

Membership Policy

Reference: Collings Park Trust (CPT) Governing Document, Section 9: *Membership of the CIO* (where CPT is the Charitable Incorporated Organisation (CIO) in question).

1. Forms of Membership

CPT recognises three forms of membership: Member; Supporter; and Corporate Supporter.

Members will receive full voting rights, whilst Supporters and Corporate Supporters will be considered as informal or associate (non-voting) members, in accordance with sub-section 6 of the above reference.

It is noted that membership of CPT is not a pre-requisite to use of the community garden and wildlife area within Collings Park.

2. Membership Subscription Fees and Benefits

2.1 Member

There are two levels of subscription fees for Members:

- (a) **Individual** membership, with a minimum subscription fee of £4.00 per month, or £44 per year.
- (b) **Household** membership, with a minimum subscription fee of £6.00 per month, or £66 per year, giving full membership for up to two named adults (other named members of the household will be considered as Supporters).

Members will receive the following benefits:

- Voting rights
- Inclusion on all CPT membership communications

A subsidised membership rate will be available to individuals and households who demonstrate a desire to become Members but have an issue of affordability. This will be taken on a case-by-case basis, with each such case referred by the Membership Secretary to the Board of Trustees for their decision.

2.2 Supporter

Open to individuals, the minimum subscription fee for Supporters is £1 per month, or £12 per year.

2.3 Corporate Supporter

Open to corporate bodies (companies), the minimum subscription fee for Corporate Supporters is £200 per year. Corporate Supporters will receive the following benefits:

- Inclusion on all CPT membership communications
- Listing as a Corporate Supporter of the Collings Park Trust in official CPT communications, on the CPT website (as and when available) and on certain signage.

3. Payment of Membership Subscription Fees

Membership subscription fees will become due on the first of the month after joining (if paying monthly) or, if paying annually, initially on the date of joining and subsequently on the first of the month following the anniversary of joining.

Subscription fees will be accepted by bank transfer, standing order or cheque.

4. Membership Secretary

The CPT Membership Secretary will administer all membership matters on behalf of the CPT, including:

- Maintaining a membership list
- Processing applications for membership
- Recovery of membership subscription fees

5. Membership Application Forms

Membership application forms will be available for prospective Members (Individual and Household), Supporters and Corporate Supporters. These will be provided by the Membership Secretary on request.

6. CPT Membership Communications

It is recognised that some Members or Supporters may be unable to receive communications by e-mail, or have access to the proposed CPT website, due to lack of IT skills and/or hardware. It is CPT policy that, where requested, hard copies of communications will be provided, either using a 'buddy' system (neighbouring Member/Supporter agreeing to print and distribute copies of membership communications) or by the Management Committee Secretary or Membership Secretary positing out hard copy documents.

CPT/Jun2019