



## **SCTP Ltd - Membership Policy**

### **1. Membership Eligibility Criteria**

An organisation, individual or body is eligible to become a member of SCTP Ltd if:

**A.** It holds a Government-funded contract for the delivery of pre-employment or work-based learning in Sussex.

**B.** It works in partnership with, or as a sub-contractor of, an organisation that meets (A) above. Such partnerships or sub-contract arrangements will only qualify where evidence of such a relationship is available in the form of a written agreement signed by both parties and where such a formal relationship relates to the delivery of Government contracts for the delivery of training in Sussex.

**C.** The Board of Directors, at its discretion, decides that an organisation, individual or body that does not meet either a) or b) above, can be accepted as:

- (i) An honorary member, if an individual having given outstanding service to the network that warrants the awarding of an honorary membership. No subscription fee is payable and rights and benefits are as for a partner member for the lifetime of the individual.
- (ii) A full member, if there are any other circumstances that, in the view of the Board, warrant an organisation, individual or body being accepted as a full member of the network.

**D.** At the discretion of the Board an organisation that does not qualify under A, B or C above can be admitted to Associate or Partner Membership.

- i) Partner Member – an organisation, individual or body whose main reason for applying for membership is to work with SCTP and its members at a strategic level or in the delivery of services in a non-commercial partnership.
- ii) Associate Member - an organisation, individual or body whose main reason for applying for membership is to work with SCTP and its members through offering a commercial service.

An associate or partner member is entitled to the membership benefits that would normally be available to a full member except:

- exercising of voting rights
- standing for election to the Board or making nominations in such elections
- formally representing the network in any capacity
- participating in development projects, sub groups, business opportunities or promotional activities unless specifically invited by SCTP
- have access to the Executive Director for help and support

Both Associate and Partner Membership subscriptions to be charged at a rate below the full membership rate to be agreed from time to time by the Board.

It is the responsibility of SCTP Ltd to verify that new members meet the above criteria. SCTP Ltd may request evidence from potential members in pursuance of such verification. This policy will be sent to all new members when they join SCTP Ltd.

SCTP Ltd reserves the right to refuse membership at the discretion of the Board.

SCTP Ltd reserves the right to offer membership discounts or bursaries at the discretion of the Board.

Separate membership will be required for each organisation that is a legal entity in its own right.

A wholly owned subsidiary of a member organisation that is the same legal entity can have its people included on the SCTP mailing list and have a separate listing on the Apprenticeships in Sussex website. The subsidiary will not however be listed as a separate member on the SCTP website as they are not a member organisation but a brand within a member organisation's activities.

## **2. Renewal**

A renewal process will be carried out annually to ensure that subscriptions are collected and that eligibility criteria are met. At the beginning of November, members will be advised that a new membership year has started and that subscription invoices will be issued in November. Membership is deemed to be continuous in the absence of member resignation.

## **3. Termination of Membership**

Termination of membership will take place in the following circumstances:

- a) If the Board deems any member to be unfit to continue their membership the Board reserves the right to terminate the membership of any such member. Such termination to be set out in writing, without notice.
- b) If at any time in the period of membership a member ceases to meet the eligibility criteria set out at (1) membership will be terminated. It will be the responsibility of a

member to ensure that it continues to meet membership criteria and to notify the Executive Director if such criteria cease to be met.

c) If subscriptions remain unpaid after a period of 3 months after relevant subscription invoices have been issued membership may be terminated.

d) A member notifies the Chair of SCTP in writing that they wish to cease to be a member.

At the point of termination under a, b, c or d above there will be no refund of membership subscription and subscriptions will normally be paid for the full membership year. The only exception is where termination takes place in the 3 month renewal period from 1 November to 31 January, during which the fee liability is accrued on a monthly basis up to and including the month of termination.

### **3. Appeal**

If membership is refused or terminated, an appeal may be made in writing to the Chair of the Board of Directors of SCTP Ltd. The decision of the Board shall be final.

### **4. Membership Year**

The membership year shall run from 1 November to 31 October.

### **5. In-Year Discounts**

New members joining in the membership year will pay a proportion of the membership fee. This is based on the number of full months of the membership year remaining plus the current month if the date of application is before the 14<sup>th</sup> of the month. For example, a member joining on 5 January would pay for 10 months; a member joining on 20 January would pay for 9 months.


### **6. Review of Procedure**

This policy will normally be reviewed annually at the Board Meeting prior to the Annual General Meeting, at the discretion of the Board or at the request of a majority of members at a members' meeting.

### **7. Member Introduction Subscription Discounts**

a) Any current, fully paid up SCTP Member that refers a potential new SCTP member is eligible to receive a 10% discount on their next SCTP membership subscription payment.

- b) A referral is defined as the passing of contact details to SCTP personnel of any eligible organisation with the prior knowledge and agreement of the potential member organisation.
- c) This discount will take effect if:
- The potential member has had no communication with SCTP about becoming a member in the previous 3 months.
  - The potential member requests to join, is approved by the board (in the case of associate member applications) and has paid their first subscription.
- d) After the new referred member has paid their first subscription invoice, the discount will be applied to the referring member's next due membership subscription.
- e) There is a limit of 10 discounts to be applied per membership year per referring member organisation. i.e. (10 new member discounts in any membership year equals free membership for the referring member).

Signed on behalf of the Board:	
Name:	Joanne Bridger
Designation:	Chair
Date:	29/10/18