



RULES OF ASSOCIATE MEMBERSHIP

Preamble

The rules given below have been framed as approved per the following RESOLUTION.

“RESOLVED that the DSSP open its membership to encompass Associate Members, following the criteria approved at its Extraordinary General Meeting held on May 11, 2002. These criteria form an integral and inseparable annexure to this RESOLUTION.”

The RULES OF ASSOCIATE MEMBERSHIP have been revised by the Executive Committee at its meeting held on 2nd March 2019.

Applications for Associate Memberships will be accepted throughout the year.

Membership Criteria

- i. A candidate for Membership must be employed as a Secretary/Administrative Professional, reporting to the Senior Executive in the Organization and/or have a minimum of five years secretarial experience, at the time of her application.
- ii. A prospective new member will join the DSSP as an Associate Member and will remain so for one year from the date of joining i.e. if a candidate has been enrolled on the 1st of October of the current year she will remain an Associate Member until 30th September of the following year.
- iii. During her tenure as an Associate Member, she must have 75% attendance at the events of the DSSP.
- iv. To familiarize herself with the workings of the DSSP, she should volunteer and serve on any one or more of the following:
 - Member of the Anniversary Gala, Entertainment, Project Award, Fund Raising, Constitution/Bylaws.
 - Any other sub-committee set up by the Executive Committee from time to time.
- v. Upon fulfilling the requirement outlined in iii) above, she will become a Permanent/Full Member. In the event, an associate member has not fulfilled the requirements the executive committee may at their discretion extend the period of associate membership, defined in clause ii. above, by 6 months or more.
- vi. Associate Members will have no voting rights.

Time Frame/Documentation

The time-frame for new membership applications under the above conditions, is as follows:

- i. A prospective candidate may download the Membership Form from the DSSP website www.dssp.org any time during the calendar year.
- ii. Applications complete in all respects to be submitted to the Secretary directly or through any member of the executive committee) between 1st and 10th of the month. These will include:
 - Membership Application Form duly filled in, proposed and seconded by a current DSSP member in good standing. Members currently serving on the Executive Committee are not eligible to propose or second an application.
 - Certification from the candidate’s employer that she is working in the capacity of Secretary/Administrative Professional to a senior executive in the Organisation and/or testimonials from one or more companies proving her secretarial experience of minimum five years.
 - Current resume with a photograph along with a copy of valid CNIC.
 - Non-refundable Processing Fee of Rs.1,500/- in favour of “Distinguished Secretaries’ Society of Pakistan”, payable at the time of submission of the Membership Application Form. Processing Fee will be reduced to Rs.1,000/- each in the event of more than two prospective applicants from the same organisation at the same time.

Processing, Admission & Subscription Fee:

- Non-refundable Processing Fee: PKR 1,500
(Payable with the application form)

- Subscription for Associate Membership will be as follows:

Admission Fee:	PKR 3,000
Subscription for remaining months of the year of Membership:	<u>PKR 2,000</u>
Total:	<u>PKR 5,000</u>

(Payable within seven calendar days of notification by DSSP that a prospective member has been accepted as an Associate Member)

Annual Subscription is due on 1st January in each calendar year.

All payments to be made by Crossed Cheque in favour of **Distinguished Secretaries’ Society of Pakistan.**