



## Guidelines for Membership Renewal to

*Membership Renewal Process for Full Members of EADMT is undertaken every 5 years. The Membership committee has created the following procedural guidelines to assist a smooth process.*

### 1. Renewal countries application

- Visit website and download Renewal form of your membership level.
- Use the structure of the form to prepare the documents for the renewal process (Ethical Code, Rules of Procedure and Statutes). Translate the asked sections from original documents in English. Number the documents in accordance with renewal form.
- Make notes in section (see document / page / §), where the required information can be found.
- Send the renewal form, the statement of commitment and documents to the membership committee of EADMT - [membershipcommittee@eadmt.com](mailto:membershipcommittee@eadmt.com)
- When sending to the membership committee place the documents in the order and number them in accordance with renewal form
- Application of renewal documentation are expected by February 28<sup>th</sup> of renewal year.

### 2. EADMT Membership committee (MC) responsibility:

- MC confirm receipt of membership renewal form and documentation.
- MC forward all the documentation to peer reviewing countries by March 15<sup>th</sup> of renewal year.
- MC acts as coordinator between the renewal and reviewing countries in case of any questions or ambiguity.
- Membership committee collects information from all reviewing countries and prepare recommendation for voting in GA.

### 3. Reviewing countries responsibility:

- Check the presented documentation. If the documents confirm the compliance with requirements make notes of approval in renewal form.
- If there are any information missing or questions arise – contact membership committee, which will forward the questions to renewal country.
- When all the questions are resolved and review is completed, sign the renewal form and send scanned to membership committee.
- By April 30<sup>th</sup> review process shall be finished.

### 5. Decision:

- At the following GA membership committee presents the results of membership renewal process and prepare recommendation for voting in GA.