

Emsworth CLT Ltd – Membership policy and code of conduct

Membership Policy

- Members are those whose names are recorded in the register of members.
- Prospective members must complete an application form and buy at least one £1 share.
- In signing the application form the applicant is signing up to the Rules of the Society (the governing document of the CLT) and its policies.
- Membership application forms from prospective members are considered by the Board either at a meeting of the Board or by email consultation. The Board will ensure that all membership applications received immediately before the date of a general meeting of members are processed before that meeting, if necessary by holding a meeting of the Board immediately before the general meeting, and that applicants accepted as members are allowed to attend and vote at that meeting even if their names have not yet been entered into the register of members.
- If the Board considers that a prospective member does not support the objects of the CLT it may reject their application for membership.
- When an applicant is accepted as a member their name is recorded in the register of members and the applicant will be issued an e-share certificate.
- Applicants for membership and members will be given access to a copy of the Rules of the Society (electronically, or via our website www.emsworthclt.org.uk)
- Members are required to uphold the CLT's Code of Conduct as detailed below and to support the objects of the CLT as set out in its Rules on an ongoing basis.
- Any member who breaches the Code of Conduct or fails to support the objects of the CLT, or acts in a way that a reasonable person may conclude that the member is acting with the intention of causing or risking causing harm to the CLT or with neglect to the same, whether reputational, financial or of any other nature may have their membership terminated in accordance with the procedure set out in the Rules section 7.
- The Board will make the decision on whether an individual's membership is terminated.

Note. Copies of Share Certificates, Rules and any of the Policies are available in hard copy if required. A nominal charge may be made.

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Code of Conduct for Members

Members (including members of the Board) are required to uphold this Code of Conduct and to support the objects of the CLT as set out in its Rules section 3 (the governing document of the CLT).

Any member who breaches the Code of Conduct or fails to support the objects of the CLT, or acts in a way that a reasonable person may conclude that the member is acting with the intention of causing or risking causing harm to the CLT or with neglect to the same, whether reputational, financial or of any other nature may have their membership terminated in accordance with the procedure set out in the Rules section 7 and in the Membership Policy.

All CLT members, including Board members, have an equal right to attend and freely participate in meetings. To enable CLT business to progress all members must abide by the following ground rules:

- Members must be allowed to have their say and not be interrupted, but must not disproportionately take up time in the meeting if there are others wishing to speak. Members should not unduly divert the CLT from its business.
- Any conflict of interest shall be declared and members must not seek to gain advantage from their membership of the CLT for themselves, their family or their friends.
- All members attending the meeting must be treated with respect, even if there are disagreements. This means that members must not speak in a way that may be perceived as bullying, abusive, discriminatory, intimidating or derogatory.
- Everyone is required to respect the ruling of the Chair, and members may be asked to address all contributions to the Chair.
- Time available for meetings is finite and so the Chair may impose a time limit on members speaking, and draw the meeting to a close if it is over-running.
- All members must respect and abide by majority decisions.

If these rules are broken then the Chair may ask the offending member to leave the meeting, or suspend the meeting. The Chair's decision is final.

26th August 2018