



ISTC Membership Information for Mentoring Scheme Participants

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This document is an informal description of the various grades of membership in the ISTC. The rules governing membership of the ISTC are detailed in the Articles of Association document, available on the website (see <http://www.istc.org.uk/about-the-istc/governance/>). In all cases the detailed rules published on the website and in other official ISTC documents take precedence over the descriptions in this document.

In all matters relating to membership, the ISTC Council has “absolute discretion” which means it is the only body that can make decisions about whether an individual is qualified to join at, or progress to, a particular grade.

When you apply to join the ISTC, or apply to progress to a higher grade of membership, your application is considered by the Membership Committee, which acts on behalf of the ISTC Council. The Membership Committee tells you which grade of membership is appropriate for you.

All ISTC members, at all membership grades, are expected to follow the ISTC Code of Professional Practice (see <http://www.istc.org.uk/about-the-istc/governance/>), and to observe the ISTC’s brand policy (see <http://www.istc.org.uk/istc-logos/>).

Corporate Members and Non-Corporate Members

Fellows and Members are collectively known as *Corporate Members* and have voting rights in ISTC elections and at the ISTC’s AGM. Corporate Members share responsibility for the debts of the ISTC if it ever closes. Each Corporate Member’s liability is limited to a maximum of £5.00 (five pounds) (see clause 7 of the ISTC’s Memorandum of Association).

Honorary Fellows, Junior Members, Associate Members, Student Members, and Business Affiliates are collectively known as *Non-corporate Members*. Non-corporate members enjoy the benefits of membership but do not have voting rights in ISTC elections or at the ISTC’s AGM.

Fellows

You can be granted the membership grade of Fellow when:

- you have been full (corporate) Member of the ISTC for at least two years,
and
- you have held a responsible position in the field of scientific or technical communication for at least four years
and
- you can satisfy the Council that



either

- you have a comprehensive knowledge of the techniques of scientific or technical communication

or

- you have a special knowledge of some aspect of scientific or technical communication.

ISTC Fellows are entitled to use the letters FISTC after their names, and to use an appropriate ISTC logo (see the ISTC's brand policy at <http://www.istc.org.uk/istc-logos/>).

Members

You can be granted the membership grade of Member when:

- you possess an acceptable qualification and have had at least five years' experience of a type acceptable to the Council, at least two years of which must be in the practice of scientific or technical communication in a responsible position,
or
- you have had at least five years' experience in the practice of technical communication, three years of which must have been in a responsible position, and can satisfy the Council that you have a comprehensive knowledge of the techniques of scientific or technical communication.

ISTC Members are entitled to use the letters MISTC after their names, and to use an appropriate ISTC logo (see the ISTC's brand policy at <http://www.istc.org.uk/istc-logos/>).

Honorary Fellows

Honorary Fellows are appointed by Council in recognition of outstanding service to the profession of scientific and technical communication.

Junior Members

You can be a Junior Member if you are active in the profession of scientific and technical communication but have not yet attained sufficient experience for full membership. Junior Members can benefit from the ISTC's Mentoring scheme which pairs them with an experienced technical communicator for practical advice and guidance.

Associate Members

You can be an Associate Member if you are not active in the profession of scientific and technical communication but wish to be associated with the Institute to further their knowledge and interest in the profession.



Student Members

You can be a Student Member if you:

- are enrolled in a formal course of further education that will eventually enable you to undertake duties in the field of scientific and technical communication,
or
- are in full-time employment in the field of scientific and technical communication and are studying by on-the-job training or otherwise with the intention of achieving a qualification in a subject or subjects relevant to scientific and technical communication.

Business Affiliates

Business Affiliates are organisations (businesses, companies, and educational establishments) which:

- employ scientific and technical communicators
or
- provide education or training in the field of scientific and technical communication
or
- otherwise support the aims of the ISTC

Transfer between membership grades

New entrants to the profession of scientific and technical communication usually join the ISTC as Student Members or Junior Members. You can transfer from Student to Junior membership when you complete your studies, if you are not yet eligible to apply to be a full (corporate) Member. If you are a Student or Junior Member you can apply to progress to full Member status when you have gained the required experience or qualifications.

If you are a full Member you can apply to progress to Fellow status when you have gained the required experience.

Continuing Professional Development (CPD)

If you are an ISTC Fellow you have a compulsory obligation to undertake a certain amount of Continuing Professional Development (CPD) every year and to keep a reflective record of your CPD activities (see <http://www.istc.org.uk/professional-development-and-recognition/continuing-professional-development/>).

We encourage all other ISTC Members to undertake CPD every year, even though they are not obliged to do so. If you are an ISTC Member who has gained the required experience or qualifications to apply to become Fellows you will be expected to confirm that you understand the obligation on ISTC Fellows to undertake CPD and to keep a reflective record of your CPD activities.