



BIOS | BRITISH AND IRISH
ORTHOPTIC SOCIETY

British and Irish Orthoptic Society (BIOS) Membership Bylaws

As approved by the Board of Trustees of The British and Irish Orthoptic Society on 30 September 2021.

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A. UK Memberships

1. Full Members

Eligibility

Any person who has completed a course of study and training in Orthoptics and is registered with the HCPC is eligible to join as a full member. Any person who qualified outside the UK would need to be currently registered with the HCPC. It is the responsibility of the individual to obtain and provide this evidence.

Procedure to apply for membership

Full membership (UK based) can be applied for online at any time of year and full information and links to apply for annual full membership can be found on the BIOS web site <https://www.orthoptics.org.uk/membership-levels/>. The application process requires the prospective member to confirm they are eligible for membership in this category under the terms above.

The Board of Trustees of BIOS will review subscription fees annually and these are available on the BIOS website. The subscription rates that apply at the time of joining must be submitted and incorrect amounts will mean the application is incomplete.

Full membership is only available as an annual subscription, which runs for twelve months from the date their membership is activated.

First Full Year

Any person eligible to join as a Full Member but is within their first full year of practice as a qualified Orthoptist is eligible to join as a First Full Year Member. A person can only be a member in this category for twelve months, beginning from the date their membership is activated.

2. Associate Members

Eligibility

Associate Membership is open to anyone who is employed as an assistant or technician accountable to or managed by an Orthoptist who is eligible to join BIOS as a Full Member. The Associate Member's manager does not have to be a member, only eligible for membership.

Procedure for applying.

Associate membership can be applied for online at any time of year and full information and links to apply for annual Associate membership can be found on the BIOS web site <https://www.orthoptics.org.uk/membership-levels/>. The application process requires the prospective member to confirm they are eligible for membership in this category under the terms above.

The Board of Trustees of BIOS will review subscription fees annually and these are available on the BIOS website. The subscription rates that apply at the time of joining must be submitted and incorrect amounts will mean the application is incomplete.

Associate membership is only available as an annual subscription, which runs for twelve months from the date their membership is activated.

3. Academic or Non-Tax Paying Members

Eligibility

Academic Membership is open to anyone who is employed as an academic with a qualification in orthoptics that makes them eligible for HCPC registration, or who is eligible to Join as a Full Member but whose earnings are below the UK personal tax-free allowance.

Procedure for applying.

Academic membership can be applied for online at any time of year and full information and links to apply for annual Academic membership can be found on the BIOS web site <https://www.orthoptics.org.uk/membership-levels/>. The application process requires the prospective member to confirm they are eligible for membership in this category under the terms above.

The Board of Trustees of BIOS will review subscription fees annually and these are available on the BIOS website. The subscription rates that apply at the time of joining must be submitted and incorrect amounts will mean the application is incomplete.

Academic membership is only available as an annual subscription, which runs for twelve months from the date their membership is activated.

B. ROI & Gibraltar Memberships

1. Full Members (ROI and Gibraltar)

Eligibility

Any person who has completed an HCPC approved course of study and training in Orthoptics, and is practising as an Orthoptist in the Republic of Ireland (ROI) or registered with the HCPC in Gibraltar, is eligible to join as a Full Member (ROI and Gibraltar). Any person who qualified outside of the UK would need to be currently registered with the HCPC in Gibraltar or, if practising in ROI, have qualifications that would make them eligible for registration with the HCPC in the UK. It is the responsibility of the individual to obtain and provide this evidence.

Procedure to apply for membership

Full membership (ROI and Gibraltar) can be applied for online at any time of year and full information and links to apply for annual full membership can be found on the BIOS web site <https://www.orthoptics.org.uk/membership-levels/>. The application process requires the prospective member to confirm they are eligible for membership in this category under the terms above.

The Board of Trustees of BIOS will review subscription fees annually and these are available on the BIOS website. The subscription rates that apply at the time of joining must be submitted and incorrect amounts will mean the application is incomplete.

Full membership (ROI and Gibraltar) is only available as an annual subscription, which runs for twelve months from the date their membership is activated.

First Full Year

Any person eligible to join as a Full Member (ROI and Gibraltar) but is within their first full year of practice as a qualified Orthoptist is eligible to join as a First Full Year Member. A person can only be a member in this category for twelve months, beginning from the date their membership is activated.

2. Associate Members (ROI and Gibraltar)

Eligibility

Associate Membership (ROI and Gibraltar) is open to anyone who is employed as an assistant or technician accountable to or managed by an Orthoptist who is eligible to join BIOS as a Full Member (ROI and Gibraltar). The Associate Member's manager does not have to be a member, only eligible for membership.

Procedure for applying.

Associate membership (ROI and Gibraltar) can be applied for online at any time of year and full information and links to apply for annual Associate membership can be found on the BIOS web site <https://www.orthoptics.org.uk/membership-levels/>. The application process requires the prospective member to confirm they are eligible for membership in this category under the terms above.

The Board of Trustees of BIOS will review subscription fees annually and these are available on the BIOS website. The subscription rates that apply at the time of joining must be submitted and incorrect amounts will mean the application is incomplete.

Associate membership (ROI and Gibraltar) is only available as an annual subscription, which runs for twelve months from the date their membership is activated.

3. Academic or Non-Tax Paying Members (ROI and Gibraltar)

Eligibility

Academic Membership (ROI and Gibraltar) is open to anyone who is employed as an academic working in ROI or Gibraltar with a qualification in orthoptics that makes them eligible for HCPC registration or who is eligible to Join as a Full Member (ROI and Gibraltar) but whose earnings are below the personal tax-free allowance.

Procedure for applying.

Academic membership (ROI and Gibraltar) can be applied for online at any time of year and full information and links to apply for annual Academic membership can be found on the BIOS web site <https://www.orthoptics.org.uk/membership-levels/>. The application process requires the prospective member to confirm they are eligible for membership in this category under the terms above.

The Board of Trustees of BIOS will review subscription fees annually and these are available on the BIOS website. The subscription rates that apply at the time of joining must be submitted and incorrect amounts will mean the application is incomplete.

Academic membership is only available as an annual subscription, which runs for twelve months from the date their membership is activated.

C. Non-Practising and Overseas Memberships

1. Overseas Members

Eligibility

Any person who has a qualification in orthoptics making them eligible for HCPC registration but is living and working overseas is eligible to join as an Overseas Member. If a person joins this category and subsequently obtains full HCPC registration to work in the UK they would be required to transfer to the Full Member category.

Procedure for applying

Overseas membership can be applied for online at any time of year and full information and links to apply for annual Overseas membership can be found on the BIOS web site <https://www.orthoptics.org.uk/membership-levels/>. The application process requires the prospective member to confirm they are eligible for membership in this category under the terms above.

The Board of Trustees of BIOS will review subscription fees annually and these are available on the BIOS website. The subscription rates that apply at the time of joining must be submitted and incorrect amounts will mean the application is incomplete.

Overseas membership is only available as an annual subscription, which runs for twelve months from the date their membership is activated.

2. Non-Practising Members

Eligibility

Any person eligible to join under any of the other membership categories, other than Overseas, but is not practising within the membership year is eligible to join as a Non-Practising Member.

This is not intended for those on Maternity, Adoption or Shared Parental Leave. Once Non-Practising members return to work, they are required to transfer back to a different appropriate membership category.

Procedure to apply for membership

Non-Practising Membership can be applied for online at any time of year and full information and links to apply for annual Non-Practising membership can be found on the BIOS web site <https://www.orthoptics.org.uk/membership-levels/>. The application process requires the prospective member to confirm they are eligible for membership in this category under the terms above.

The Board of Trustees of BIOS will review subscription fees annually and these are available on the BIOS website. The subscription rates that apply at the time of joining must be submitted and incorrect amounts will mean the application is incomplete.

Non-Practising Membership is only available as an annual subscription, which runs for twelve months from the date their membership is activated.

3. Maternity, Adoption or Shared Parental Leave Membership

Eligibility

Any person eligible for membership under any of the other categories, other than Overseas, Student or Orthoptic Graduate membership, but is on maternity, adoption or shared parental leave is eligible to join as for Maternity, Adoption or Shared Parental Leave Membership for the period they are on leave.

Once members return to work, they are required to transfer back to a different appropriate membership category.

Procedure to apply for membership

Maternity, Adoption or Shared Parental Leave Membership can be applied for by contacting BIOS before the period of leave begins. The application process requires the prospective member to confirm they are eligible for membership in this category under the terms above.

The Board of Trustees of BIOS will review subscription fees annually and these are available on the BIOS website. The subscription rates that apply at the time of joining must be submitted and incorrect amounts will mean the application is incomplete.

Maternity, Adoption or Shared Parental Leave Membership is only available for the time they are on leave.

4. Retired Members

Eligibility

The Retired membership category allows qualified Orthoptists who are no longer registered with the HCPC but have been eligible to register and who no longer intend to work, to retain BIOS membership at a much-reduced rate to keep up-to-date with the profession and continue to receive regular orthoptic news and information.

Procedure for applying

Retired Membership can be applied for online at any time of year and full information and links to apply for annual Retired membership can be found on the BIOS web site <https://www.orthoptics.org.uk/membership-levels/>. The application process requires the prospective member to confirm they are eligible for membership in this category under the terms above.

The Board of Trustees of BIOS will review subscription fees annually and these are available on the BIOS website. The subscription rates that apply at the time of joining must be submitted and incorrect amounts will mean the application is incomplete.

Retired Membership is only available as an annual subscription, which runs for twelve months from the date their membership is activated.

5. Student Members

Eligibility

Any person who is currently attending one of the specific universities in the UK, studying an approved course in orthoptics which leads to the eligibility to apply for registration as an Orthoptist with the HCPC, is entitled to join as a BIOS Student Member.

Procedure to apply for Membership

Students can apply for membership online at <https://www.orthoptics.org.uk/register/student/>. Eligibility for student membership will be checked by BIOS against student details obtained from the relevant universities. Student membership runs until the member graduates, when they are eligible for Orthoptic Graduate membership (see section 9 below).

The Board of Trustees of BIOS review subscription fees annually and these are available on the BIOS website. The subscription rates that apply at the time of joining must be submitted and incorrect amounts will mean the application is incomplete.

Online applications go through an approval process via the BIOS office to ensure the information supplied is accurate and eligibility for the membership category is met.

Orthoptic Graduate

Student members are entitled to free membership of BIOS until the end of the calendar year, once they reach graduation. To be eligible for this discount, members must apply for paid membership of BIOS within the same calendar year that they graduate. The discount does not affect the benefits they receive.

D. General

Applications

All decisions on membership applications will be made by the BIOS office where the membership application is clear and the application can be assessed against the membership criteria. In cases where the BIOS office cannot make a decision it will refer the matter to the Chair who may take advice from Board of Trustees or the Council of Experts, or suitably qualified members.

Reporting

For auditing purposes, figures are kept on the number of people joining BIOS each year, including the amount paid. The Board of Trustees and members may receive reports on membership figures, finances and other data from time to time. Data stored by BIOS will comply with the Data Protection Act 2018 and will not be disclosed to anyone without prior permission.

Rejection

Any person who is refused membership will have the right to appeal. Individuals must write to the Chair stating the reason they feel they are eligible for membership. This appeal will then be taken to an Appeal Board consisting of three members appointed by the Chair. The terms of any appeal shall be limited to whether, on the basis of the facts found by the Society, the refusal of membership was appropriate. The determination of the Appeal Board shall be final and conclusive. The individual will be notified of the outcome of their appeal following the meeting of this Board.

Annual Subscriptions

Because membership subscriptions are calculated to provide services for a whole year, members can only resign from BIOS at the start of their membership year. Any member wishing to leave BIOS should notify the BIOS office in writing prior to the start of their new membership year or no later than one month after the start of their new membership year. Members paying by Direct Debit will need to ensure they notify BIOS in writing of their intent to resign and also cancel their Direct Debit with their bank to avoid any further payments being taken. BIOS will not issue refunds on subscriptions paid if members fail to notify BIOS of their intent to resign more than one month after the start of their BIOS membership year.

Payment

The option to pay the annual subscription by Direct Debit instalments is not a part-yearly membership, (i.e all instalments must be paid), it is intended to assist members in making the subscription more affordable by spreading the cost. Membership payments must be upheld for a full year.

If a payment fails, BIOS will advise the member accordingly and they will be notified of the actions required to ensure the missed payment is made at a future date. If the payment is not made following two months, your membership will be cancelled.

Suspension and Appeal

BIOS has the right to terminate or suspend the membership of any member for any of the following reasons:

- Failure to pay subscriptions
- Any of the reasons described under Article 8.2 in the BIOS Articles of Association.

If BIOS sees fit to remove a member, they will be informed no later than 21 days prior to the meeting at which their removal is to be discussed. When membership is cancelled or suspended due to disciplinary action, the member will be informed. The member will have the right to appeal against the decision. Notice of such an appeal must be given to the Chair in writing within 21 days of notification to the person concerned of the decision.

This appeal will then be taken to an Appeal Board consisting of three members appointed by the Chair. The terms of any appeal shall be limited to whether, on the basis of the facts found by the Society, removal from the record was an appropriate sanction. The determination of the Appeal Board shall be final and conclusive.

When a member is due to be suspended or cancelled for non-payment of subscriptions, BIOS will advise the member of its intention and, providing the outstanding money is paid within the allotted time stated on that notification, the decision may be reversed. If the money is not paid within the allotted time, then the membership will be cancelled.

Once a membership is cancelled, that member will cease to receive all of the benefits of membership, including liability insurance coverage and access to British Orthoptic Society (BOS) Trade Union representation. Application for restoration of membership may be submitted no earlier than twelve months from removal.