

Membership By Laws

**As approved by the Council of The British Dietetic Association on
21st September 2006**

1. Student Members

Eligibility

Student membership is defined within Article 8a of the Memorandum and Articles of Association. Any person who is currently attending one of the allocated colleges in the UK, studying a course in dietetics and/or nutrition which leads to registration as a dietitian with the HPC, is entitled to join as a Student member.

Procedure to apply for Membership

A membership form must be obtained either from the BDA office, the BDA website or course tutor. The applicant must complete the form and obtain signature of their current course tutor to confirm they are attending the college/university stated. If they are currently on placement they may alternatively obtain the signature of a dietitian from the department in which they are working.

The form must be returned to the BDA office along with payment for subscription. The Council of the BDA will set subscription fees from time to time and these are available from the BDA office or on the BDA website. The subscription rates that apply at the time of joining must be submitted and incorrect amounts will mean the application is incomplete. Options for paying in instalments are also made from time to time and will be advertised to members and potential members in BDA publications and on the BDA website.

On arrival at the BDA office, applications are checked to ensure information is correct, forms are completed properly and that the correct payment has been made.

Once accepted, the information is entered onto the BDA's database and an acknowledgment is sent out stating when membership is to start.

On the date that membership begins, a membership card and members' joining letter will be sent including any back copies of publications, if applicable.

2. Full Members

Eligibility

Full Membership of the BDA is defined within Article 4 of the Memorandum and Articles of Association. Any person who is currently registered with the HPC, has previously been registered with the HPC and/or has completed a course of study and training which leads to registration with the HPC, is eligible to join as a full member. Any person who qualified outside the UK would need to be currently registered with the HPC, or must demonstrate they have previously been or would currently be

accepted for registration in the UK. It is the responsibility of the individual to obtain and provide this evidence.

Procedure to apply for membership

A membership form is available either from the BDA office or from the BDA web site.

The membership form must be completed and returned to the BDA office along with payment. If the prospective member is currently HPC registered, a copy of their HPC Registration Certificate must also be enclosed. If not currently registered with the HPC then proof of previous registration in the UK must be provided. For an individual who has qualified in the UK this can either be a copy of previous HPC registration certificate and/or copy of certificate obtained from their college/university stating the course attended and date qualified.. Individuals who have qualified outside the UK will need to provide evidence that they have either previously been registered in the UK or would be currently accepted for registration in the UK. It is the responsibility of the individual to both obtain and provide this evidence.

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Individuals applying for membership must state when they want their membership to start, otherwise it will be assumed that it is the next joining date. Entitlement to all membership services and privileges will commence on the joining date indicated on the form or at the next joining date, whichever is appropriate.

When the membership form arrives in the BDA office, it is checked to ensure that the details are correct, the individual is eligible for membership and the correct amount has been paid.

Once assessed and accepted, the individual will be entered onto the database and an acknowledgement sent to them stating when their membership will start.

On the date that their membership begins a membership card and members' joining letter will sent to them, including any back copies of publications, if applicable.

If an individual has been a member previously (either as a student or full member) the same procedure applies.

3. Affiliate Members

Eligibility

Affiliate membership is available to anyone who is either:

1. an overseas Dietitian, registered with an Association which is a member organisation of ICDA, or
2. anyone who has completed either a single or joint Honours or post graduate diploma in Human Nutrition or Public Health Nutrition in the UK and is practising in a human nutrition related field.

Applicants from the UK would need to provide proof of their degree. This can either be a copy of their certificate or letter from the relevant college/university where they completed their degree plus details of their current or most recent position. Applicants from overseas would need to provide proof of their registration overseas along with details of their qualifications and current or most recent positions.

Procedure to apply for membership

A membership form is available either from the BDA office or from the BDA web site.

The membership form must be completed and returned to the BDA office along with the evidence stated above. The form will be assessed and the member will be notified as soon as possible of the outcome.

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Individuals applying for membership must state when they want their membership to start, otherwise it will be assumed that it is the next joining date. Entitlement to all membership services and privileges will commence on the joining date indicated on the form or at the next joining date, whichever is appropriate.

When the details of membership form arrive in the BDA office, it is checked to ensure that the details are correct and the correct amount has been paid.

Once assessed and accepted, the individual will be entered onto the database and an acknowledgement sent to them stating when their membership will start.

On the date that their membership begins a membership card and members' joining letter will sent to them, including any back copies of publications, if applicable.

4. Associate Members

Eligibility

Any Dietetic Assistant who is working under the supervision of a Dietitian in the UK.

Procedure for applying.

An application form and information should be obtained from the BDA office. This must be completed and their dietetic manager must confirm that they are employed in a relevant post; receiving supervision and training as a Dietetic Assistant. This form must be returned to the BDA office along with payment for their subscription.

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On arrival at the BDA office, applications are checked to ensure information is correct, forms are completed properly and that the correct payment has been made.

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On the date that membership begins, a membership card and members' joining letter will be sent including any back copies of publications, if applicable.

5. General

All decisions on membership applications will be made by the BDA office where the membership application is clear and the application can be assessed against the membership criteria. In cases where the BDA office cannot make a decision it will refer the matter to the Honorary Secretary who may take advice from Council or one of its Standing Committees, or suitably qualified members.

For auditing purposes, figures are kept on the number of people joining at each point in the year, including the amount paid. Council and members may receive reports on membership figures, finances and other data from time to time. Data stored by the BDA will comply with the Data Protection Act and not disclosed to anyone without prior permission.

Any person who is refused membership will have the right to appeal. Individuals must write to the Honorary Secretary, stating the reason they feel they are eligible for membership. This appeal will be taken to the next available Council Meeting for assessment, providing the letter of appeal is received no less than 2 weeks prior to the Council Meeting. The individual will be notified of the outcome of their appeal following the meeting. Council's decision will be final.

Members can only resign from the BDA at the start of the membership year (i.e. 1 March). Any member wishing to leave the BDA will need to notify the BDA Office in writing prior to the start of the new membership year or no later than one month after the start of the new membership year. Members paying by Direct Debit will need to

ensure they notify the BDA in writing of their intent to resign and stop their Direct Debit with their bank to avoid payments continuing. The BDA will not issue refunds on subscriptions paid if members fail to notify the BDA of their intent to resign more than one month after the start of the BDA Membership year. The option to pay by Direct Debit instalments is not a part yearly membership; it is intended to be for the whole membership year. Therefore if instalment payments are stopped or fail for any reason the whole amount outstanding (including any administration fee) immediately becomes due for payment by cheque. If this payment is not made, then the membership will be cancelled and the amount outstanding will remain on the members file. This outstanding amount will need to be paid before they could be considered for re-election to membership in the future.

The BDA has the right to terminate or suspend the membership of any member for any of the following reasons.

- 1) Disciplinary Action
- 2) Failure to pay subscriptions
- 3) Failure to pay any other money outstanding to the BDA.

When membership is cancelled or suspended due to Disciplinary Action the member will be informed. The member will have the right to appeal against the decision. Notice of such an appeal must be given to the Honorary Secretary of the Association in writing within twenty-one days of notification to the person concerned of the decision. This appeal will then be taken to the next available Council meeting. The decision of Council will be final.

When a member is due to be suspended or cancelled for non payment of either subscriptions or other outstanding money, the BDA will advise the member of their intention and providing the outstanding money is paid within the allotted time stated on that notification, the decision may be reversed. If the money is not paid within the allotted time, then the membership will be cancelled. The amount outstanding will remain on file and will need to be paid before the individual would be considered for re-election to membership in the future. The member will then have the right to appeal in writing upon notification of their membership being cancelled. Notice of such an appeal must be given to the Honorary Secretary of the Association in writing within twenty-one days of notification to the person concerned of the decision. This appeal will then be taken to the next available Council meeting. The decision of Council will be final.