

## MEMBERSHIP POLICIES

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## # 1 MEMBERSHIP REQUIREMENTS and NON-COMPLIANCE

(see also Membership Policy #4 and Bylaw 3.01 and 3.02)

- a. Registered Membership requires successful completion of the CSCT certification exam.
- b. CSCT membership in good standing requires:
  - Payment of annual dues and any outstanding fees
  - Effective January 1, 2023 - compilation of mandatory ten (10) CEUs per year.
- c. Failure to comply with this policy (1b) shall result in one or more of the following:
  - Change in membership status
  - Fine(s)
  - Requirement to rewrite the CSCT Certification exam.
  - CEU accumulation to meet requirements
  - Inability to vote at an AGM or special meeting
- d. The CSCT membership year is April 1 to March 31 of the following year.
- e. The CSCT dues will be waived for any successful exam applicant for the year in which the exam was written and passed.
- f. When a member moves to another provincial association, a Transfer Form is to be completed by the member and sent to their current provincial registrar. The completed form is then submitted to the new provincial association registrar and the CSCT Registrar. The form is on the CSCT website.
- g. To maintain any position on a Board or committee, a member must maintain their status as “in good standing”. Failure to comply will result in removal from that position. Inactive members may occupy an office of the Society (Bylaw 3.01 c).
- h. Foreign trained applicants who apply to challenge the CSCT Certification exam must follow the guidelines for foreign applicants. Guidelines are found on the CSCT website.
- i. The CSCT Registrar and Treasurer will communicate with the respective province/territory on receipt of the documentation for new or reinstatement of membership.

**Revised and Approved October 2022**

## # 2 CURRENT FEES AND DUES

Dues increase approved by members Oct 24, 2009 effective date of 2010.

**NOTE:** Provincial membership fees are not included

a. Current dues are as follows:

Active Member	\$65.00
Inactive member	\$55.00
Life Member	waived
Business, Commercial and Industry Member	\$1000.00 (February 5, 2010)

*The CSCT dues will be waived for any successful exam applicant for the year in which the exam was written and passed.*

b. CSCT Administration Fees:

Replacement of certificate	\$25.00
Replacement of membership card	\$25.00

c. Current CSCT exam fees are:

Certification exam	\$600.00
Certification exam re-write	\$600.00

Approved special accommodations are subject to an additional fee set by the exam delivery company.

d. CSCT Examination Administration Fees:

Exam withdrawal up to 5 weeks prior to exam date	\$300.00
Extenuating circumstances	\$300.00
Exam transcript copy	\$25.00

**Note: For any further information regarding the CSCT exam please refer to the CSCT Certification Exam Handguide**

- e. Re-Instatement Administration Fees: (Stay in the province) – see Policy #4 Reinstatement
- f. Late CEU Administration Fee (Paid to CSCT) – see Policy #4 Reinstatement
- g. CSCT recognized Cardiology Technology Programs that request a confidential breakdown of their student examination marks will be charged \$150.00 per exam, per student.

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### **#3 CSCT DUES, FEES and PROCESSING**

- CSCT dues are to be processed by your provincial associations. The provincial associations forward the applicable portion to the CSCT by the last day of February of each year.
- CSCT dues are non-refundable
- CEUs are to be submitted by December 31, annually.
- The CSCT Education Director shall communicate in writing with each respective Provincial Education Coordinator, regarding candidates for any CSCT exam.
- CSCT Exam Fees: see Membership Policy # 2

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#### # 4 REINSTATEMENT POLICY – Effective January 1, 2023

A Member “Not in Good Standing” is a Registered Member (except a Life member) who has lapsed in one or both of the following:

1. Annual dues and / or any applicable fees
2. The required 10 CEUs per year

A Member “Not in Good Standing” applying for reinstatement must complete the requirements as outlined below:

***In order to apply for reinstatement, please contact your Provincial Association in order to ensure eligibility PRIOR to paying any back dues and/or fees.***

Years of Not in Good Standing	Admin fee for Lapsed Membership Dues (to stay in province)	Fine for CEU Noncompliance (Paid to CSCT)	CEUs to be submitted	Additional requirements:
End of one year	<ul style="list-style-type: none"> <li>• See Provincial Policies</li> </ul>	\$50	10	<ul style="list-style-type: none"> <li>• Pay all membership back dues and applicable fees at current rate</li> <li>• Submit all delinquent CEUs</li> <li>• Confirmation of membership status from CSCT registrar</li> <li>• Provide required documentation eg. legal, medical or other as applicable</li> </ul>
End of two consecutive years		\$100	20	
End of three consecutive years		\$150	30	
End of four consecutive years		\$200	40	
End of five consecutive years		\$250	50	
End of six consecutive years or more	<ul style="list-style-type: none"> <li>• Pay all membership back dues and applicable fees at current rate</li> <li>• Confirmation of membership status from CSCT registrar</li> <li>• Provide required documentation (eg. legal, medical or other as applicable)</li> <li>• <b>Challenge and pass the CSCT Certification exam WITHIN the first 4 available consecutive sittings</b></li> <li>• <b><i>In the event of failing to pass the CSCT certification exam within the allowed time frame, the member must graduate from a recognised Cardiology Program and then challenge and pass the exam as a new student.</i></b></li> </ul>			

***Note: If considered eligible to write the CSCT Certification exam, the member must apply to write the **designated** exam sitting. Failure to apply will be counted toward the total allotted attempts (4)***

## **# 5 LIFE MEMBER**

As per CSCT Bylaw 2(e), a Life Membership can be awarded under the following process;

- a. A Life Membership nomination form may be requested from the President by any member in good standing.
- b. The completed Life Membership nomination form must be submitted with supporting documentation as applicable to the CSCT Board.
- c. The CSCT Board of Directors will review all such recommendations and validate all pertinent information.
- d. If a Life Membership is awarded, the member is contacted by the President. An official certificate and a congratulatory letter, signed by the President, is announced and presented at the first available AGM.
- e. If the member is unable to attend the AGM, the certificate and congratulatory letter are sent to the member by the President.
- f. The CSCT Registrar will notify the member's Provincial Registrar so that CSCT dues and mandatory CEUs are no longer collected.
- g. The Life member will have all of the same rights as an Active member in good standing.

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## #6 AGM

- a. Proxy Forms, notice of meeting, minutes from previous year's AGM and meeting agenda will be available to each member via the CSCT website.
- b. To allow for recounts or discrepancies, all proxies and ballots received at an AGM will be sealed and stored with the CSCT Registrar for one (1) year and destroyed (by motion) at the next AGM. A request for an AGM vote recount must be made immediately after the initial vote results.
- c. Proxy votes must be received by the CSCT Registrar in the time frame as directed on the proxy and will be validated by the registrar, prior to the meeting.
- d. Only active Registered Member "in good standing" or a Life member can vote and/or hold any elected position on the Board, and will be issued a voting ballot card. Inactive members do not have a right to vote (Bylaw 3.01 (c))
- e. At an AGM, when voting on issues other than those on the original proxy, the voting member is allowed one (1) vote for themselves and one (1) vote for each valid proxy that they are carrying and as directed by the proxy.
- f. Observers at CSCT AGM:
  - Student observers must send a written request for permission to attend the CSCT AGM to their Provincial Associations. Upon permission from the province the Provincial Director for that province will immediately inform the CSCT AGM committee and the CSCT Executive. The student must show proof of being a student of a CSCT approved Cardiology Technology Program, at the AGM.
  - Other Non-member observers must receive prior approval from BOD to attend the CSCT AGM at least three weeks in advance.
  - As a general rule observers shall have no voice or vote. Observers can be given a voice, if recognized by the CSCT AGM chair.
- g. Draft minutes of an AGM are to be posted on the CSCT website following the CSCT Board's acceptance of the draft minutes of the meeting.
- h. Members in arrears who wish to attend and vote at an AGM must ensure that their dues, fees and CEUs for Active membership, are submitted to their province no later

than one (1) month prior to the AGM to allow for full processing of the documents and funds.

- i. Any member requesting to add a new item to the AGM agenda for membership discussion must submit a written request and summary of the topic, to the President, sixty (60) days prior to the AGM. The President will notify the member of the Board's decision.
- j. Discussion of any one (1) item on the agenda will be limited to five (5) minutes unless otherwise directed by the Board.
- k. Voting members must check in (register) prior to the start of the AGM.
- l. Voting members must be in the meeting room at the designated start time of the meeting to establish quorum. If a voting member is not in attendance at the start time of the meeting, their vote will be forfeit and any proxies held will be redistributed to the alternate as indicated on the proxy. Attendees who leave the room will not be allowed back into the AGM while a motion is in progress. They can re-join the meeting after the vote is officially complete.

**Approved September 2019**