



MEMBERSHIP POLICY AND PROCESS

Version 1.2

Document control summary

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Version Control Summary

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1.1	April 2016	Updated review date following March 2016 MRC
1.2	March 2017	Minor amendment to para 6.2 changing "...reasons for doing so." To "...reasons for the decision."

1. Purpose

- 1.1. This document sets out the terms and conditions of your RCN membership.
- 1.2. The document is reviewed on an annual basis and is approved by the Membership and Representation Committee as delegated by RCN Council.

2. General

- 2.1. It is your responsibility to ensure that you are in the [correct category of membership](#) and that you fully meet the eligibility requirements for membership of that category. [Benefits, services](#) and rights of membership may be withheld or withdrawn if you are found to be in a category of membership for which you are not eligible.
- 2.2. Your membership of the RCN is dependent on:
 - 2.2.1. You meeting the eligibility criteria for the relevant category of membership outlined in the [Definitions of Membership](#) and;
 - 2.2.2. Upon payment on request of the subscription fee or appropriate monthly instalments thereof.
- 2.3. Membership and its associated benefits are non-transferable and available only to you.
- 2.4. The RCN will communicate with you about your membership, ballots and elections, and offer services to you based on the details that you provide to the RCN. It is therefore your responsibility to ensure that the RCN has the correct and current personal, contact, employment, payment and other details about you, including your contact preferences. It is your responsibility to inform the RCN of any changes to these details as and when they occur.
- 2.5. The RCN will not be responsible for any issue caused by any failure or omission on your part to keep your personal, employment and other details up to date.
- 2.6. Changes to your employment circumstances may affect and/or impact your eligibility for membership and the benefits and services available to you.
- 2.7. Unless otherwise specified by you, the RCN shall regard the home address you provide as your primary postal address, and this will be recorded against your membership record and used for all postal mailings.
- 2.8. The default method of communication for voting in elections or ballots will be electronic wherever possible where you have provided a valid email address, except where specified differently under Trades Union legislation.
- 2.9. Your membership will commence upon receipt of a fully completed application form for membership and either payment of the appropriate

subscription fee or a valid monthly or annual Direct Debit Instruction for membership.

- 2.10. The date of receipt of the application by the RCN will be your date of joining the RCN.
- 2.11. Where you provide a valid email address you will receive an email confirmation of your membership once your application form has been processed.
- 2.12. The anniversary of your initial subscription due date will be your annual membership renewal date.
- 2.13. The RCN will issue a membership card. Possession of a membership card is not proof of membership.

3. Membership Payment

- 3.1. The maximum annual subscription rate shall be set in accordance with the provisions of [RCN Standing Order 6](#).
- 3.2. [Current subscription rates](#)
- 3.3. It is your responsibility to ensure that the correct payment has been made to the RCN on or before the due payment date.
- 3.4. Cheques for payment of membership subscriptions should be made payable to "The Royal College of Nursing" and sent to the Membership Department at RCN Direct, Copse Walk, Cardiff Gate Business Park, Cardiff CF23 8XG.
- 3.5. Where you set up an annual or monthly Direct Debit Instruction for membership, payment will normally be taken from your account on the first working day of the month due or shortly thereafter.
- 3.6. Services, benefits and any office held may be withheld or withdrawn if;
 - 3.6.1. you are found to be in an ineligible or inappropriate category or payment plan or;
 - 3.6.2. the correct due payment is not received on or before the due date.
- 3.7. In the event that your payment is not received and you fall into arrears with your membership subscription you will be sent at least one reminder that payment due has not been received and that you are therefore recorded as being in arrears with your membership subscription.
- 3.8. Such payment reminders as described above will be dispatched by standard postal service to the primary postal address held on your record on the membership database, and an entry against your record in the membership database to this effect shall be proof that this requirement has been met.

- 3.9. In the event that you fall into arrears with membership subscription payments, you will have a maximum of three calendar months to clear all outstanding arrears.
- 3.10. During any period of membership subscription arrears there shall be no automatic entitlement to any services, rights or benefits that would normally be available to you. However, support and/or representation remains available if you were in the paid up membership at the time of the incident for which you are seeking support, and in a payment plan that draws that support.
- 3.11. Where non-payment of arrears continues, your membership will be automatically cancelled three months following the original due payment date, and all rights, services and benefits of membership will cease from the date of cancellation. If you hold an RCN office you will be required to stand down.
- 3.12. Membership will be regarded as continuous if, during any period of arrears payment in full is received before three months in arrears has elapsed.
- 3.13. Where membership is cancelled for non-payment of membership subscription fees as described above, it will not be possible to make back-payment to cover the arrears, and you will have to re-join in a new period of membership. This will count as a break in membership and will affect both the benefits and services of membership and your eligibility to stand for office.
- 3.14. In the event of a membership subscription error occurring relating to a payment via Direct Debit, in accordance with rules of the Direct Debit scheme, you must seek a refund from your paying bank and not the RCN. The bank will then make an indemnity claim for that refund against the RCN. The RCN cannot make refunds against payment error directly to you where payment is via Direct Debit.

4. Removal from membership

- 4.1. In accordance with the Royal [Charter and Standing Orders](#) of the RCN, the RCN reserves the right to remove someone from membership in the following circumstances:
 - 4.1.1. Where a Nurse member is in receipt of a striking off order from the Nursing and Midwifery Council. A member has the right to appeal to RCN Council against removal from membership where this situation occurs (Standing Order 5.2.1).
 - 4.1.2. Where arrears of membership payment exceeds three continuous months (Standing Order 5.3).

- 4.1.3. Where Council may deem removal from membership an appropriate sanction for conduct unfitting a member (Standing Order 5.5).

5. Branch Membership and RCN Region

- 5.1. Upon joining the RCN you will be allocated to an RCN branch based upon your given (primary) place of work.
- 5.2. If you are not in employment, or are self-employed working primarily from home, your RCN branch allocation will be based on your given home address.
- 5.3. If your given place of work, (or home address if you are unemployed or self-employed) changes, this may result in your RCN branch changing.
- 5.4. Only retired members and students are able to request transfer to another RCN branch and only then within the provisions allowed in the [Branch Regulations](#).
- 5.5. The RCN branch to which you belong will determine the RCN country or region to which you belong for the purpose, for example, of standing for election.

6. RCN Employment Relations and Legal Support and Advice

- 6.1. As a member of the RCN you are entitled to employment related advice, support and where applicable and appropriate, representation by the RCN where the following criteria are met:
 - 6.1.1. The incident giving rise to the need for advice, support or representation has occurred during a period of fully-paid membership of the RCN
 - 6.1.2. You are in a membership category and payment plan that draws on the relevant benefit
- 6.2. The RCN reserves the right to withhold support and/or representation, but in doing so will provide in writing the reasons for the decision.

7. Contacting the RCN

- 7.1. You can keep your details up to date in the following ways: (please remember to quote your membership number in any correspondence with the RCN).
- 7.2. Online at any time at www.rcn.org.uk/myrcn

- 7.3. By telephoning the Membership Administration Department at RCN Direct on 0345 726 100 between 8:30am – 8:30pm Monday-Friday (excluding public holidays)
- 7.4. By emailing membership@rcn.org.uk
- 7.5. By writing to the Membership Administration Department at RCN Direct, Copse Walk, Cardiff Gate Business Park, Cardiff CF23 8XG