

CSVS

THE COLLEGE AND SOCIETY
FOR CLINICAL VASCULAR SCIENCE
Great Britain and Ireland

Membership

CSVS Lapsed Membership and Renewal Policy

Version 1.0

May 2026

MB-003



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Version Number	Change	Author	Date
1.0	New template with branding	Author: Membership secretary Approval: CSVS Exec Committee	May 2026

Purpose

The purpose of this document is to outline the process by which CSVS members are guided through renewal and the process instigated by a lapse in membership.

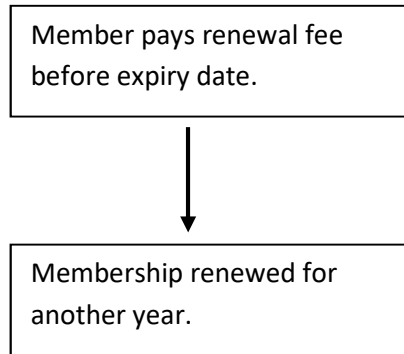
Lapsed CSVS membership and renewal SOP

1. Member advised by CSVS of upcoming membership expiry date via email. Members receive an automated email 4 weeks before their membership is due to expire and weekly thereafter and automatically moved onto the expiring members list.
2. Member renews membership via Stripe payment link. Members log onto their CSVS account to renew membership.
3. If a member fails to renew their membership, they have a one-month grace period before they lapse. During this month grace period they can renew their membership by paying the renewal fee, and this will renew membership for a year from the date of membership expiry. Once they have paid this fee their membership automatically becomes active again.
4. If a member fails to renew a month after their membership expiry date then their membership will lapse. Details outlined in Appendix 1.
 - a. If the member is an Ordinary or Associate member (M) and lapse, they will receive an automatic email outlining renewal details. In order to renew they will need to pay the enhanced late renewal fee. The member's status is automatically updated from membership expiry date. If the individual does not renew their membership after 12 months, their membership will be archived. The individual will need to contact the CSVS Membership secretary if their membership is archived and they would like it reactivated.
 - b. If they are an Accredited member (F) and lapse, they will become an Ordinary member and receive an automatic email outlining renewal details. To renew they will need to pay the enhanced late renewal fee. However, their membership status will not automatically be updated. The Membership secretary will receive an email saying that a payment has been made. The Membership secretary will email the CPD team to check that this member is up to date on CPD and that they are happy to reactivate them to an Accredited member.
 - i. If the CPD team agrees that the member is up to date on CPD, the Membership secretary will reactivate the member and email them to confirm.
 - ii. If the CPD team confirm that the member is not up to date on CPD then the Membership secretary will reactivate the member as an *Ordinary* member, and will email the member informing them that they will need to email the CPD team to discuss how they can reactivate their accredited status. CPD team will let membership team know as and when members accredited status is ready to be activated again.
 - iii. If the individual does not renew their membership after 12 months, their membership will be archived. The individual will need to contact the CSVS Membership secretary if their membership is archived and they would like it reactivated.

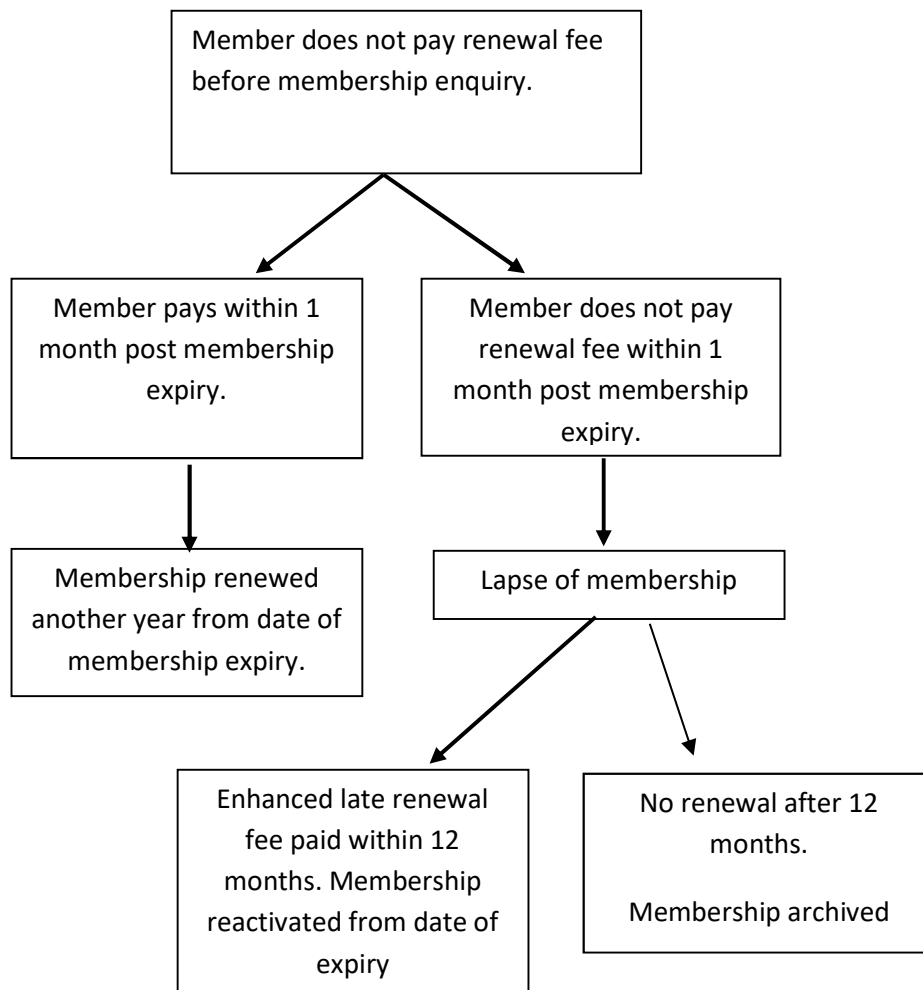
5. Members of the CSVS can apply for up to a 12-month suspension of their membership subscriptions if they are going on maternity, paternity, or adoption leave, long term sickness, personal extenuating circumstances and a maximum of a 1-year career break, provided they have been a fully paid member for the past 12 months. Members must contact the membership team directly with evidence and in advance of commencement of leave. The membership team can edit the members profile manually to alter their date of membership expiry by the length of their maternity leave (up to 12 months), so that the members membership remains active throughout their planned leave, however they will be exempt from paying for this period.

Appendix 1

Accredited, Ordinary and Associate members:



Ordinary and Associate members (M)



Accredited members (F)

