

CAETS Bylaws Section 4: Procedures for Admission of New Members

- a. Applications for admission will normally be accepted for consideration no earlier than three ~~five~~ years after the official date of establishment of the applicant, with Council flexibility for up to five years in its discretion.
- b. The election of a new member academy shall take place only during a regularly scheduled meeting of the Council when the Secretary/Treasurer receives completed application documents 90 days in advance of such meeting.
- c. Admission of a new member academy shall require the affirmative votes of at least all but one of the members' representatives present and voting.
- d. Applicants elected by the Council, **on complying with Council-approved entry requirements**, shall be admitted to CAETS effective at the conclusion of the Council meeting at which elected.

CAETS Operating Procedures (Amended June 2010)

1. Admission of New Member Academies to the Council

Further to CAETS Bylaws, Article 2 – Council Membership, Section 4 – Procedures for Admission of New Members, the following apply.

- a. Applications for admission may be submitted to the Secretary/Treasurer and should present information that fully meets the items in Section 3 – Criteria for Membership.
- b. A Visiting Committee, appointed by the Executive Committee, shall visit the applicant academy before consideration of the application by the Council and report its observations to the Council.
- c. Council consideration of applications for membership shall take place only during a regularly scheduled Council meeting and only for those complete applications submitted to the Secretary/Treasurer at least 90 calendar day in advance of the meeting.
- d. **Applicants elected by the Council shall contribute \$2,000 to the CAETS Reserve Fund within three months of election in order to be considered full members of CAETS.**

4. Financial Issues

Further to CAETS Bylaws, Article 5 – Expenses, the following apply.

- d. **Member academies shall not pay dues for the fiscal year in which they were elected to membership.**