

<b>ACPRC</b>
<b>Policy – Membership</b>



### 1. Revision / Review History

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### 2. Scope / Purpose

The purpose of this document is to describe the ACPRC policy for membership, including the responsibilities of the member and ACPRC in the process.

### 3. Key Points

#### General Membership and Applications

- 3.1** The ACPRC membership year runs from 1<sup>st</sup> April to 31<sup>st</sup> March inclusive.
- 3.2** The cost of ACPRC membership is £50.
- 3.3** All UK-based physiotherapy members of the ACPRC who are CSP members should supply the CSP Number at the time of registration.
- 3.4** All non-UK physiotherapy members must be members of their residing country's governing body.
- 3.5** It is the responsibility of the member to ensure that their contact details are correct at the point of registration, and that they are kept up to date for communication purposes.
- 3.6** The ACPRC will not be held responsible for members not receiving communication where a member has failed to update contact details.

## Membership

### Collection of Membership Fees

**3.7** Members who pay by direct debit will be notified by email at least 1 month in advance of the payment collection date.

**3.8** Members who pay by direct debit are responsible for ensuring that there are sufficient funds in their bank account to cover any direct debit payments made to the ACPRC.

**3.9** The ACPRC will not be held liable for any charges incurred by members in relation to the collection of annual subscription fees by direct debit.

**3.10** ACPRC members who pay their annual subscription by Direct Debit are responsible for notifying the ACPRC of any changes to direct debit collection details to avoid a lapse in membership.

**3.11** In the event of a failed Direct Debit collection of annual subscription fees, the ACPRC will contact the member to advise them accordingly.

**3.12** Members who wish to continue with ACPRC membership in relation to point 3.14 have 2 weeks to respond and arrange alternative payment.

**3.13** The ACPRC will not be held liable for any charges incurred by members in relation to the re-activation or cancellation of their ACPRC membership.

### Membership Cancellation by ACPRC

**3.14** The ACPRC reserve the right to terminate any individual's membership without notice or refund of subscription fees if they are found to have behaved in a manner which brings the ACPRC into disrepute or is deemed by the committee to be unprofessional. Such decisions must be agreed by majority vote by the ACPRC committee.

**3.15** The ACPRC reserves the right to terminate any individual's membership if no communication is received from the member in the two weeks after a failed direct debit collection.

### Membership Cancellation by Member

**3.16** ACPRC members may cancel their membership at any time of year.

**3.17** Any member who wishes to cancel their membership should contact [secretary@acprc.org.uk](mailto:secretary@acprc.org.uk) to advise them accordingly.

**3.18** Any member who contacts the ACPRC to cancel membership will be sent a membership cancellation form, which should be completed and returned to the ACPRC to complete the cancellation process.

## Membership

**3.19** Members who do not wish to continue with ACPRC membership following a failed direct debit collection or who fail to respond within 2 weeks as per point 3.15 will be sent a Membership Cancellation form to complete.

**3.20** Any membership fees collected by the ACPRC are non-refundable, with the exception of members who submit a completed Membership Cancellation form before the collection of annual subscription fees, but who are subsequently charged by the automated direct debit process.

**3.21** The ACPRC should notify a member who wishes to cancel their membership about their responsibilities re: personal tax allowance and cancellation of direct debit.

**3.22** Upon receipt of the Membership Cancellation form or two weeks following the sending of a Membership Cancellation form (whichever occurs first), and in accordance with the Data Protection Act (1998) the ACPRC will remove any personal identifiable data from IT databases and mailing lists.

**3.23 Information** regarding 'reasons for leaving' collected on a membership cancellation form may be held for up to 5 years but will be non-identifiable.

### Other

**3.24** Upon joining, members agree for their details to be shared with regional networks