

## ISAP PARTICIPANT RESIGNATION POLICY

As per March 2009, procedures for resigning as ISAP Participant are as follows:

### 1 Formal Resignation

ISAP Participants may withdraw from training activity at any time in the course of the year. However until the formal resignation procedure has been completed, their other duties and rights as Participants remain in effect. These include, among others, the obligation to pay ISAP participation fees and Charta dues (as applicable); the right to coverage by ISAP's malpractice liability insurance; the right to vote on matters at Participant Meetings and Assemblies; the right to accrue points for work done within the fiscal year.

### 2 Written Notification, Deadline & Letter of Non-Objection

Formal resignation is possible once a year, in coordination with the time of billing for the annual participation fees. Thus, resigning Participants provide the ISAP President with written notice by July 1<sup>st</sup>, and their resignations become effective at the start of the Fall Semester thereafter. Resigning Participants receive the President's letter of non-objection when the ISAPZÜRICH Council (IC) establishes that they are leaving ISAP in good standing. That is, their financial obligations to ISAP are fulfilled; they are free of pending or otherwise unresolved ethics claims; and they have informed their candidates according to point (3) below.

### 3 Responsibility to Candidates

Participants are responsible for informing all candidates in their charge as to their exact date of withdrawal from training and/or resignation from ISAP. At the same time they insure the candidates' understanding that, as of such date, their analyses, supervisions, function as regular examiners and thesis advisors and all other training functions are no longer credited towards training. Finally, ISAP's malpractice liability insurance does not cover non-Participants or former Participants who have resigned from ISAP.

### 4 Missed Deadline

If the President receives notice of resignation after July 1st, the Participants' duties and rights as above remain effective until June 30<sup>th</sup> of the forthcoming year.

### 5 Rejoining

Analysts may reactivate their ISAP participation by written request to the Promotions Committee. A copy of the President's letter of non-objection must be included.

Approved by the ISAP Council (formerly Officers Committee), March 7, 2009, in accordance with the *Organizational Guidelines* (§12.2), as amended at the Annual ISAP Participants Assembly, February 2009.

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