

Annexe 1

Procedures for EMTC membership

1. The Association fills out the official membership proposal form (available from the EMTC website).
2. Association sends the completed form to the Country Representative by e-mail together with copies of all the association's official registration documents. If the country is not yet a member of EMTC and no Country Representative has been named, the contact person is the regional coordinator.
3. The responsible Representative checks the documents with regard to national regulations concerning officially registered organizations. They also check the documents regarding the requirements for membership in Paragraph 1 of the by-laws of the EMTC (e.g. exclusion of training centers).
4. The Country Representative forwards the material from the applicant along with his own findings to the Regional Coordinator, who acknowledges receipt of the documents. The Regional Coordinator checks whether the association meets requirements and informs the Country Representative whether the association is eligible for membership.
5. If the association is eligible, the Regional Coordinator informs the EMTC VP/Treasurer.
6. The VP/Treasurer writes a letter of welcome for the association in Cc to the country representative, Core Board members and the Regional Coordinator, including payment details and the EMTC bank account number.
7. The association transfers the membership fee to the EMTC bank account. Please note: Membership becomes active only when the payment is received.
8. The President writes to the association to confirm they are an official, active member of the EMTC.
9. Membership is paid annually. The deadline for payment is set annually by the board (see 1.9 EMTC By-laws) (*also insert in 1.9 Oslo by-laws*). If payment is not received by this date, the member association will be classified **inactive**. It will be removed from the website and links from the EMTC to the association will be removed until the membership fee is paid. (See EMTC-Statutes 6.1; 8.3)
10. Late payment will result in an increase of 20% in the fees. Member associations and number of members are registered at the EMTC website: <http://emtc-eu.com/member-associations/>

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