

# Management of Policies and Procedures

## Membership Policy

### *Policy responsibility and authorisation*

Task	Person
Group responsible for Policy	PNZ Executive
Policy Developer	
Target audience	PNZ Members/PNZ Executive & Committees/PNZ staff
Approved By:	PNZ Executive
Date Approved:	09 June 2023
Review	
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# Physiotherapy New Zealand

## Membership Policy

### Introduction

Physiotherapy New Zealand (PNZ) is the membership organisation for physiotherapists in New Zealand.

The PNZ Executive has the responsibility to determine who are the members of PNZ. This includes determining membership entitlements, and withdrawing, suspending, terminating or restricting membership and other benefits.

The guiding document is the [Rules of Physiotherapy New Zealand August 2022](#) This Policy should be read in conjunction with the Rules, which at all times take precedence.

### Definitions

- **Board** means the Physiotherapy Board of New Zealand – the regulatory authority for physiotherapists under the Health Practitioners Competency and Assurance (HPCA) Act
- **Database** means the Membership database, currently Memberconnex
- **Member** means member of PNZ and **Membership** means membership of PNZ
- **PNZ Executive** means the governing body of PNZ
- **SIG** is a Special Interest Group of PNZ
- **Subscriptions** means any fees, levies and other monies payable by Members as set by PNZ

### Scope of Policy

This Policy sets out the categories for Membership; the process for application, renewal, subscription setting and the cessation/ termination of membership and criteria for membership of Physiotherapy New Zealand (PNZ) as required by the Rules.

### Membership Categories

The categories of Membership are determined by the PNZ Executive.

The current categories of Members are:

- a) **Full Member:** individuals registered with the Physiotherapy Board of New Zealand (the Board) (whether practising or not). This includes current subcategories being full time, part time, first and second year graduate, non-earner, retired, and overseas.

The first and second year graduates are those that attended a New Zealand physiotherapy programme accredited by the Board. It is not available for overseas graduates.

- b) **Student Member:** individuals who are enrolled in a course of study at an institution which in each case is accredited by the Board, and who are not registered under the Act.

It does not include overseas postgraduate students or New Zealand postgraduate students who are registered with the Board.

- c) **Assistant Member:** open to individuals not registered with the Board who are working under the supervision of a registered physiotherapist;
- d) **Affiliate Member:** individuals, not registered with the Board, who are engaged in the business of physiotherapy or are interested members of the public.

Each Affiliate Member or grouping of Members must be approved by the PNZ Executive.

Affiliate Members include those:

- Engaged in the business of physiotherapy – includes managers or staff (whether in private practice, public sector or academia) who have an active role in the business of physiotherapy in New Zealand.
  - Members of another recognised health professional membership association AND qualify for membership of a PNZ Special Interest Group (SIG) (e.g. Occupational Therapists who are members of OTNZ and meet requirements of a PNZ SIG).
  - Interested members of the public who must display an activate interest or involvement in physiotherapy in New Zealand.
- e) **Life Member:** individual who is appointed to this category of membership by the PNZ Executive in recognition of their long and/or distinguished service to PNZ;
- f) **Honorary Fellow Member (physiotherapist):** individual appointed to this category of membership by the PNZ Executive in recognition of their outstanding contribution to physiotherapy and/or to PNZ and/or in the field of public health;
- g) **Honorary Fellow Member (non-physiotherapist):** individual who is not a physiotherapist and who is appointed to this category of membership by the PNZ Executive in recognition of their outstanding contribution to physiotherapy and/or to PNZ and/or in the field of public health.

The number of Full Members must always exceed the number of Members in all other categories of Membership combined.

### Changes to Membership Categories

The PNZ Executive is responsible for the creation of Membership categories and such changes are agreed by a simple majority at a PNZ Executive meeting.

## Term of Membership

The term of Membership is the calendar year. All subscriptions are paid for the term of membership.

If a Member does not renew their Membership for the next Membership year, their Membership, including all access to Membership information, is withdrawn on the 28<sup>th</sup> February when their Membership formally ceases.

## Membership Subscriptions

All Members must pay Subscriptions to PNZ as required by PNZ. Currently all Membership Subscriptions are paid on purchase of each Subscription, or as otherwise agreed.

## Setting of Membership Subscriptions

The PNZ Executive is responsible, as part of the annual PNZ budgeting process, for setting the annual membership subscription(s), including any early bird and pro-rata rates.

## Applications and /or Renewal of Membership

Applications for Membership (including first time applications or renewal of membership) shall be made and determined in accordance with the PNZ practice at the time. Currently this is an electronic process with payment of Subscriptions required to complete the membership application/ renewal process, or as otherwise agreed.

PNZ operates a trust-based environment and expects Members to ensure the accuracy of any declarations or information provided at application/renewal or any other times.

Proof of qualification and/or Board registration may be required, along with other Member information deemed necessary for Membership.

Any request for membership may be submitted to the PNZ Executive for approval on the recommendation of the CEO, at their discretion.

## Membership Information

PNZ maintains membership information in a membership Database. This includes but is not limited to: full name; postal address; email, professional qualifications, ethnicity, Membership category, registration status under the Act, Branches and/or SIGs and other PNZ groups to which they belong, any Subscriptions arrears, and any action taken or being taken in relation to that Member.

PNZ may determine other information to be included on the database. Some information fields are considered mandatory for purposes of maintaining and managing the Membership.

Members must complete and maintain all required information details in the Database.

At all times PNZ handles this information subject to compliance with legal obligations in relation to any personal information, and will comply with the PNZ Privacy Policy and Privacy Act 2020.

## Member Benefits and Right to Vote

All Full Members, Assistant Members, Affiliate Members, Life Members and Honorary Members who have paid all Subscriptions (if any) required of them:

- a) may belong to one Branch; and
- b) may belong to one or more SIGs, subject to satisfying any criteria for belonging; and
- c) may belong to Tae Ora Tinana;
- d) are eligible to: attend General Meetings (GMs); exercise one vote at GMs; vote for election of President and Elected PNZ Executive members; stand for committees of Branches and SIGs to which they belong; and vote for committees of Branches and SIGs to which they belong.

Student Members have the same rights as other Members except they do not have rights to vote at GMs or for election of President and Elected PNZ Executive members.

Each member shall have access through their unique electronic access to their membership details and other membership information including CPD courses.

### Requests for Changes of Membership Category

If a Member wishes to change their Membership category and is eligible to do so they must either:

- a) Apply for new category of membership at the time of membership renewal; or
- b) If change is to occur during the membership year apply in writing to PNZ stating the reason for a change in category. The PNZ decision on the application is binding.

No refund of any part of the subscriptions from prior category can be made as per PNZ Rule 6.5b.

### Conduct of Members

All Members must conduct themselves in an ethical and professional manner, including their interaction with other members, PNZ Executive and PNZ Office.

They must comply with the Rules of Physiotherapy New Zealand and all relevant physiotherapy codes of conduct and Physiotherapy Code of Ethics and Standards of Practice.

### Complaints and Grievance Procedures

In the event of a complaint being made about any Member to PNZ the member has right to be heard within the principles of natural justice.

Any such complaints will be referred to the PNZ Executive. The PNZ President shall set up a process to ensure that the Member involved has the right to respond to such complaint and principles of natural justice are followed to investigate the concerns raised and make a recommendation to the PNZ Executive.

Such complaints or grievances could result in the suspension or termination of Membership.

### Suspension, Termination or Cessation of Membership

A person automatically ceases to be a Member if:

- a) the Member's registration is cancelled by the Board;
- b) an Assistant Member is no longer employed under the supervision of a registered physiotherapist;

- c) a Student Member withdraws from or ceases their course of study before completion;
- d) any Subscriptions due from that Member remain unpaid by the 28<sup>th</sup> of February of the current financial year or other period as decided by PNZ;
- e) they no longer meet the requirements of their category of Membership; or
- f) they are removed from Membership by PNZ in accordance with the Rules and/or any other PNZ regulation; or
- g) the person resigns their Membership by notifying PNZ

The PNZ Executive may also suspend or terminate a Membership if a Member has breached the membership conditions as set out in the Rules or this Policy, or has not conducted themselves in an ethical and professional manner. This may have resulted from a complaint from a Member, the CEO or as a result of a formal Health and Disability Commission enquiry or Board hearing.

In these situations the PNZ President shall set up a process to ensure that the Member involved has the right to respond to such complaint and principles of natural justice are followed to investigate the concerns raised and make a recommendation to the PNZ Executive.

The PNZ Executive shall determine any sanctions for the Member concerned, including cessation of membership for a time limited or permanent basis. The PNZ Executive decision on the sanctions is binding. A Member may have their Membership suspended for such period of time and on such conditions as may be determined by the PNZ Executive or as may be determined in accordance with the Rules.

### Reinstatement of Membership

A Member whose Membership has been suspended or terminated may apply in writing for reconsideration of their status. The decision on reinstatement of Membership will be made by PNZ Executive, whose decision will be binding.

### Approval Dates

This policy was first approved by PNZ Executive:	July 2019
This policy was reviewed:	March 2023
This policy was approved by PNZ Executive:	June 2023
Next Review	2026