

## New Membership Application

Thank you for considering an application to the Science Council for membership. Member Bodies are entitled to apply for licenses which give their members access to the professional registers held by the Science Council. The Science Council membership criteria and supporting documentation are outlined below.

Once an initial discussion about your application has taken place, the Science Council will provide:

1. A time table outlining the stages from application to approval
2. A template / membership documentation checklist
3. A copy of the Science Council’s Royal Charter, Bylaws and Regulations
4. A Science Council Declaration on Diversity, Equality and Inclusion

When submitting your application, please use the form below and include electronic versions of supporting information. **Please indicate where the supporting information can be found within your evidence.**

	Criteria	Evidence	Evidence Location
1.	The profession represented by the Organisation shall be based on a recognised body of scientific learning where knowledge and understanding of the natural and social world are pursued through a systematic methodology based on evidence.	Please supply copies of your Constitution, Memorandum of Association and Articles of Association and any other supporting documents you feel would demonstrate this conclusively.	
2.	The Organisation is an independent body which exists for the collective pursuit of professional aims and objectives in science as set out in a Royal Charter or Memorandum and Articles of Association incorporated under the Companies Acts or formally registered in the UK in some other way.	Please supply copies of your Royal Charter, Memorandum of Association and Articles of Association. If you have a charity number or Company registration number please supply those.	
3.	The Organisation has, among its objectives, the practice of the profession in the interest of the public as well as that of its members.	Please supply copies of your Constitution, Memorandum of Association, and Articles of Association and any other supporting documents you feel would demonstrate this conclusively.	
4.	The Organisation operates a Code of Professional Conduct and Disciplinary Procedures.	Please include a copy of your Code of Conduct & Disciplinary Procedure. This may be as an attachment or link to your website.	
5.	The Organisation recognises its responsibility to advance and extend the body of learning on which the profession is based.	Please include information with details about CPD activities relating to advancing and extending the body of learning on which the profession	

		is based, this may be as an attachment or link to your website. Please tell us about any other activity that you undertake intended to advance and extend the body of learning on which the profession is based.	
6.	The Organisation recognises its responsibility to concern itself with facilities, methods and provision for educating and training future entrants to the profession and for enhancing the knowledge and competence of present practitioners; <b>and</b> (see 7 below).	Please include information with details about education and training activities for future entrants to the profession and for enhancing the knowledge and competence of present practitioners. This may be as an attachment or link to your website.	
7.	The Organisation must have at least one membership category that is based on standards of competence as attested by an appropriate qualification and relevant professional practice, or relevant professional practice.	Please include details of all your membership categories and the standards and requirements that apply to each or a link to standards / qualification on your website. When providing this information, it would be helpful if you can provide information about which categories of membership have voting or other rights (particularly if your organisation has an interest in becoming a licensed professional body).	
8.	<b>Or</b> if the Organisation does not have strict entry standards for at least one category of its members, it has agreed with the Science Council Board that it is working towards the introduction of such an entry standard.	Please provide a letter signed by your Chair, President or governing board that states you will work towards the introduction of such an entry standard for at least one category of membership within a timeline agreed with the Science Council.	
9.	The Organisation has evidenced a commitment to promoting equality, diversity and inclusion throughout its community, and to challenging prejudice and discrimination, by signing the Science Council's Declaration on Diversity, Equality and Inclusion.	A signed copy of the Science Council Declaration on Diversity, Equality and Inclusion. The Science Council recommends undertaking a self-assessment of your organisation using the Diversity and Inclusion Progression Framework.	

**Required documentation for application:**

	Documentation	Supporting information	Supplied
10.	A declaration that the membership criteria is fulfilled, together with a copy of the organisation's governing documents, such as, Charter, Articles or Memorandum of Associations/Regulations.	Signed statement by your organisation's leadership and copy of governing documents. This statement can be signed by your Chair, President or representative from your governing board.	
11.	A copy of your most recent annual accounts	A copy of most recent audited accounts.	
12.	A signed letter from your governing body confirming a formal application for membership and agreement to be bound by Charter, Bylaws and Regulations-	Covering letter.	
13.	Contact details of a nominated representative for formal communications during the application process	Please state this information in your covering letter.	
14.	Information on your different membership categories including member numbers in each category.	Alongside the details of your different membership number in each of your categories, if you have a plan for growing your membership, such as membership development strategy, please include this with your application.	
15.	Any other relevant documents or information that you feel would help your application.	For example, policy document, policy interests, dates of your Council meetings.	

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