

## **British Dietetic Association (BDA) Membership Bylaws**

As approved by the Council of The British Dietetic Association on 13<sup>th</sup> January 2015.

### **Contents**

1. Student Members
2. Full Members
3. Affiliate Members
4. Associate Members
5. International Members
6. Alliance Members
7. Non Practising Members
8. Retired Members
9. General

## **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 specific colleges/universities in the UK, studying an approved course in dietetics and/or nutrition which leads to the eligibility to apply for registration as a dietitian with the HCPC, is entitled to join as a BDA Student Member.

### *Procedure to apply for Membership*

Students can apply for membership online at [www.bda.uk.com/membership](http://www.bda.uk.com/membership) , and student membership runs annually from 1 November to 31 October. The applicant must complete the online application and obtain approval from their current course tutor to confirm they are attending the college/university stated in the year stated.

The Council of the BDA review subscription fees annually and these are available 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.

## **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 HCPC, has previously been registered with the HCPC and/or has completed a course of study

and training which leads to registration with the HCPC, is eligible to join as a full member. Any person who qualified outside the UK would need to be currently registered with the HCPC or must demonstrate they have previously been registered with the HCPC. It is the responsibility of the individual to obtain and provide this evidence.

#### *Procedure to apply for membership*

Full membership (UK based) can be applied for online at any time of year and full information and links to apply for annual full membership can be found on the BDA web site [www.bda.uk.com/membership](http://www.bda.uk.com/membership)

Full membership (surface mail or overseas) is applied for by completing and returning an application form to be processed in the BDA office.

The application process requires the prospective member to confirm they are currently HCPC registered or eligible for registration.

The Council of the BDA will review subscription fees annually and these are available 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.

Individuals applying for membership must state when they wish their annual membership to start, this can be either the start of the current month or upcoming month, and at any time throughout the year.

Online applications go through a pre-payment approval process via the BDA office to ensure the information supplied is accurate and eligibility for the membership category is met.

### **3. Affiliate Members**

#### *Eligibility*

Affiliate membership is available to anyone who is either:

1. A non-UK qualified dietitian, either not registered with a professional association overseas or a member of an Association which is not a member organisation of ICDA or EFAD, or otherwise does not qualify for International membership
2. Anyone who has completed a recognised human nutrition degree
3. A UK citizen who is undertaking recognised training in nutrition and dietetics overseas

Applicants who are nutritionists 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 who are dietitians trained overseas would need to provide proof of their association membership and/or overseas qualification along with details of their current or most recent positions.

### *Procedure to apply for membership*

A membership form is available from either the BDA web site [www.bda.uk.com/membership](http://www.bda.uk.com/membership) or from the BDA office.

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

## **4. Associate Members**

### *Eligibility*

Associate Membership is open to anyone who is either:

1. A dietetic support worker who is working under the supervision of a dietitian in the UK, or
2. A nutritionist with a recognised and approved Human Nutrition Degree working in a Nutrition and Dietetic Service while supervised or managed by a dietitian, or
3. A registrant of the Sports and Exercise Nutrition Register.

### *Procedure for applying.*

Associate membership can be applied for online at any time of year and full information and links to apply for annual associate membership can be found on the BDA web site [www.bda.uk.com/membership](http://www.bda.uk.com/membership)

## **5. International Members**

### *Eligibility*

International Membership is open to:

1. anyone who has undertaken recognised education and training in nutrition and dietetics overseas, is not currently fully registered in the UK, is a full member of a dietetic association recognised by EFAD, or an European Association which has similar aims to The British Dietetic Association and is on the HCPC register of visiting European health professionals, or
2. a UK trained dietitian working overseas and a full member of the association of the country in which you practice. (*Please note: You can retain full membership of the BDA or become an international member in this category.*)

If a person joins this category and subsequently obtains full HCPC registration to work in the UK they would be required to transfer to the BDA full member category.

### *Procedure for applying*

An application form and information can be obtained from the BDA website [www.bda.uk.com/membership](http://www.bda.uk.com/membership) or office. This form must be returned to the BDA office alongside proof of eligibility and payment for the annual membership subscription.

## 6. Alliance Members

### *Eligibility*

This category of membership is open to anyone who has an occupational interest in nutrition and dietetics, supports the aims of the British Dietetic Association and who is not eligible for membership in any other category.

This would include food workers not supervised by a dietitian; catering managers and staff in any setting including health, care, schools, prisons, hospitality; Doctors; nurses; Allied Health Professionals; food scientists or technologists; public health or health promotion staff or health trainers.

### *Procedure for applying*

An application form and information can be obtained from the BDA website [www.bda.uk.com/membership](http://www.bda.uk.com/membership) or office. This form must be returned to the BDA office alongside proof of eligibility and payment for the annual membership subscription.

*The following two categories (7 and 8) are available to existing BDA Full members only.*

## 7. Non-Practising Members

### *Eligibility*

The non-practising membership category allows existing full members (only) to retain BDA membership at a much reduced rate to keep up-to-date with the profession and continue to receive regular dietetic news and information, whilst taking a break from working.

Unfortunately this category is not available to members taking maternity leave. *Please note, professional indemnity insurance is not available for this category.*

### *Procedure for applying*

Existing full members are asked to contact the BDA to apply to move onto the Non-Practising category and prove they are taking a break from work.

Once Non-Practising members return to work, they are required to transfer back to the BDA full member category.

## **8. Retired Members**

### *Eligibility*

The Retired membership category allows existing Full members (only) who are no longer registered with the HCPC and who no longer intend to work, to retain BDA membership at a much reduced rate to keep up-to-date with the profession and continue to receive regular dietetic news and information.

### *Procedure for applying*

Existing full members are asked to contact the BDA to apply to move onto the Retired category. If Retired members return to work, they are required to transfer back to the BDA Full member category.

## **9. General**

### *Applications*

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 Boards, or suitably qualified members.

### *Reporting*

For auditing purposes, figures are kept on the number of people joining the BDA each 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 will not be disclosed to anyone without prior permission.

### *Rejection*

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 two 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.

### *Annual Subscriptions*

All BDA membership categories are for one full calendar year, and membership must be upheld for this full period. Members are only able to resign from the BDA at the end of their annual membership.

Members wishing to leave the BDA will be required to notify the BDA office prior to the start of their new membership year or no later than one month after the start of their 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 automatically and the BDA being charged.

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 their BDA Membership year.

### *Payment*

The option to pay the annual subscription by Direct Debit instalments is not a part-yearly membership, (i.e all instalments must be paid), it is intended to assist members in making the subscription more affordable by spreading the cost.

Membership payments must be upheld for the full membership year. If instalment payments are cancelled or fail for any reason, the whole amount outstanding (including any administration fee) immediately becomes due for payment. If this payment is not made, the membership will be cancelled and the amount outstanding will be recoverable by the BDA or may remain on the members file. This outstanding amount (plus a cancellation fee) will need to be paid before the person could re-join the membership in the future.

### *Suspension and Appeal*

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 a member is due to be suspended or membership 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 (plus a cancellation fee) will be recoverable by the BDA and will remain on file and will need to be paid before the individual could re-join the 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.