

# Membership Policy

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## 1. Purpose

The purpose of this policy is to outline the admission to various membership classes as well as rights and responsibilities of Members of RACMA (the **College**) and cessation, suspension of, or the imposition of conditions on, membership.

## 2. Scope

This policy applies to all people applying for membership at RACMA, Members, staff and the Board.

## 3. Policy Statement

### 3.1 Eligibility

- 3.1.1 People must meet the criteria outlined in the Constitution<sup>1</sup> to be eligible for admission to each membership class.
- 3.1.2 A person wishing to be admitted to any class of membership other than Honorary Fellow must submit an application either through MyRACMA or using a form supplied by the College office.
  - a) Applicants who have limitations or conditions on their medical registration (other than those associated with the natural progression through registration) are asked to submit a statement in support of their application.
- 3.1.3 Where eligibility for admission requires completion or part completion of a training or education program, the applicant must apply within 2 years of the date of completion of that program or seek special derogation from the Board.
- 3.1.4 A person wishing to be admitted as a Retired Fellow or Retired Associate Fellow must have been a Fellow or Associate Fellow (respectively) at any time prior to retirement from practice as a Medical Practitioner.
- 3.1.5 A person wishing to be admitted as an International Fellow must have been a Fellow immediately prior to surrendering their registration as a Medical Practitioner in Australia or Aotearoa New Zealand to work as a Medical Practitioner in a country other than Australia or Aotearoa New Zealand
- 3.1.6 A person wishing to be admitted as an International Associate Fellow must have been
  - a) an Associate Fellow immediately prior to surrendering their registration as a Medical Practitioner in Australia or Aotearoa New Zealand to work as a Medical Practitioner in a country other than Australia or Aotearoa New Zealand, or
  - b) be registered with a Competent Authority other than in Australia or Aotearoa New Zealand

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<sup>1</sup> Constitution, clause 5

**3.1.7 The Board:**

- a) must approve admission to any College membership<sup>2</sup>
- b) may require an applicant or nominee to present in person<sup>3</sup> or provide further evidence as to any matter of relevance to the application<sup>4</sup> for the purpose of determining fitness for admission as a Member and/or appropriate class of membership
- c) may in its absolute discretion<sup>5</sup>:
  - i. admit any applicant or nominee to membership
  - ii. decline to admit any applicant or nominee to membership without any obligation to provide reasons
  - iii. impose conditions on the admission to membership of an applicant or nominee, and/or
  - iv. suspend final determination about the admission of any other applicant or nominee to membership pending receipt of further evidence as to any matter of relevance to the application and/or prescribed application fee.

## **3.2 Rights**

- 3.2.1 All members have the right to represent themselves as a member of the College.
- 3.2.2 All Members have the right to use the title and postnominals appropriate to their membership class<sup>6</sup>.
- a) Candidates have no right to use postnominals identifying their affiliation as Candidate of the College but may use the postnominals associated with their concurrent membership in another class. Refer to section 3.5.1 b) item 3.
  - b) Affiliates have no right to use any postnominals identifying their affiliation with the College.
  - c) Titles and postnominals cannot be used in any way to indicate endorsement, sponsorship or affiliation by the College with products or services.
- 3.2.3 The rights of members in relation to general meetings, elections and appointments to the Board and to committees are outlined in Appendix 1.

## **3.3 Obligations**

- 3.3.1 Members must notify the College in writing of any change in their name, contact details or registration as a Medical Practitioner within one month of the change<sup>7</sup>.
- 3.3.2 Members must continue to meet the eligibility criteria of their membership class. Failure to do so will result in their automatic removal from the register of members.

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<sup>2</sup> Constitution, clause 5.23

<sup>3</sup> Constitution, clause 5.26

<sup>4</sup> Constitution, clause 5.27.4

<sup>5</sup> Constitution, clause 5.27

<sup>6</sup> Constitution, clause 5.18

<sup>7</sup> Constitution, clause 5.34

- a) The Candidate membership of a person will cease when they withdraw or are withdrawn from the Fellowship Training Program.
- b) The Candidate membership of a person will cease when they have formally completed the Fellowship Training Program.
- c) The membership of Fellows, Associate Fellows or Candidates will cease if:
  - i. they fail to maintain registration as a medical practitioner<sup>8</sup>, as practising or non-practising, or
  - ii. a competent authority revokes their registration as a medical practitioner.

For clarity, clause 3.3.2 c) does not apply to Retired Fellows, International Fellows, Retired Associate Fellows, International Associate Fellows and Honorary Fellows.

### 3.3.3 Members must also:

- a) pay all applicable training, education and subscription fees<sup>9</sup>
- b) comply with the College's continuing professional development requirements<sup>10</sup>
- c) not engage in prejudicial conduct<sup>11</sup>, and
- d) comply with the Constitution and all applicable policies of the College.

## 3.4 Cessation, suspension or imposition of conditions on membership

3.4.1 The Board may decide to cease or suspend, or impose conditions on, the membership of any member<sup>12</sup> who fails to meet their obligations.

3.4.2 Any Member who ceases to be a Member<sup>13</sup>:

- a) remains liable for any unpaid annual subscription or other fees that are owing to the College
- b) forfeits all rights and privileges which as a Member they did or may have enjoyed
- c) must surrender to the College all certificates and titles issued by the College
- d) must cease to represent themselves as a Member including using any of the titles and/or postnominals as applicable
- e) may be subject to the removal or revocation of any awards, prizes or other recognition given to them by the College where cessation of membership is pursuant to failure to maintain registration, revocation or suspension of registration and/or prejudicial conduct.

3.4.3 A person who was a member and whose membership ceased due to their failure to maintain medical registration, or revocation or suspension of their registration by a competent authority, may apply to have their membership reinstated<sup>14</sup>.

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<sup>8</sup> Constitution, clause 9.12

<sup>9</sup> Constitution, clauses 5.15 and 6 and all fee policies

<sup>10</sup> Constitution, clauses 9.4 to 9.9 and CPD Governance and Compliance Policy

<sup>11</sup> Constitution, clauses 9.15 to 9.18, Code of Conduct, Complaints Policy

<sup>12</sup> Constitution, clause 9

<sup>13</sup> Constitution, clause 9.19

<sup>14</sup> Constitution, clause 9.23

- a) A decision to reinstate membership will require approval by three-quarters majority of the full Board.

### 3.5 Multiple membership classes

#### 3.5.1 Where individuals hold membership in more than one class:

- a) they can only be viewed as being in one class for the purposes of engaging in representative activities – i.e. nominating or being nominated for a Board or committee role – and voting in general meetings.
- b) the membership class that has “priority” is
  1. **Fellow.** Any member who is admitted as a Fellow ceases to be a member in any other class of membership. Where an Honorary Fellow becomes a Fellow, they can resume membership as an Honorary Fellow on retiring as a Fellow.
  2. **Retired Fellow and Retired Associate Fellow.** Any member other than an Honorary Fellow who is admitted in either retired class of membership ceases to be a member in any other class of membership.
  3. **Candidate.** Associate Fellows, International Associate Fellows, Hong Kong Fellows and Honorary Fellows who are admitted as a Candidate can continue in their pre-existing membership class and use the associated postnominals, noting:
    - they are exempt from AFRACMA CPD and AFRACMA or AFRACMA (Int) or FRACMA (HK) subscription fees while a Candidate
    - they are regarded only as a Candidate for representative, nomination and voting purposes
    - they must pay Candidate training and subscription fees

Where an Affiliate is admitted as a Candidate, they cease to be an Affiliate and all rights and obligations of Candidates apply.

4. **Associate Fellow.** Members who are admitted to Associate Fellow membership:
  - after withdrawing from the Fellowship Training Program (FTP)<sup>15</sup>, cease to be a Candidate at the time of withdrawal from the FTP.
  - while undertaking the FTP, can use AFRACMA postnominals. They will be exempt from AFRACMA CPD and AFRACMA subscription fees while being a Candidate but must pay Candidate training and subscription fees. They are regarded only as a Candidate for representative, nomination and voting purposes.
  - after being an International Associate Fellow and becoming registered in Australia or Aotearoa New Zealand, cease to be an International Associate Fellow.
  - after being an Honorary Fellow, can continue in Honorary Fellow membership class and use FRACMA (Hon) postnominals, but regarded only as an Associate Fellow for representative, nomination and voting purposes.

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<sup>15</sup> See Withdrawal from Training Policy

5. **International Fellow, Hong Kong Fellow International Associate Fellow.** People other than Honorary Fellows who are admitted as International Fellow, Hong Kong Fellow or International Associate Fellow, cease to be members of their prior class of membership. Honorary Fellows can continue in Honorary Fellow membership class and use FRACMA (Hon) postnominals, but are regarded only as International Fellow, Hong Kong Fellow and International Associate Fellow (respectively) for representative, nomination and voting purposes
6. **Honorary Fellow.** Members who become Honorary Fellows can continue to be a member of their pre-existing membership class and must comply with the obligations of that class, including in terms of CPD and payment of training/education and subscription fee requirements. They are regarded only as a member of their pre-existing class for representation, nomination and voting purposes.
7. **Affiliate.** Any member who chooses to become an Affiliate is presumed to have ceased membership in their original class of membership.

3.5.2 Some classes of membership are incompatible. A person cannot hold concurrent membership:

- a) in the Candidate and Fellow classes
- b) in a class that requires registration as a Medical Practitioner in Australia or Aotearoa New Zealand (Fellow, Associate Fellow and Candidate) and a class where members have surrendered such registration (International Fellow, Retired Fellow, Hong Kong Fellow, International Associate Fellow and Retired Associate Fellow).
- c) in the Honorary Fellow and Fellow, International Fellow, Retired Fellow or Hong Kong Fellow classes, but if they have been admitted as an Honorary Fellow before becoming a Fellow, they can resume their Honorary Fellow membership upon ceasing their Fellow or International Fellow membership. A Fellow, International Fellow, Retired Fellow or Hong Kong Fellow cannot be admitted as an Honorary Fellow.

## 3.6 Concerns

- 3.6.1 Where someone applying for membership or a Member is not satisfied with a decision of the College pertaining to membership, they may request a reconsideration, review or appeal in line with the Reconsideration, Review and Appeal of Decisions Policy.
- 3.6.2 Where someone has a concern around the professional conduct of a Member of the College, they may raise the matter in line with the Complaints Policy and Complaints Procedure.

## 4. Definitions

Term	Definition
Prejudicial conduct	Action from a member that is likely to harm the reputation or interests of the College.

## 5. Related documents

- Constitution
- Honorary Fellowship Policy
- Withdrawal from Training Policy
- CPD Governance and Compliance Policy

- Fees policies: Payment of FTP fee policy, Education Program fee policy, CPD short course fee policy
- Variation to payment of subscriptions policy
- Reconsideration, review and appeals policy
- Procedural Fairness Policy
- Complaints Policy and Complaints Procedure

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## Appendix 1 – Rights of Members per membership class

The table below outlines the rights of Members per membership class.

Right to:	Fellows	International Fellows	Retired Fellows	Honorary Fellows	Hong Kong Fellows	Associate Fellows	International Associate Fellows	Retired Associate Fellows	Candidates	Affiliates
receive notices of, attend and be heard at any general meeting	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
vote at general meetings	Yes	No	No	No	No	No	No	No	No	No
be elected or appointed President-Elect	Yes	No	No	No	No	No	No	No	No	No
vote in the election of the President-Elect	Yes	No	No	No	No	No	No	No	No	No
be elected or appointed as a Director or Committee member of the College	Yes	No	No	Only as a non-Member Director with expertise <sup>16</sup>	No	Only in their class of membership	No	No	Only in their class of membership	No

<sup>16</sup> Constitution, clauses 5.17.3 and 11.1.6