

MEMBERSHIP POLICY

Introduction

- .1 The Community & Voluntary Sector Association Hammersmith & Fulham (CaVSA) is a registered charity and company limited by guarantee in England and Wales.
- .2 Our rules of membership are governed by our constitution – CaVSA’s Memorandum and Articles of Association.

Eligibility for membership

2.1 Membership of CaVSA is free

2.2 Membership is open to:

2.2.1 voluntary organisations that are either registered charities or that have charitable aims and are independent self governing bodies of people who have joined together voluntarily to take action for the benefit of the community and are established otherwise than for profit or gain

or

branches of national or regional voluntary organisations;

2.2.2 and are either based in the London Borough of Hammersmith & Fulham, or work with people who live or work in the Borough;

2.2.3 and operate a policy of celebrating diversity both within its own organisation and structure and within the work which it does;

2.2.4 and they are admitted into membership by agreement at a meeting of CaVSA’s Board of Trustees.

2.3 Organisations applying for membership will be asked to provide information on their status;

2.3.1 by completing an application form providing the following where applicable:

- confirmation of governing arrangements and documentation
- registered charity number
- registered company number
- confirmation of latest annual report and audited or independently examined accounts
- main operating and contact details
- list of current management committee/Trustee members

- 2.3.2** organisations that are new and in the process of setting up, will be asked to provide the list of its management committee members and the agreed aims, objects and/or mission of their organisation together with the date that the management committee agreed these

Rules of membership

Members must commit to support the work of CaVSA and agree to:

- .1** support the objects of the CaVSA which are:
to promote any charitable purpose for the benefit of those who live and work in the London Borough of Hammersmith and Fulham and in particular the advancement of education, the protection of health, the relief of poverty, distress and sickness, the development of social welfare and the enhancement of the quality of life for the said inhabitants, and in furtherance of the said purpose to promote and organise co-operation in the achievement of the same and to that end to bring together representatives of the voluntary organisations, statutory bodies and others as appropriate within the area of benefit.
- .2** be bound by the Memorandum and Articles of Association and any rules or policies drawn up by the Board of Trustees and which are available on request
- .3** undertake to contribute up to £10 if CaVSA is wound up and there are debts and liabilities which were contracted while they were a member or within one year after they cease to be a member, or there are costs, charges and expenses of winding up
- .4** pay any subscription and other costs which are set by the Board of Trustees
- .5** not bring CaVSA into disrepute
- .6** nominate a contact person who shall receive the information due to CaVSA's members
- .7** inform CaVSA whenever there is any change in their area of benefit, charitable status, or any other matter which may materially affect their right to membership

Requirements of CaVSA

CaVSA undertakes to ensure that members are offered:

- .1** an invitation to the annual general meetings and extraordinary general meetings during the period of their membership
- .2** the right to vote at each general meeting where votes are called following an initial membership period of 6 weeks
- .3** the right to nominate a person to join the CaVSA's Board of Trustees before each annual general meeting

- .4 *the right to receive regular briefings and information about the work of the organisation, for example through the Quarterly Newsletter*
- .5 *the opportunity to contribute to CaVSA's strategic planning and development of new work streams*

Applications for membership

- .1 membership will be granted on a bi-annual basis;
- .2 organisations applying for concurrent membership will be admitted automatically unless they have materially changed their work, area of benefit, charitable status, or any other matter which may materially affect their right to membership. In which case their application will be treated as a new application;
- .3 an organisation applying for membership for the first time or after their membership has lapsed, and those whose circumstances have changed, will have their request for membership decided at a meeting of the Board of Trustees;
- .4 new member organisations will not be eligible to vote until they have been members for at least 6 weeks following acceptance of their membership application by CaVSA's Board of Trustees

Termination of membership

An organisation's Membership will be terminated if:

- .1 the organisation ceases to operate or winds up;
- .2 the organisation ceases to work with people living or working in the London Borough of Hammersmith & Fulham;
- .3 the organisation is in breach of the terms of membership or for any other relevant reason as determined by the Board of Trustees; but provided that the organisation concerned has been given the right to be heard, accompanied by a friend, before a final decision is made. There is no further appeal and the decision of the Board of Trustees will be final.

Original policy drawn up in accordance with Clause 61 of the Articles of Association and agreed by the management committee at its meeting on 25 October 1999.

Reviewed and amended 29.2.00; 22.1.01; 01.04; 25.07.08

Last review – Board of Trustees meeting on the 25th of August.

Changes added: CaVSA's Management Committee title changed to Board of Trustees; membership is free highlighted and two new clauses added 4.4 and 4.5; plus some wording of clauses have been tweaked to make easier to understand.