

MEMBERSHIP POLICY AND PROCESS

Version 1.2

Status	
---------------	--

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](#)

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.

- 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).

