

Membership application policy

The policy for processing of Dietitians Australia (DA) membership applications for the following classes of members described in Rules 4 and 5 of the Eligibility Requirements for Membership and associated rights By Law:

- (a) Members with Dietetic Qualifications; and
- (b) Members without Australian Recognised Dietetic Qualification

1. General

All applications for membership shall be online using standard forms and shall be lodged with the Membership Officer together with any prescribed supporting documents for review and approval according to this procedure. Membership applications will be processed throughout the year.

2. Application for Membership

2.1 Persons with Dietetic Qualifications

All applications for membership which have met the requirements of Rule 4.1a or 4.1b of the Eligibility Requirements for Membership and associated rights By Law and include provision of the appropriate documentation and payment of the required membership fee shall be processed, approved by the Chief Executive Officer or authorised delegate and recorded in the membership database.

2.2 Persons without Australian recognised Dietetic Qualifications

2.2.1 Affiliate Membership

- (a) Applications for Affiliate Membership requires provision of appropriate documentation and payment of the required membership fee.
- (b) Applicants who have met the requirements of Rule 5.2 of the *Eligibility Requirements for Membership and associated rights By Law*¹ will be notified and upon payment of the required membership fee shall be processed, approved by the Chief Executive Officer or authorised delegate and recorded in the membership database.
- (c) Special Terminating Clause – existing Associate members (as at November 2015) who hold the Accredited Nutritionist (AN) Credential will be permitted to join the affiliate category of membership and remain upon payment of the required annual fee until such time as they fail to renew and/or fail to fulfil the requirements of the AN credential. When the last of these non-member ANs has left DA membership, this clause will terminate.

¹ Dietitians Australia. Eligibility requirements for membership and associated rights by-law. Available from: <https://dietitiansaustralia.org.au/about-us/corporate-documents/membership-eligibility-law>

2.2.2 Students

All applications for Student Membership which have met the requirement of Rule 5.1 of the Eligibility Requirements for Membership and associated rights By Law and include provision of the appropriate documentation and payment of the required membership fee shall be processed, approved by the Chief Executive Officer or authorised delegate and recorded in the membership database.

2.3 Constitution Clause 13 states where directors may reject an application, advice must be provided in writing to the applicant however reasons for the application rejection do not have to be provided. An applicant seeking to dispute the decision about their application should refer to the procedure in Clause 16 of the Constitution.

3. Student Upgrade

3.1 All applicants approved for membership in accordance with 2.2.2 shall be approved for the duration of their initial dietetic qualification and do not need to renew each year. At completion of the dietetic qualification the applicant will need to upgrade to full membership, provide the appropriate upgrade information and documentation, and pay the required membership fee in accordance with 2.1.

3.2 Applicants approved for membership in accordance with 2.2.2 who do not upgrade shall be made inactive.

4. Renewing Membership

4.1 All applicants approved for membership in accordance with 2.1 or 2.2.1 shall be required to renew their membership and pay the required membership fee on an annual basis to maintain an active membership.

4.2 Applicants approved for membership in accordance with 2.1 or 2.2.1 who do not renew shall be made inactive.

5. Deferring Membership

5.1 A member may elect to defer their membership for a maximum of 3 years.

5.2 Applicants approved for membership in accordance with 2.1 or 2.2.1 who do not reinstate their membership within a 3-year period shall be made inactive.

6. Reinstatement of Membership

6.1 This Rule deals with reinstatements. There are three categories of reinstatements:

- (a) reinstatement of members who were previously accepted for membership which was resigned or has lapsed.
- (b) reinstatement of members who were previously accepted for membership which was deferred by the member for a period of time.
- (c) reinstatement of members whose membership status was withdrawn due to disciplinary action.

6.2 Applicants wishing to reinstate their membership under Rule 6.1(a) or 6.1(b) of this Procedure and have met the relevant requirements of Rules 4 or 5 of the Eligibility Requirements for Membership and associated rights By Law and who have provided the appropriate reinstatement

information and paid the required membership fee and reinstatement fee shall be processed, approved by the Chief Executive Officer or delegate and recorded in the membership database.

- 6.3 All applicants wishing to reinstate their membership under Rule 6.1(c) of this Procedure must have fulfilled all requirements attached to the suspension of membership and served the appropriate suspension period as determined by the Board. If the conditions have been met the processes under Rule 6.2 shall apply. A permanent record of the sanction will be maintained on the member's database record.