



# AFFILIATION REVIEW PROCESS

If a professional growth network is not meeting the criteria of affiliation, a review process shall take place using these guidelines:

1. The Managing Director, Member Experiences and Operations and the Professional Growth Networks Advisory Committee are notified.
2. Federation staff engages in a conversation with the professional growth network president to determine the following:
  - How many current members, both Federation and non-Federation?
  - When was their last annual general meeting?
  - When was the last basic grant received?
  - Is there a full network board of directors?
  - What activities has the network been involved in during the last year?
  - Does the executive attend Professional Growth Networks Day?
  - When were their bylaws last updated?
  - Is there a current website or social media presence?
  - Is a journal or newsletter produced on a regular basis?
3. A report is provided which includes:
  - Responses to the above questions.
  - Current president's annual report.
  - Current approved audited financial statement or review engagement report.
4. The advisory committee considers the report and provides a recommendation. If the advisory committee recommends the professional growth network continue, Federation staff will advise the network. If the advisory committee recommends the network should consider dissolution, Federation staff will contact the network with the reasons for the decision and explain their opportunity to react or respond within six months. If the network does not react or respond within the six months, the advisory committee will recommend the dissolution of the network to the STF Executive.

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Affiliation of a professional growth network shall be reviewed if a network is not meeting the criteria of affiliation.

