



**LETCHWORTH EDUCATIONAL SETTLEMENT  
229 Nevells Road, Letchworth Garden City, SG6 4UB  
Registered Charity No 311085**

## **MEMBERSHIP POLICY**

### **Purpose of policy**

The policy sets out the details for membership of the Settlement. The Settlement was set up on a membership model, as you had to be a subscriber to attend a class. The requirement for membership was subsequently enshrined in the Settlement's Constitution.

### **Scope of policy**

The policy applies to all Members of the Settlement, regardless of the type of membership.

### **Statement of policy**

The conditions of membership, and the rights and privileges of Members, are set out in full in the Settlement's Constitution.<sup>1</sup>

### **Conditions of membership**

1. Membership is open to individuals over eighteen years old providing they support the Settlement's objects, abide by any rules made by the Settlement and pay any applicable annual subscription.
2. Membership runs for twelve months from the date on which a Member pays their subscription.
3. Anyone undertaking a Settlement course exceeding **four weeks** in duration is required to be a Member.
4. Membership is not transferable to anyone else.
5. The Settlement maintains a register of names and addresses of Members and ensures that their personal data is handled in accordance with the requirements of data protection law, as set out in the Settlement's Privacy policy.<sup>2</sup>
6. The Settlement's trustees may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Settlement to refuse the application. The applicant must be informed in writing of the reasons for the refusal within twenty-one days of the decision. The trustees must consider any written representations the applicant may make about the decision. The trustees' decision following any written representations must be notified to the applicant in writing but shall be final.

### **Termination of membership**

Membership is terminated if:

1. A Member dies.
2. Any sum due from a Member to the Settlement is not paid in full within one month of it falling due.
3. A Member is removed from membership if the trustees consider that it is in the best interests of the Settlement that their membership is terminated.

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<sup>1</sup> Current Constitution approved at the Annual General Meeting held on 22 November 2022. It is available to view on the Settlement's website.

<sup>2</sup> Available to view on the Settlement's website.

## **Rights and privileges of membership**

Members can:

- Attend and vote at annual general meetings and special general meetings. They can also request the trustees to hold a special general meeting.
- Appoint trustees.
- Make amendments to the Settlement's Constitution.
- Resolve to dissolve the Settlement.
- Challenge and question the actions of the trustees because the trustees are accountable to them as Members.

## **Requirement to abide by the Settlement's rules or by-laws**

Members must abide by any rules or bye-laws made by the trustees.

## **Types of membership and membership fees**

- The Settlement offers standard membership and a concession, at a reduced fee, to the standard membership for anyone aged 60 or over.
- Fee rates are set by the Settlement and are reviewed on a regular basis.
- The trustees may award Honorary Fellowships (life memberships) who will not be liable to pay any applicable annual fee.

## **Review of policy**

On any changes to the Settlement's Constitution.