

## **MEMBERSHIP POLICY**

### **Purpose of this policy**

To ensure that Letchworth Arts and Leisure Group (LALG) has an active membership base that is supportive of its object enabling LALG to develop, support and further activities for the benefit of its Members.

### **Scope of policy**

This policy applies to all LALG Members and any aspect of LALG which has an impact on Members. Where this policy conflicts with LALG's Constitution, the Constitution takes precedence.

### **Statement of policy**

1. Membership is on a household basis. Members must be 18 or over. Other provisions are set out in LALG's Terms of Membership, as approved by LALG's Committee.
2. There may be a range of annual membership fees per household. The scale of fees and the benefits associated with each fee level will be determined by the LALG Committee and made public.
3. Membership fees cover a one year period.
4. There is a termination process for Members who have not paid a membership fee, and a process to remove Members where membership is not in the best interests of LALG (see Annex A).
5. Every Member is expected to treat all fellow members with kindness, courtesy and respect and to uphold the good reputation of LALG in their interactions with it.
6. Members may participate in all LALG activities and events providing there is sufficient capacity.
7. Non-members are usually welcome to attend LALG activities but are required to join after a trial period e.g. 3 attendances.
8. Membership records will be held in accordance with all data protection laws and regulations, and LALG's Records Schedule.
9. Members have a responsibility to ensure that LALG is informed of any change to the personal data held in their membership record.
10. LALG will use any personal data provided by Members in accordance with its Data Protection policy.

## **Annex A**

### **The process for potential termination of membership**

Before the Committee takes any decision to remove someone from membership of LALG they will discuss the issue at Committee level and appoint a Committee member to share the concerns with the Member. If the termination process is then found to be necessary the following steps will be taken:

1. inform the Member of the reasons why it is proposed to remove him or her from membership
2. give the Member at least 21 clear days notice in which to make representations to the Committee as to why he or she should not be removed from membership
3. at a duly constituted meeting of the Committee, consider whether or not the Member should be removed from membership
4. consider at that meeting any representations which the Member makes as to why the Member should not be removed
5. allow the Member, or the Member's representative, to make those representations in person at that meeting, if the Member so chooses.

Review date: July 2027

**This policy was reviewed and amended by the Committee at its meeting on 18 September 2024 with subsequent email confirmation of wording of Annex A on 22 September 2024.**