

Membership Application Procedure - The KSIMC of London

Ratified by the Executive Committee on Friday 28 April 2017

New Member Applications

- Application form to be filled out either electronically or by hand
- Recommendation for membership needs to be by an existing member whose contact details and membership number should be recorded for verification
- If previously a member at a Khoja Shia Ithna'Asheri Jamaat worldwide, a letter of recommendation or reference is required to confirm previous membership status
- The form MUST be signed and dated
- If applying for Student Membership, the name of the University or College needs to be filled in. Proof of student status may be requested.
- Postgraduate students who are studying full-time (I.e. Not in employment) may qualify for Student Membership for the duration of their course(s). Part-time postgraduate students do not qualify for Student Membership if they are in part-time or full-time employment
- Payment for all new applications should be submitted at the time of application. In the event the application is rejected, payment will be returned or refunded in full.
- The membership application will be screened by the Office staff and approved or rejected by TWO Office Bearers within 7 days.
- If the application is approved, a membership number will be assigned to each new member and notification will be sent via email or post.
- If the application is rejected, the grounds on which the application was rejected will be notified to the applicant via email or post.
- Eligibility for membership can be found in the Constitution (Clause 5.1)

Existing Member Reapplication

- In the event of arrears of more than 6 months, an existing member will have their membership ceased according to Clause 5.5 of the Constitution
- To reinstate membership, payment for the total amount of arrears will need to be made as well as completing a new application form.
- The application form will need to be signed and dated
- Existing membership number needs to be recorded on the application form
- The reapplication will be screened by the Office staff and approved by TWO Office Bearers within 7 days.
- A confirmation will be sent via email or post once the membership has been reinstated

All membership applications including reapplications will be summarised and presented for information at the next Executive Committee meeting.