LOW PORT OUT OF SCHOOL CLUB SCIO

MEMBERSHIP POLICY

This document explains the membership policy of the Low Port Out of School Club SCIO (the Club).

Part 3 of the Club's Constitution sets out the overarching definitions for *Becoming and Ceasing to be a member* of the club. The policy described here sets out how the trustees apply the definitions.

The term "member" as used in this document refers to Full Members:

- To be a member and to use the club, a parent/guardian must have completed a registration form and paid the joining fee (if applicable) for each child that will be using the club in that school year (regular sessions, ad-hoc, and/or holiday club);
- The joining fee only applies if the child did not attend the club at all in the previous school year (i.e. new joiner or rejoiner who did not attend the club in the previous school year);
- A registration form must be completed each school year for children using the club in order for the parent/guardian to retain membership status. If a registration form is not completed during the relevant school year, then membership is deemed to have lapsed;
- Membership is at family level, so there is one member (parent/guardian) per registered family;
- All members must be notified of the Annual General Meeting, 4 weeks prior to it taking place;
- Every member has one vote which may be given personally or by proxy;
- A quorum of members, which is one-third (rounded up to the nearest whole number) of the members, is required for valid decisions to be taken.

Policy History

Revision Date	Author	Description
10 June 2019	Iona Hodge	Initial published version
28 July 2020	Adrian Williamson	Reformatted for website
02 December 2021	Emma Donaldson	Updated
03 March 2022	Chloe Wells	Reviewed