

BR 502 Contractual Rules of membership

1. These rules summarise the pertinent sections of the TTA's Constitution and are in addition to the TTA's Constitution, By-Laws and Board Regulations, (collectively known as the 'Constitution').
2. Membership of the Association is open to individuals, companies, and organisations.
3. Members agree to pay an annual subscription fee for every year of membership at the Association. Annual subscriptions can be paid in advance and membership may be terminated if a Member fails to pay their fees, subject to the Board's discretion.
4. Membership is not transferable and non-refundable.

Resignation and Subscriptions

5. A Member can resign at the time in writing or my email to the Secretary of the Association on the anniversary of their membership or at any time. Any unexpired amount of their subscription is not refundable. This is because services and benefits to members are paid for on an annual basis.
6. Membership is annual and where a member is paying their subscription by monthly direct debit it is a condition of their being accepted into membership that they undertake to maintain the direct debit in favour of the Association for 12 months.
7. Upon resignation where a member is paying by monthly direct debit any outstanding subscription shall become immediately due.
8. A member who continues to use and display the Association's branding in its marketing material and/or on their website and/or holds themselves out to be members of the Association having not paid the subscription due for the year in question shall be contractually liable for the outstanding subscription irrespective of any post discovery resignation.

Bound by the Constitution

9. Members agree to be bound by the Constitution, all rules and regulations made under it and adhere to the codes of professional conduct and ethics. Members are expected to conduct themselves in a professional manner and to treat others with courtesy.
10. Members who breach the Rules of the Association, or who have a conviction, have been disqualified or have an undischarged bankruptcy may have their membership revoked in line with the Constitutional requirements and regulations.
11. Members undertake to inform the Association Secretary without delay if they become subject to a conviction, bankruptcy, making and arrangement with their creditors under The Insolvency Act 1986, or disqualification. Where any of these arise membership may be suspended.

Benefits

12. All members shall be entitled use and receive all the membership benefits provide by and through the Association whilst still in membership.

Corporate Governance and Meetings

13. Each member is encouraged to participate in the governance of the Association. The Board of the Association is drawn from the membership and determined by annual elections.
14. Members are also encouraged to participate in panels, committees and special interest groups.
15. Association Members have the right to attend and vote at the Annual General Meeting (AGM).
16. Members will be notified of the AGM and matters to be discussed in advance.

International Members

17. Members who have joined as International Members shall be classified as Associates. They shall be entitled to all the benefits of membership in so far as they can be delivered internationally.
18. Associate Members shall not have a vote at general meetings of the Association nor be able to stand for election to the board. They shall be entitled to attend and speak at any such meeting.
19. Should an International Member become ordinarily resident in the UK and practice as a Tutor their membership shall be upgraded to Full Member.

Privacy Policy and Data Protection

20. Information about Members is kept strictly confidential in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679).
21. The TTA's Privacy Policy is accessible from the TTA Membership Department or online at: www.thetutorsassociation.org.uk/privacy.
22. On becoming a member each member agrees that the personal data supplied to the Association will be retained for the purposes of administering communication with the member and the membership system.
23. The Association will produce a Searchable Public Directory of Tutors and Tutoring Companies and each member is responsible for indicating the amount of information that is displayed on the public directory and understand it is controlled in its totality by them.
24. Each member will be provided with a members' login so that they can update their own personal details, select their preferences and determine what is displayed in the directory.

Communications

25. Each member is required to keep their contact details up to date so as to enable the Association to send them important information about membership matters, invoices and receipts and constitutional notifications. The prime information is a current email address, postal address and telephone number.

Promoting the Association

26. Each member is expected promote membership of the Association and where appropriate provide a hyperlink from their websites to the Association's.
27. In addition, each member is expected to include membership on any external profile such as LinkedIn and Twitter, support the Associations events, panes and conferences.

Use if the Association's Brand

28. The TTA logo is a registered Trade Mark and Members may not use it in any document or publication, including the Internet, without the written authorisation of the Chief Executive, Association Secretary or the Membership Department. Such authorisation will only be given in to those members who have signed the codes of practice and ethics and comply with the Association's bye-laws.

Rule Amendments

29. From time to time these rules may be revoked, altered or added to by the TTA. The TTA will update the Rules on the website and highlight the changes in regular email communication. Any dispute relating to these Rules will be determined by the Chief Executive, the Association Secretary or the Managing Department.
30. Copies of the Constitution, Rules and Standards are available online:
<http://thetutorsassociation.org.uk/constitution> or by contacting the Membership Department on: 01628 306108 option 1.