

# HULL COMMUNITY AND VOLUNTARY SERVICES LTD

## Membership Application Guidance

### 1. Criteria for Membership

A group or organisation applying for membership of Hull CVS must be able to demonstrate that:

1. They are a voluntary organisation (i.e. that their affairs are managed by, and/or are ultimately accountable to, a group of people for no pecuniary advantage);
2. That their aims and objects are broadly charitable to the exclusion of private gain;
3. That the group or organisation is conducted for the benefit of the public and is active in the community;
4. That the organisation's activities principally benefit people in or around Hull; and
5. That the organisation is committed to supporting the principle of equal opportunities and will not knowingly discriminate against anybody on the basis of their racial or ethnic origin, gender, sexual orientation, disability or age, consistent with the Hull CVS Equal Opportunities Policy (available on request).

The Hull CVS constitution specifically allows statutory authorities to be members of the CVS, in which case criterion (1) would not apply.

Criteria approved by the Hull CVS Executive Committee on 25<sup>th</sup> May 1993, amended 14<sup>th</sup> July 1993)

### 2. Application Procedure

All applications for membership must be made on the membership application form and signed and dated by the Chair or Chief Officer of the group or organisation. Applications and supporting documents should then be sent to the Services Manager, Hull CVS, The Strand, 75 Beverley Road, Hull, HU3 1XL

### 3. Supporting Documents

You must send paper copies of the following documents with your application:

- Governance instrument (constitution, trust deed, or memorandum and articles of association) together with details of any charity, company or other registration
- Most recent annual report and accounts (where applicable)

Organisations that do not have any or all of the above documents (e.g. because they have not been in existence for very long) may still apply for membership. In this case you will need to explain in writing how your group or organisation makes decisions.

### 4. The Membership Process

On receipt, your application will be checked to ensure that all sections have been completed and all the supporting documents submitted. If any information is missing, we will contact you to ask for it.

Your application will then be assessed against the criteria. We may contact you for further information if necessary. It will then be referred to the next meeting of the Hull CVS Executive Committee for decision. Executive Committee meetings take place quarterly. The Services Manager will inform you if there is likely to be any delay to consideration of your application.

The Executive Committee will either approve, or reject your application or request further information before making a decision.

If your application is approved, you will receive an initial letter to let you know and an invoice for your annual membership fee. (Membership is annual from April to March, there is no reduction for joining partway through the year)

Once your membership fee is paid, you will receive a welcome pack about Hull CVS and our services, together with a password to access the members only area of the Hull CVS website.

Membership remains active until terminated by either party; you do not need to reapply each year.

You will be invoiced for your fees each year, usually in March. Failure to pay the annual fee terminates membership.

If your application is refused or further information requested by the Executive Committee before making a decision, we will write to let you know why and if there is any action you need to take if you wish to re-submit the application.