

## **Regulation C - Membership cessation and reinstatement**

### Reference within Charter and Bye-Laws

Bye-Law 29(2): A member in any category shall cease to be a member, without prejudice to the right of the Chartered Institute to recover any sums due to it, if:

(2) He or she has not paid any subscription due by the date notified to members as the last date for payment, provided that if any such payment (together with such late payment administration charge as is specified) be made after that date the Council may reinstate him or her in membership in accordance with regulations;

Bye-Law 31: Regulations shall provide for the procedure to be followed where a former member applies to be reinstated as a member of the Chartered Institute.

### Regulations

#### **1. Qualification**

- (1) Where a former member applies to be reinstated as a member within three years since their membership subscription was officially lapsed they can do so without losing their original date of joining.
- (2) Where it has been more than three years since a membership subscription has been lapsed the person seeking to be reinstated as a member will normally be considered as a new member and required to complete a new application for membership. In these circumstances the person will be given a new date of joining.
- (3) The office of CITMA has the discretion to consider all reinstatement requests on an individual basis and may waive certain requirements. Any discretion applied does not provide a precedent for any future reinstatement requests.

#### **2. Process**

- (1) Where a person meets the reinstatement qualification criteria set out in 1(1) they can apply to be reinstated by sending an email to or contacting the CITMA office.
- (2) To be reinstated and maintain their original date of joining a person will be required to pay the subscription amount covering the period between the date their membership was lapsed and the date of reinstatement.
- (3) The CITMA office will have the discretion to grant or refuse any request for reinstatement and each request will be considered on a case by case basis. The grant or refusal of any reinstatement request will not set a precedent for any subsequent requests received.

#### **3. Additional Fees**

- (1) A reinstatement fee of £50 (fifty pounds sterling) will be applied to cover the administration required to process the reinstatement.

- (2) The Office has the right to waive the reinstatement fee in exceptional circumstances. The waiving of any fee is at the absolute discretion of the CITMA office and will be considered on a case by case basis. The waiving of any fee will not set a precedent for any subsequent requests for a fee to be waived.