteria, they may be immediately re-processed and reinstated as an ISSTD Component Study Group.

Procedure for Maintaining ISSTD Component Study Group Status Page 2 of 2

To be completed by ISSTD managerial staff.

1. Name and Location of this ISSTD Component Study Group:

_____ (city) _____ (state or province) _____ (country)

2. Name of **ISSTD Contact Person**: _____

3. Verification of **ISSTD Contact Person's** ISSTD membership:

• **ISSTD Contact Person's** membership criteria met? Yes_____ No_____

• If "Yes," date verified group re-posted to updated ISSTD roster:

_____/_____/_____

• If "No," date notification of pending loss of ISSTD Component Study Group Status was sent to local group **ISSTD Contact Person**, giving three months' grace period for meeting membership criteria:

_____/_____/_____

4. Date conditional roster (indicating those groups given grace period) of current year's ISSTD Component Study Groups sent to ISSTD Component Groups Chairperson(s):

_____/_____/_____

5. Date Annual Report received by ISSTD management staff:

_____/_____/_____

6. Assessment of ISSTD membership status:

• Number of members in local group: _____.

• Number of local group members who are also ISSTD members: _____.

Date of re-check following three-month grace period:

_____/_____/_____ ? N/A