

ICLAS Policy
New Member Applications
October 2012

1. Completed application form and supporting materials to be sent to ICLAS Secretary-General.
2. Application form sent by ICLAS Secretary-General to all ICLAS Governing Board members requesting approval, disapproval, or clarifications.
3. Approval by GB members must be unanimous. If after discussion there is no unanimous decision, the issue will go to the next Governing Board meeting for a vote at the meeting where a vote of 2/3 of the Governing Board is required.
4. Information letter indicating preliminary approval sent to applicant by the ICLAS Secretary-General. Courtesy copy sent to ICLAS Governing Board members.
5. Treasurer determines membership fee (if applicable) and sends invoice to applicant.
6. Payment of membership fee results in final approval.
7. Approval of membership is endorsed at the next meeting of the Governing Board. This action is captured in the minutes for the official record.