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| **Title** | M6 HUC Membership Policy |
| **Directorate** | Corporate Services/ Chief Executives Office |
| **Policy Author** | Jamie Murray, Governance Manager |
| **Policy Owner** | Jamie Murray, Governance Manager |
| **Policy Developed in Consultation with: (name and title)** | Daniela Crouch, Head of Marketing and Communications |
| **Is this policy new or revised?** | Revised |
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**Revisions**

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| **Version Control** | **Date** | **Reviewer** | **Comment** |
| V2 | October 2020 | CM | Membership link added |
| V3  | July 2022 | JM/DC | Full review of wording, with tweaks and amendments to reflect wider process changes |

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## Introduction

As a social enterprise, HUC conducts its business for the benefit of its community and not the profit of its members. To this end, HUC values the input of all interested stakeholders including employees and members of the local communities that it serves. This policy outlines the requirements of membership of HUC.

## Roles and responsibilities in relation to membership

**The Board:**

The affairs of the Society are to be conducted by the Board and the members in order to fulfil the Society’s purpose. The functions of the Board and members, which shall at all times be exercised and performed in accordance with the Society’s constitution.

The Board shall set, review and publish the policy for admitting new members.

**Members:**

Members may attend and participate at members meetings and take such other part in the affairs of the Society as provided in this policy and the constitution.

**Secretary:**

The Secretary shall

* keep the register of members and summon meetings of the members of the Society.
* ensure that eligibility criteria are met and maintained

## Register of members

The register of the members has to contain:

* the names and addresses of the members;
* details of the share held by each member and of the amount paid of agreed to be considered as paid for that share;
* the date at which each person was entered in the register as a member and the date at which any person ceased to be a member.

The members of the Society are the people whose names are entered in the register of members.

## Membership eligibility criteria

The Board shall only admit new members in accordance with eligibility criteria for membership as per below:

* Board Members of the Society (automatically enrolled)
* Permanent employees of the Society (can apply to become members by applying to the Secretary of the Society)
* Practicing clinicians providing services to the Society (can apply to become members by applying to the Secretary of the Society);
* Members of the population directly commissioned and served by the Society, subject to a minimum age of 18 years old, demonstrably interested in the purpose, aims and values of the Society

The Board will delegate to the Company Secretary the day-to-day responsibility for ensuring that the eligibility criteria are met and maintained.

The Secretary of the Society will have final approval of all membership requests based on those originating from members of the population. Any such approval will be based on assurances received from candidates as to suitable alignment with the purpose of the society, motivation for membership and in ensuring no conflicts of interest.

Each eligible member shall be entered into the register of members and one share in the society shall be issued to the applicant.

The shares of the Society have a nominal value of £1 each, but this shall not be payable unless payment is demanded by the Society. A share may not be transferred or withdrawn.

Shares do not carry any right to interest, dividend or bonus or imply any employment or contractual arrangement

## Voting rights

Each share entitles the member to one vote.

## Termination of membership

A member shall cease to be a member if:

* they die;
* they are expelled;
* they withdraw from membership by giving written notice to the Secretary;
* they cease to meet the eligibility criteria, including ceasing to be a permanent employee of the Society, a new potential conflict of interest or if HUC withdraw services from the area where a public member resides.

A member may be expelled by a resolution approved by not less than two-thirds of the Board attending and voting at a meeting. The following procedure is to be adopted:

* Any member may complain to the Secretary that another member acted in a way detrimental to the interests of the Society or no longer meets the eligibility criteria;
* If a complaint is made, the Board may itself consider the complaint, having taken such steps as it considers appropriate to ensure that each member’s point of view is heard and may either:
* Dismiss the complaint and take no further action; or
* For a period not exceeding 12 months, suspend the rights of the member complained of to attend members meetings and vote under the rules of the Society;
* Arrange for a resolution to expel the member complained of to be considered at the next meeting of the Board.
* If a resolution to expel a member is to be considered at the meeting of the Board, details of the complaint must be sent to the member complained of not less than one calendar month before the meeting with an invitation to answer the complaint and attend the meeting.
* At the meeting, the Board will consider evidence in support of the complaint and such evidence as the member complained of may wish to place before them.
* If the member complained of fails to attend the meeting without due cause the meeting may proceed in their absence.
* A person expelled from membership will cease to be a member upon the declaration by the Chair of the meeting that the resolution to expel them is carried.
* No person who has been expelled from membership is to be re-admitted except by a resolution carried by the votes of two -thirds of the Board at the subsequent meeting.
* If a person ceases to be a member, the share registered in their name is to be cancelled and the value of the share is to become the property of the Society.

## Applications for membership

Individuals meeting the eligibility criteria should complete an application form, which can be found on the Society’s website [www.hucweb.co.uk](http://www.hucweb.co.uk) following the link <https://hucweb.co.uk/your-care/membership/>

**Appendix**

**Equality Impact Assessment Tool Template**

**To be completed and attached to any procedural document when submitted to HUC Board for consideration and approval.**

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|  |  | **Yes/No/or N/A** | **Comments** |
| **1.** | **Does the policy / guidance affect one group less or more favourably than another based on:**  |  |  |
|  | * Race
 | **N** |  |
|  | * Ethnic origins (including gypsies and travellers)
 | **N** |  |
|  | * Nationality
 | **N** |  |
|  | * Gender
 | **N** |  |
|  | * Culture
 | **N** |  |
|  | * Religion or belief
 | **N** |  |
|  | * Sexual orientation including lesbian, gay and bisexual people
 | **N** |  |
|  | * Age
 | **N** |  |
|  | * Disability – learning *disabilities, physical disabilities, sensory impairment and mental* health problems
 | **N** |  |
| **2.** | Is there any evidence that some groups are affected differently? | **N** |  |
| **3.** | If potential discrimination has been identified, are any exceptions valid, legal and/or justifiable? | **N/A** |  |
| **4.** | Is the impact of the policy/guidance likely to be negative? | **N** |  |
| **5.** | If so, can the impact be avoided  | **N** |  |
| **6.**  | What alternatives are there to achieving the policy/guidance without the impact? | **N** |  |
| **7.**  | Can the impact be reduced by taking different action? | **N/A** |  |