

## Membership Policy

### **Introduction**

Trinity Community Arts (TCA) is a membership organisation and seeks to recruit as members, individuals and organisations with an interest in TCA's work and to make effective use of their skills, views and experience.

Voting Members are those individuals and organisations who have paid their annual subscription fee and signed that they agree to the Terms and Conditions of Membership and whose names are entered in the Register of Members. They are entitled to vote at General Meetings and to seek elect the Board of Directors.

Non-Voting Members are those who have not paid a fee or whose fee has lapsed, but whose name still appears on the Register of Members.

### **Membership Vision Statements**

- Members are the foundation on which Trinity's future is built - a strong and active membership allows the organisation to ground itself in the needs of our users and the local community.
- Members' voices echo through the fabric of Trinity - contributing to meaningful dialogue which influences organisational decision making and the wider community in Bristol.
- Members are valued by the organisation and their contribution is recognised and rewarded through subsidised hire rates, regular communication and a celebratory annual general meeting.

### **Policy**

TCA will seek to ensure that we have a broad-based membership, which reflects our constitution and the communities we serve. Our membership is an important means of enhancing and demonstrating our accountability to the local communities where we operate. We will seek to:

- actively promote membership through appropriate channels as a way of providing opportunities for interested parties to play an active part in the affairs of the organisation
- ensure that no individual or group is debarred from access to membership in fulfillment of our equality and diversity objectives
- ensure a wide representation in our membership from the communities we serve particularly our service users, local residents (wards of Easton, Ashley and Lawrence Hill) and community groups
- ensure that all sections of the community are represented in the membership, particularly those which are currently under represented
- promote access to membership via our newsletter, website, partnership organisations and public meetings when appropriate

- promote opportunities for eligible members to seek election to the Board of Directors.  
We will not only encourage wide membership but also an active, informed and participative membership. We will seek to:
- publicise General Meetings at least 21 days before the day of the meeting
- circulate relevant information to Members so they can make informed decisions at General Meetings
- make every effort to hold General Meetings at times suitable for the Membership
- keep Members informed on all major developments affecting Trinity's business and services
- make a copy of Trinity's Annual Report and Audited Accounts available to all our Members, either online or as a hard copy when requested
- provide information, support and training to Members who are interested in becoming more actively involved in decision making
- actively support Members, through mentoring and training, to represent the community effectively on the Board of Trustees
- promote opportunities for eligible Members to seek election to the Board of Directors

## **Criteria**

It is important that anyone wanting to be a Member is:

- know to the organisation, and
- has contributed time to Trinity through either attending working group meetings or volunteer sessions/activities within the last 12 months, and/or
- is otherwise connected to Trinity and our activities - for example, a local resident with a specific community interest or parents or carers of others who might wish to be partly engaged with Trinity - but who may not have a direct involvement, and
- shares a belief in the aims and objectives of Trinity as expressed in our codes and policies, and
- expresses a legitimate interest in, and is able to promote and support Trinity's work, and
- is legally eligible to apply for Membership in accordance to Trinity's M&A

As a members-led organisation, all Representatives - TCA Directors, Staff and active Volunteers - will automatically become members (free of charge) at the start of their role, opting-in to membership as part of acceptance of T&C of their contract/agreement. New Representatives will be made aware of this upon signing of their contract/agreement with TCA and via their induction process. Membership will cease at the end of their tenure. TCA Staff & Volunteers wishing to access guest list passes for Trinity events must first pay the concessionary annual membership fee of £2, and be able to present a valid membership card.

## **Membership Procedure**

Any enquiry about Membership will be answered by the Management or Bookings Team. Details explaining the benefits of membership and an application form, together with details of how a membership application will be processed and current policy, is available online at: [www.3ca.org.uk/about/get-involved/membership](http://www.3ca.org.uk/about/get-involved/membership)

A hard copy of the Form and Policy is available by request from Reception.

1. Application for membership is to be via Membership Form, accompanied by the applicable fee, stating your interest in and support for TCA and detailing any skills, experience and/or availability to be offered if called upon to serve on a committee.

2. Individual applications must be accompanied by a minimum payment of £10 (concessions - students, unemployed, those on benefits, proof of status may be requested) or £20 standard annual membership fee.

3. Any charity, not-for-profit or community group wishing to access Trinity's concessionary rates or the Trinity Community Initiative (TCI - free / subsidised hall hire) must sign up to become a member and pay the standard £50 annual membership fee.

4. The Management Team is responsible for the Membership and will consider all applications, accepting any application which in its opinion meets all aspects of its membership criteria and which falls within its codes and articles. Any queries about eligibility are to be raised at the next Board of Directors meeting.

5. If the application is approved, membership will take effect immediately, and within seven working days, the name of the applicant will be entered in the Register of Members. A membership card will be issued which will be valid for a year.

6. Should an application be refused, a written explanation will be provided to the applicant within 10 working days of the decision - See *Conflicts resolution*

7. An organisation which is a Member is free to nominate any person it considers suitable to act as its representative and who holds one vote at General Meetings. This Nominated Representative will be the primary contact person on behalf of this organisation. A Nominated Representative of an organisation cannot also be an Individual Member.

7. A person cannot apply for Membership if they are under the age of 18 (Companies House law).

8. Any change in circumstances relevant to the information provided within the Membership Application Form shall be notified in writing to Trinity's Administrator within 10 working days of the change occurring, by email to: [info@3ca.org.uk](mailto:info@3ca.org.uk)

9. Any member can end his/her membership by giving one month's notice in writing to Trinity's Administrator, by email to: [info@3ca.org.uk](mailto:info@3ca.org.uk)

10. A copy of the Register of Members is available at request, for inspection by any member or person with an interest in the organisation.

## Conflicts resolution

1. Any applications that do not fit Trinity's criteria will be considered by the Board of Directors at its next meeting after the application is made, or as soon as it is practicable.
2. If the application is refused by the Board of Directors the applicant will be informed about the reasons for refusal within 10 working days of the decision, and of their right to appeal the decision.

An appeal will be heard by the Board of Directors, whose decision will be final.

3. Membership fees shall be returned to the applicant if the membership application is not approved.
4. The Board of Directors can terminate a Membership if they are satisfied that a member has failed to notify of a change of address or other relevant information included within the Application Form.
5. Membership can, under exceptional circumstances, also be suspended pending review by the Board of Directors where a member's behaviour is deemed to harm the interests of the organisation or other Members. The Member will be given written notification and reply period and their case reviewed by the Board.
6. Any Conflicts of Interest which a Member may have must be notified and entered into the Member's Register of Interests - kept on file with the Register of Members - before any Vote is cast.
7. Once notification of a General Meeting has been circulated, applications for Membership will not be considered until the date of the General Meeting has passed.

## Terms and Conditions

All members agree to:

- Provide their name, current address and contact information and take responsibility to ensure their information is kept up-to-date and accurate
- Abide by the TCA Code of Conduct whilst in the Trinity Centre, or when representing TCA in public
- Pay an annual subscription fee if wish to be a full voting member, covering the term 1st January to 31st December of that year.
- Renew their Membership at least 48 hours before any AGM or EGM, if they wish to vote in
- The current Memorandum and Articles of Association and to take responsibility for any future amendments or additions

- Contribute up to and no more than £10 in administration fees in TCA goes into liquidation, in accordance with TCA's Memorandum and Articles of Association.
- Provide relevant information to the Trinity office by fax, post or in person to support any concessionary membership or other concessionary fee.

## **Data Protection Act 2018**

By submitting a Membership Form, individuals and organisations consent to the recording and use of the information provided.

Any information regarding membership characteristics including place of residence, age, gender, ethnicity, disability will only be used for internal monitoring and statistical purposes, to assess the extent to which our membership is representative of the communities we serve. Information will be reported as required to the Board of Directors, with recommendations for any action by the Management Team.

Any data will be held securely with access restricted to those involved in the Membership process.

## **Monitoring & review**

The Board of Trustees are responsible for regular monitoring to ensure this policy is upheld, with day to day responsibility delegated to the Centre Director.

The Board of Trustees periodically review all policies and procedures to ensure they are kept up to date.

Any amendments required or recommended will be submitted to the Board of Directors for consideration and approval.

This Policy will be made publicly available on Trinity's website and send to all Members as part of the regular communication schedule.

## **Policy Owner:**

Glyn Everett, Board of Trustees

## **Contact Details**

[info@3ca.org.uk](mailto:info@3ca.org.uk) / 0117 935 1200

## **Version Control**

Version: 2

## **Date of review**

01/06/2016 – KC/JB

06/03/2017 – EH

22/06/2018 – EH