SPECIALIZED CLINICAL DEVELOPMENTAL SERVICES NETWORK

FINANCE POLICY

Section:	Banking & Financial Management	Policy Number:	2.40
Policy:	Membership fees	Approved Date:	25-Mar-2025
		Last Revised Date:	
Attachment(s):		Last Revision Approved Date:	

Policy

Membership fees are determined by the Board and collected annually for the fiscal year (April 1 to March 31).

Procedure

1. The membership fees are reviewed and approved by the Board as per the Bylaws; fees are announced annually at the Annual General Meeting for the upcoming fiscal year.
2. Members are invoiced before March 31st for the next fiscal year (i.e. invoices sent in March 2025 will be for the 2025-26 fiscal year)
3. Members whose fees are still outstanding on April 1st risk being removed as a member of the SCDSN
4. Membership may be terminated by SCDSN or the member as outlined in membership policies and bylaws, however no refund will be issued for cancellation of membership for any reason
5. New members are required to pay the full year membership fee (not pro-rated) when they join

Reference