



# Nottingham & Nottinghamshire **REFUGEE FORUM**

## **NNRF Membership policy**

*This is the membership policy which is referenced in para. 7 of the Articles of Association (hereafter 'Articles'). This policy is to be applied irrespective of gender, sexuality, race, disability, nationality or religion, subject to restrictions prescribed by statute. It was formally revised following ratification by the membership at an Extraordinary General Meeting on 1<sup>st</sup> December 2022. Minor amendments suggested at that meeting have been incorporated into the policy.*

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NNRF is a membership organisation. Our members are active in shaping the agenda and objectives of their charity by voting for trustees, bringing items to the AGM or any EGM and ensuring that the board of trustees remain accountable to the membership.

We have both supporters and members of NNRF. Supporters offer their support to NNRF in different ways but do not have voting rights and therefore do not have a voice in fundamental matters relating to the priorities of the organisation.

People will be required to make a decision to be a members of NNRF. People eligible to be members of NNRF must be aged 16 or over and can be:

- Volunteers
- Staff
- Those who give regular financial donations<sup>1</sup> by direct debit, standing order or any other suitable means.

Asylum seekers who wish to become members, but cannot make direct debit payments can become members by volunteering e.g. as members of the Participation group or any other volunteering role at NNRF.

## **Rights and responsibilities of members**

NNRF is a membership organisation so that we can benefit from the meaningful engagement of our supporters.

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<sup>1</sup> We understand that the financial circumstances of our members vary enormously. A regular financial donation does not require a fixed amount. However, we do require commitment to be reflected in a regular donation (monthly or annually).

Members commit to promoting the best interests of NNRF at all times. They are able to bring resolutions to the AGM. Members (with the exclusion of staff members) can stand to be elected as Trustees on the Board which leads NNRF, and help shape how the organisation is run. The Board of Trustees is responsible for making sure it is governing in the best interests of NNRF in accordance with the Articles of Association.

Members votes people on to the trustee board at the Annual General Meeting.

Members are invited to attend the AGM and there is an expectation that members will attend when practical to do so. Members unable to attend should send apologies to the membership email address following their invitation to the AGM. The invitation to the AGM will ask existing members if they wish to continue their membership. It is important that we have an accurate record as para. 19 of our articles requires 10 members or 10 % of the membership, whichever is the lesser, to ratify any governance changes.

NNRF members will receive the NNRF newsletter and an electronic copy of the Annual report.

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### **Donors Opt-in to membership**

We would like our members to have made an emotional commitment to NNRF rather than simply a financial commitment, which means that one-off donation would not equate to membership per se. All regular donors will be invited to become a member of NNRF. One-off donors will be invited to opt-in to membership and asked to make a further regular commitment (which could be annual).

When notification of the AGM is sent out to all members, there will be an option to cancel or increase their donation. Members can cancel their membership at any time but will be asked to renew their membership prior to each AGM.

### **Volunteers and staff opt out of membership**

Volunteers and staff are considered to have made an emotional commitment to NNRF and will be assumed to be members unless they opt out of membership. This will be part of their induction.

Members can cancel their membership at any time, but the list will be reviewed by NNRF prior to each AGM.

### **Membership list and voting**

NNRF will create and keep up to date a membership list. It will be reviewed annually in advance of the AGM. This list will be used to inform members of NNRF business, notify them of the AGM and other membership meetings and events.

Whilst anyone over the age of 16 who is interested in furthering the work of the charity, may attend and (with the consent of the chair) speak at the Annual General Meeting only members of the charity are entitled to vote. Members will be identified from the updated membership list and given a voting card/members badge if votes are necessary.

New members will not be entitled to vote at an AGM unless they have been members for a period of three months prior to the AGM.

All members, with the exception of staff members, may nominate individuals for election as trustees at any AGM where vacancies arise. Only one nomination can be received from each member at any AGM.

### **Ending of membership**

Membership will cease when people leave the employment of NNRF, are no longer an active volunteer, no longer make a regular donation, fail to attend two consecutive AGM meetings without notification, or they request their membership to end. Membership cannot be transferred.

In accordance with para. 8 of the articles, the trustee board can vote, with good reason, to end the membership of any individual with a two thirds majority. The individual can appeal against this, by making representations to the trustee board (and may be accompanied by one other person for this purpose) before a final decision is made.

We request that a termination of membership is done in writing to the membership email giving 7 calendar days notice.

December 2022