



## PCRS Membership Policy

### 1. Purpose

The purpose of this document is to set out the criteria, benefits, privileges and relevant terms and conditions of PCRS membership.

### 2. Responsibility

It is the responsibility of RHI to execute the PCRS membership policy and related policies, under the guidance of the Executive Director. The PCRS Executive, supported by the Executive Director is responsible for setting membership policy (including schemes /privileges, subscription rate(s)) with the approval of the Board of Trustees.

### 3. PCRS Membership

Membership of PCRS is open to all UK resident health professionals.

Current professions deemed eligible for membership are outlined in [Appendix 1](#)

### 4. Benefits of Membership

PCRS members receive the following benefits:

- Access to PCRS library of resources, containing clinical insights, best practice, opinion and guidance, written by clinical experts for clinical experts.
- Become part of the UK's largest network of focused and dedicated respiratory care professionals working in a primary or community care setting
- Exclusive access to PCRS Member education programmes and activities
- Membership Magazine - Primary Care Respiratory Update, currently published twice per year.
- Fortnightly edition of In-Touch, an exclusive Membership news digest containing the latest respiratory news, research and commentary
- Discounts on PCRS events including the PCRS Respiratory Conference
- Exclusive or prior access to range of campaign resources including podcasts, webinars, learning resources.
- Access to PCRS Members Directory, enabling members to link up with PCRS colleagues, working in their local area or professional discipline

### 5. Applications for Membership

Application to be a member of PCRS is via online form on the PCRS website. A subscription fee or applicable discount code is payable at time of application.

A subscription fee is payable unless the individual is applying to be a member as part of a Bulk Purchase Membership Scheme (See section 9 below)). For individuals applying for membership through a [Bulk Purchase Scheme](#), or at a [concessionary rate](#), an applicable discount code must be provided.

All members must provide name, address, phone number, email address and indicate their professional status.

### 6. Formal Membership of PCRS

Formal voting membership is open to all PCRS members who are a qualified and registered (or in the case of retired members formerly registered) healthcare professional resident in the UK and working or interested in respiratory care in a primary, community or integrated care setting and / or general practice - provided they are not employed by a pharmaceutical company or associated agency and have no connection with the tobacco industry. A list of healthcare professionals that are considered acceptable for Formal Membership is outlined in [Appendix 1](#).

Formal voting members are able to join PCRS committees including the Executive Committee, vote at the AGM and to elect members of PCRS Executive.

## 7. Exclusion criteria for Formal Membership

Formal Members have an opportunity to influence the direction and work of the PCRS in a way that non-Formal members do not. In order to preserve the expertise of the Society, ensure its continued relevance for the purpose for which it was established and to protect the interests, integrity and independence of the Society, the following Members are not eligible to be Formal Members of PCRS:

- those who are currently employed (full or part-time) by a pharmaceutical or device company (or their agencies)
- those who have received sponsorship, payment in kind, are, or have been, employees or paid consultants (full or part-time) to the tobacco industry in the last 12 months
- Individuals whose subscriptions are paid by their employer or a third party through a bulk purchase scheme (see 9b below)
- Corporate Supporter Members (see 9c below)
- Student members (see 9e below)

## 8. Applications for Formal Membership

Members may apply to be Formal Members by completing the Declaration of Formal Membership online. (See [Appendix 2](#) for Declaration of Formal Membership)

Members will be offered the opportunity to become Formal Members and complete the Declaration of Membership upon joining PCRS as a member. Formal membership must be approved by Trustees (via the CEO) in accordance with the Articles of Association. The Trustees may in their absolute discretion decline to accept any person as a member.

## 9. Other Classes of Membership

PCRS also operates the following classes of memberships (in accordance with Article 2.(3) of the Articles of Association.

- Honorary Members** – Members appointed as life long honorary members under the Honorary membership policy (include link)
- Bulk Purchase Scheme Members** – individuals that join PCRS as members under a Bulk Purchase Scheme purchased by their employer or a third party. A bulk purchase may number two or more memberships. There are two sub-categories of bulk purchases:
  - Bulk (health professional): the subscriptions for an agreed number of PCRS memberships are funded and offered to health professionals by a third party (e.g. pharmaceutical company, PCO, commissioning consortia).
  - Bulk (employee): an organisation purchases an agreed number of PCRS memberships for its employees.
- Corporate Supporter Members** – members by virtue of their named association with a company that is a named sponsor of PCRS. Sponsors or Associate Sponsors may nominate up to 5 members of staff to become members of PCRS.
- Complimentary Members** – complimentary (time limited) membership given at the discretion of the Executive Director or Executive for the purposes of progressing the charitable objectives of the Society (ie. partnerships, collaborations, information sharing etc)
- Concessionary Membership Classes**
  - Student Members** – Offered discounted membership on proof of student status
  - Retired Members/Life Members** – Individuals that have been members for 3+ years and wish to extend their membership beyond their retirement.

All of the above with the exception of Bulk Scheme Members, Corporate Supporter Members and Student Members may apply to be a Formal Member of PCRS subject to the member meeting the criteria set out in 6 above and completing the online declaration.

## 10. Non UK Residents

Non UK residents are **not** eligible to be formal members of PCRS.. A discretionary complimentary membership may be offered upon request to healthcare professionals living outside of the UK. However, such membership does not include key membership benefits such as the hard copy of the Primary Care Respiratory Update.

## 11. Contact Database and Personal Data

PCRS maintains contact details and personal data related to individuals and organisations associated with PCRS in its Contact Database. The Charity, in accordance with article 2(1), maintains a register of Formal Members within its database. The database and the data within it, is maintained in accordance with PCRS Data Protection Policy and Privacy Policy.

## 12. Subscription Rates

In accordance with Article 2.(6) of the Articles of Association, PCRS may levy subscription rates for PCRS membership. PCRS works hard to raise money through sponsorship and grant funding to ensure that membership fees are kept as low as possible. PCRS operates a flat subscription rate for all members. A small discount is offered for members paying by direct debit reflecting the lower administration for such transactions. PCRS also offer concessionary rates for students (with proof of full time student status) and retired professional members (life time membership - subject to the individual having been a member of PCRS for more than three years prior to their retirement).

Membership subscriptions are reviewed on an annual basis by the Executive Director and Executive Committee and any recommended changes put to Trustees for approval. Any changes are generally kept in line with inflation, e.g. Retail Price Index (RPI) and/or at market rates. PCRS offers the following subscription rates:

- a. **Standard Subscriptions** – Standard subscription rates are promoted (e.g. published on website) inclusive of VAT. VAT is applicable at the standard rate. The standard subscription rate is provided in [Appendix 3](#).
- b. **Concessionary Rate** – PCRS is able to offer a 25% discount for full-time students and members who are retired. Individuals who believe they are eligible for these discounts should contact PCRS for details of how to apply. PCRS will ask for proof of student status – students must be in full time education. Retired members must have been a member for at least 3 consecutive years prior to retirement.
- c. **Subscriptions for Bulk Purchase Schemes** – Bulk schemes memberships are purchased via a third party organisation (e.g a company or NHS employer) and must be paid via a single invoice. Applications for bulk purchase membership must be approved by the Executive Director. Bulk membership fees are quoted exclusive of VAT. VAT at standard rate is added on to the final invoice.
- d. **Discounted Group Subscriptions (for Bulk Purchase Schemes)** – PCRS may offer discounted rates on bulk purchase membership of more than 10 memberships, i.e. if a company, third party or employer wishes to purchase more than 10 memberships for its employees or health professionals, the following discounts may at the discretion of the Executive Director be applied (before VAT).
  - 10 memberships - 5%
  - 25 memberships - 15%
  - 50+ memberships - 25%

Honorary life members and complimentary memberships are offered free of charge for the duration of the membership – in the case of Honorary members this is for life and for complimentary members, this is renewable annually with approval from Executive Director.

## 13. Payment terms

### a. Method and frequency of subscription payments

All members must pay on application or provide a relevant and applicable discount code.

Subscriptions are paid on a 12 monthly basis, via a choice of payment methods online. Payment methods include:

- on-line bank payment (including bacs),
- credit card via Paypal
- Direct debit.

Reminders that an individual's subscription is due are sent out automatically one month in advance of the renewal date.

### b. Membership Renewal/Membership Expiry

Members are invited to renew their membership one month, two weeks and 1 day prior to the renewal date.

If a member fails to renew their membership, they will receive a grace period of one month to make payment.

If no payment is received within one month of membership expiry, the individual will be informed that their membership has expired. Individual contact details are retained on the Contact Database in accordance with the PCRS Data Protection Policy and PCRS Data Retention Policy.

**c. Reinstatement**

Where an individual has ceased to be a member because of failure to pay the appropriate subscription, he/she will be reinstated as a member on payment of the subscription. Back issues of the PCRU will not be provided for any periods of non payment.

**d. Refunds**

Only in extreme situations are refunds of subscription paid, ie;-

- Duplication of subscriptions for the same membership scheme, e.g. where employer purchases memberships for employees and the individual has already paid their subscription in which case the refund is usually made to the individual.
- Other situations, e.g. long-term sickness absence may be considered at the discretion of the Executive Director

Refunds will not be given to individuals who are offered complimentary memberships or awarded honorary memberships part way through a 12 month subscription. Such individuals will qualify for complimentary or honorary membership from the date of their next renewal.

**Reviewed by PCRS Executive: 24<sup>th</sup> June 2024**

**Approved by PCRS Trustees: 1<sup>st</sup> September 2024**

**Date of next review: September 2027**

## Appendix 1 – Professions eligible for PCRS Formal Membership

Table also shows eligibility for formal membership.

GP	YES
Respiratory Specialist Doctor	YES
Integrated Care Physician	YES
Other Qualified Doctor	YES
Practice Nurse	YES
Nurse Practitioner (General Practice)	YES
Respiratory Nurse Specialist	YES
Other Qualified Nurse	YES
Pharmacist	YES
Respiratory Specialist Physiotherapist	YES
Other qualified registered health professional	YES
Retired GP, nurse, other qualified health professional	YES
Other supervised clinical role (e.g healthcare assistant, emergency care practitioner, physician assistant)	YES
Non-Clinician (e.g research researcher, commissioner, manager)	YES
Pharmaceutical or device company or agency thereof	NO
Student (non registered/non qualified)	NO

## Appendix 2 – Declaration of Formal Membership

If you are a qualified and registered healthcare professional resident in the UK and working or interested in respiratory care in a primary, community or integrated care setting and / or general practice, provided you are not employed by a pharmaceutical company, device company or associated agency and have no connection with the tobacco industry, you may apply to become a "voting member" (sometimes referred to as "formal" or "company" membership) of PCRS. In addition to the benefits enjoyed by all other members "voting" members have a "say" in the business of the organisation and, for example, are responsible for electing the members of the Executive and the trustees as well as voting on motions at the annual general meeting (AGM).

Anyone joining (or renewing their membership) who does not wish to apply to become a voting member, or who is not eligible is entitled to exactly the same benefits as "voting" members with the exception of voting rights.

The declaration below allows you to indicate if you wish/do not wish to be a formal member. Those wishing to be formal members must complete the accompanying declaration statements to be eligible for formal membership.

I hereby apply for formal membership of the Primary Care Respiratory Society UK Limited

- Yes
- No

If you have selected yes above and you wish to apply for formal membership you **must** complete all sections of the declaration below. We are unable to process applications for formal membership that do not have all sections of the declaration completed and checked

Declaration of membership

- I confirm that I am a qualified and registered healthcare professional resident / working in the UK
- I confirm that I am not employed (full or part-time) by a pharmaceutical company or device company (or their agencies)
- I confirm that I am not an employee or paid consultant to (full or part-time) the tobacco industry, nor have I received any sponsorship or payment in kind from the tobacco industry in the last 12 months
- I work in or closely with a primary, community or integrated care team and / or general practice
- I agree to become a member subject to the company's Memorandum and Articles of Association and request you to enter my name in the Company's Register of Members.

## Appendix 3 Current Subscription rates

### Annual Membership Fees

Rates including VAT at 20% on applicable elements of membership fee

Member Type	All payment methods
<b>PCRS Membership</b>	
<b>PCRS membership rates</b> For individuals with a specific interest in respiratory care, hard copies of our journal, PCRU, Fortnightly digital mailing, In Touch, exclusive discounts for events and meetings, prior access to resources, podcasts and webinars and access to our respiratory leaders and mentorship programmes.	£59.00 /£54 if paying by Direct debit
<b>Concessionary Retired Membership rate</b> For retired members who have previously been a member of PCRS for more than 3 years. Retired membership will provide access to all the benefits of membership outlined above, upon retirement, enabling those who have enjoyed a career in respiratory medicine to continue to support the charity and maintain their interest and knowledge in the area.	£44.25 per year
<b>Concessionary Student rate</b> For full time students on receipt of proof of student status (in full time education) – membership benefits as outlined above.	£44.25 per year