

## BATTLE SCARS CIO MEMBERSHIP POLICY AND PROCEDURE

<b>Policy information</b>	
<b>Organisation</b>	Battle Scars
<b>Scope of policy</b>	Applies to the general running of the organisation.
<b>Policy operational date (original)</b>	26/05/18
<b>Policy prepared by</b>	Jenny Groves – CEO
<b>Date approved by Board</b>	26/05/18
<b>Reviewed</b>	03/01/20
<b>Amended</b>	No
<b>Policy review date</b>	31/01/22 Every 2 years or earlier if required
<b>Distributing</b>	This policy will be available on the Battle Scars website and staff shared drive. It will be a requirement for all trustees and staff to read the policy after appointment or after its review. A summary of all relevant policies will be included in the volunteer handbook with clear signposting to the full text. Volunteers will be kept up to date with any changes that might affect their role.
<b>Introduction</b>	
<b>Battle Scars legal structure</b>	The Battle Scars' legal structure is Charitable Incorporated Organisation and our constitution is based on the Association Model. All trustees are automatically members but we welcome members from the general public. Members play a vital role in our organisation and determine who is a trustee. In this way we can maintain a democratic and progressive outlook which sustains the services we offer. As a charity, Battle Scars exists to provide support to anybody affected by self-harm, promoting acceptance and education, rather than to benefit its members.
<b>Aims</b>	This policy aims to ensure that any membership will benefit the charity. As such, membership is not an automatic entitlement and any decision regarding the acceptance of a membership application ultimately lies with the Battle Scars committee. Decisions are made under the rules laid out in the Battle Scars constitution and on the basis of what is in the best interest of the charity. The committee may, for example, refuse an application or terminate an existing membership where a person's real reason for joining Battle Scars is to promote self-harm in an unacceptable fashion. We aim to treat all members and applicants fairly. The Battle Scars membership policy is to be open to as many new members as possible, provided they are over 18 and believe in the Battle Scars work and ethos.

<b>Definition</b>	A member is any eligible person, who has applied and been accepted, who has paid the required membership fee and is fulfilling their duty as a member. All serving Battle Scars trustees are members.
<b>Policy</b>	
<b>Eligibility and duty</b>	Battle Scars membership is open to any individual who is interested in furthering the Battle Scars purposes and, by applying and being approved, has accepted the duty of membership to act in a way that would most likely further these purposes. Membership is not available to organisations and persons representing organisations. Exceptions could be made for honorary membership (see below).
<b>Honorary membership</b>	<ul style="list-style-type: none"> <li>• Individuals, with or without voting rights, can become honorary members at the trustees' discretion. Voting rights will be awarded if the individual wishes to have such a right.</li> <li>• Trustees can award lifetime honorary membership to individuals.</li> <li>• Groups or organisations can become honorary members at the trustees' discretion. Voting rights are impractical and will therefore not be awarded to groups or organisations approved as honorary members.</li> <li>• The length of honorary group or organisation membership can be unspecified.</li> <li>• No application required for the above.</li> </ul>
<b>Application procedure</b>	<ul style="list-style-type: none"> <li>• To apply for Battle Scars membership an individual must complete a membership application form and pay the relevant fee.</li> <li>• The applications will be reviewed by the board of trustees at least once a month.</li> <li>• The trustees may refuse an application for membership if they believe that refusal is in the best interests of the organisation. If such a decision has been made: <ul style="list-style-type: none"> <li>○ the applicant will be provided with the reasons within 21 days and the applicant will have the opportunity to appeal the refusal;</li> <li>○ the trustees will give fair consideration to such an appeal;</li> <li>○ if the decision to uphold the refusal is made, such a decision will be final.</li> </ul> </li> <li>• If the application has been approved the membership will start from the 1<sup>st</sup> of the month following the approval. The member will be notified of the start date of their membership and will receive the welcome pack in their preferred method (by email or post). The membership will last for 12 months.</li> </ul>
<b>Fees</b>	<p>Individual or joint membership is available. Current fees stand at:</p> <ul style="list-style-type: none"> <li>• Individual: £18 per year</li> <li>• Individual (concession): £9 per year</li> <li>• Individual (overseas): £24 per year</li> <li>• Joint: £24 per year</li> <li>• Joint (concession): £12 per year</li> <li>• Joint (overseas): £36 per year</li> </ul>

	<p>Concessions are available for those on disability benefits, low income, under 21's and over 60's (proof must be submitted with application)</p> <p>Payment methods are cheque / postal order, BACS, PayPal or cash (in person only) with the option to Gift Aid.</p>
<b>Transfer of membership</b>	Membership cannot be transferred to anybody else.
<b>Termination of membership</b>	<p>Membership comes to an end if:</p> <ul style="list-style-type: none"> <li>• the member dies;</li> <li>• the member sends a notice of resignation – the remaining whole months' fees will be refunded;</li> <li>• the trustees decide it's in the best interests of the organisation to remove the member. In this case: <ul style="list-style-type: none"> <li>○ the member will be informed of the reasons why;</li> <li>○ the member will be given at least 21 days to appeal this decision;</li> <li>○ a formal meeting will be arranged where representations can be made by the member, or a member's representative, as to why he/she shouldn't be removed, in person if they so wish;</li> <li>○ if the decision to uphold the termination is made, such a decision will be final;</li> <li>○ the remaining whole months' fees will be refunded.</li> </ul> </li> </ul>
<b>Voting rights</b>	<p>Members can vote:</p> <ul style="list-style-type: none"> <li>• to elect charity trustees;</li> <li>• to make amendments of constitution;</li> <li>• on winding up / dissolution of the organisation.</li> </ul> <p>Eligibility to vote on the resolution is limited to members who are members of the organisation on the date when the proposal is first circulated.</p>
<b>Making decisions</b>	<ul style="list-style-type: none"> <li>• Decisions can be made at a general meeting by a simple majority of votes cast at the meeting by a show of hands or by poll (including votes cast by postal or email ballot, and on line voting).</li> <li>• Decisions can be made without a general meeting provided that the proposal has been circulated amongst the members eligible to vote and a simple majority of members has signified their agreement in a manner that Battle Scars has specified.</li> <li>• In case of a tie, the chair has a second, casting vote.</li> </ul>
<b>Making proposals and requesting general meetings</b>	<ul style="list-style-type: none"> <li>• 10% or more of members can request that the trustees make a proposal for decision by the members. The trustees must comply with such a request within 21 days provided it's not frivolous or vexatious for a decision to be made as above.</li> <li>• 10% or more of members can request a general meeting. The trustees must call a general meeting within 21 days and hold it within 28 days after that. If the meeting is not called within 12 months after this request, only 5% of members are required to call a general meeting.</li> <li>• If the trustees fail to call a general meeting as requested by the members, the members can call the meeting to be held within 3 months. The organisation will have to reimburse</li> </ul>

	any members for reasonable expenses incurred for this meeting and the organisation will be reimbursed by the trustees who are responsible for failing to call a general meeting as per the members' request.
<b>Notice of general meetings</b>	A minimum of 14 days notice will be given for general meetings. The members will be provided with: <ul style="list-style-type: none"> <li>• The location, date and time of the meeting;</li> <li>• an agenda;</li> <li>• previous meeting's minutes;</li> <li>• if a proposal to change the constitution is on the agenda then the text of this proposal will be sent out with the agenda;</li> <li>• for an AGM members will also be provided with: <ul style="list-style-type: none"> <li>○ the annual statement of accounts;</li> <li>○ the trustees annual report;</li> <li>○ details of those standing for election or re-election as trustees.</li> </ul> </li> </ul>
<b>Quorum</b>	Quorum for general meetings shall be 5% of members or three members whichever is greater.
<b>Liability</b>	If the organisation is wound up, the members have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.
<b>Confidentiality &amp; data protection</b>	All confidential membership data will be held securely according to the Battle Scars Confidentiality and Data Protection policies. Such information will not be shared with anyone outside of Battle Scars.
<b>Policy review</b>	
<b>Responsibility</b>	It is the responsibility of the CEO to review this policy unless the task has been delegated to an appropriate volunteer or employee before the policy review date.
<b>Procedure</b>	All volunteers and employees can have input in this policy's review via their supervision.
<b>Timing</b>	The review must be completed within a month of the review date.