

# Procedure for Obtaining ISSTD Component Group Status

If a local group of professionals desire to form an ISSTD Component Group, they may make application for this status by using the following procedure.

1. The **local group** should choose one of their members to act as **ISSTD Contact Person** with the ISSTD Component Groups Chairperson(s) and the ISSTD managerial staff. This **ISSTD Contact Person** must be a current member of ISSTD.
2. The **ISSTD Contact Person** should request an ISSTD Component Group Status Application form from ISSTD managerial staff person, at ISSTD Headquarters either via the ISSTD web site, by e-mail: or by snail mail:

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The ISSTD staff person will check weekly for newly completed applications and process them as soon as feasible.

- In submitting the applying group's application, the **ISSTD Contact Person** should also include a roster of current members of their group, along with clear indication (using \* next to each member's name) of which members are also current members of the ISSTD. ISSTD By-laws require that one member of the Component Group be a current member of the ISSTD, function as **ISSTD Contact Person**, and be responsible for maintaining ISSTD standards, goals, and adherence to the ISSTD mission statement, and submitting the annual Component Group report.
- The applying group should also select a name and should refrain from using the words "international" or "chapter" in its name.

(Some examples of possible local Component Group names are: The [name of city or locale] Dissociation Study Group; Trauma and Dissociation Study Group of [name of city or locale]; [name of city or locale] Study Group; Southwest [name of state] Component Study Group of the ISSTD.)

3. The **ISSTD management staff person** will then:
  - Verify that the **ISSTD Contact Person** of the local group applying for membership is a current member of the ISSTD by checking his/her name with the ISSTD membership roster.
  - Verify that the group has not used the words "international" or "chapter" to name itself.
  - Forward the verified application to the ISSTD Component Group Chairperson(s) by e-mail attachment, fax, or snail mail.
  - For applications not meeting criteria, notify the group's **ISSTD Contact Person**, inform them of the failure to meet ISSTD Bylaws criteria of contact person ISSTD membership or ISSTD Policy regarding name choice and invite them to reapply when criteria are met.
4. The **ISSTD Component Group Chairperson(s)** will:
  - Review the local group's application and the ISSTD management staff's verification of the **ISSTD Contact Person's** ISSTD membership criteria and correct name selection.
  - Notify the Executive Council by e-mail of the addition of the new Component Group.
  - Notify the local group's **ISSTD Contact Person** that they have been conferred ISSTD Component Group status in accordance with ISSTD Bylaws.
  - Direct the local group's **ISSTD Contact Person** to register their group on the ISSTD Component Group section of the ISSTD web site if they so choose and notify the web site committee chairperson of the newly accepted group.
5. The **ISSTD managerial staff** will:
  - Maintain a roster of ISSTD Component Groups, their **ISSTD Contact Person**, and the group's roster indicating (by \*) which members of this local group are also ISSTD members.
  - E-mail updated copies of the Component Group's roster to the ISSTD Component Groups Chairperson(s) each time a new Component Group is added to the roster.