

DA General Policy & Procedure Manual

Finance Subtitle

Membership Fees Policy

PURPOSE

To describe the rationale and process for determining membership fees.

POLICY STATEMENT

There are several categories of membership set out in the Constitution. Membership fees are set annually by the Board in September/October. Membership fees provide the bulk of DA income and determine the level of Member Services to be delivered.

GUIDELINES FOR ASSESSING MEMBERSHIP FEES

- Membership fees must be set to ensure DA can continue to operate and deliver member services.
- Member fees should be set in specific categories (student, retired and 'employed – not working as a dietitian and / or nutritionist') to ensure engagement and retention.
- DA must have the financial capacity to undertake activities identified in annual plans
- CPI must be taken into account when assessing membership fees.
- Individual service delivery costs are similar regardless of membership category (except for Students) and therefore fee levels must be realistic whilst allowing for appropriate differences.
- Membership fees should be periodically benchmarked against those of similar organisations.

GENERAL GUIDELINES

- Except in the cases of Honorary Life and Honorary Membership as defined in the Constitution, remission of membership fees should not be used as a prize or incentive.
- Membership fees may be paid for out of other allocated prize monies in certain circumstances e.g. a student prize.
- Pro rata fees will apply for those who join DA during the membership year as follows:
 - From 1 July 50% membership fee will apply
 - From 1 October 25% membership fee will apply

- Members who have lapsed, resigned or deferred during the current year cannot get half price fees.
- Reinstatement fees apply to all members (other than students) who are considered to have lapsed being:
 - those who do not renew and let their membership lapse
 - deferred members who do not reinstate within three (3) years
 - members who fail to pay their instalment 21 days after payment schedule due date
 - resigned members who decide to reinstate within three years of resigning and could have used the deferment option
- Extenuating circumstances for fee waiver may be considered.

PARENTAL LEAVE

Dietitians Australia recognises the importance of providing flexibility around membership fees while members are taking leave from paid employment to raise a family. As such, members undertaking parental leave from paid employment will be permitted to change their membership category from full time or part time to parental leave during the year, as outlined below.

Upon changing to parental leave, members who have paid the year in full for their membership will receive an account credit for the difference (pro rata), less the PEN subscription fee and an administration fee. Membership needs to be maintained, and not lapsed or deferred, to receive the credit.

Members who pay by instalments for their membership will be permitted to change to parental leave. Payments will continue at the parental leave rate from the next instalment. An \$11 administration fee will be charged.

Applications for parental leave must be put in writing to the Membership Administrator.

ADMINISTRATION FEES

These administration fees may apply to members:

Pay by instalment fee	Applies to each instalment	\$11.00*
Declined payment fee	Instalment unsuccessful or declined	\$11.00
Reinstatement fee	Lapsed members, renewing outside of renewal period	\$55.00
Late deferral fee	Lapsed members, deferring outside of renewal period	\$55.00
Cancellation fee	New members only. Must be cancelled within 4 weeks of joining.	\$66.00

*Note for the 2021 Membership year, the \$11.00 instalment administration fee has been waived.

Pay by Instalment

Pay by instalment option is only available during the first 8-10 weeks of membership renewal. The following conditions apply to the pay by instalment option:

- Early bird discount is not available for instalment payments.
- Annual fee is divided into 4 instalments, each payment incurs an \$11.00* administration fee – for the membership year 2021 this has been waived due to the impacts of COVID-19
 - **First payment: the day membership is renewed**
 - **Second payment: 29 March 2021**
 - **Third payment: 28 June 2021**
 - **Final payment; 28 September 2021**
- It is not possible to change the membership category part-way through the year if the employment circumstances change (e.g. if the year is started in full-time employment, and then work hours reduce or cease), other than for parental leave as outlined above.
- **The pay by instalment option is only available until 14 February 2021.** If instalments are suspended part-way through the year (e.g. defer or lapse) and a reinstated membership in that same year, cannot pay by instalments again. To reinstate, pro-rata fees may be applied (see below).
- The member must ensure credit card details are kept up-to-date, and that there are enough funds in the nominated account.
- If an instalment is missed, membership and APD status will lapse.
 - If a member's APD status lapses, Dietitians Australia is legally required to inform Medicare. Once informed, Medicare will cancel the member's provider number and the member will not be eligible for payment of rebates for the lapsed period. Dietitians Australia takes no responsibility for loss of income.
- If membership lapses, a fee of \$55.00 applies for re-instatement.

PRO-RATA FEES

To join or reinstate after 1 July in any year, members may be eligible to receive a pro-rata discount applied to the membership fee. This discount applies to:

- New members
- Resigned members
- Deferred/Lapsed members*

1 Jul – 30 Sep	Pro-rata membership fees* available (50% of annual fee + \$66.00 PEN fee where applicable.)
1 Oct – 31 Dec	Pro-rata membership fees* available (25% of annual fee + \$66.00 PEN fee where applicable.)

*Members who were financial in the previous year and **lapsed in the current year** are not eligible for pro-rata membership unless compassionate grounds can be demonstrated. The full annual fee is payable by these members.

There is no pay by instalment option for pro-rata fees.

REFUNDS

- Applicants who pay online but do not complete application requirements will be refunded less a cancellation fee (See table above for cancellation fee amount.)
- Refunds will not be issued to members who change categories during the year, other than for parental leave as outlined above.
- Members may be refunded all or part of their fees in extenuating circumstances.
- Applications for hardship refunds must be put in writing to the Chief Executive Officer.