

“NAME OF ORG” is a registered charity/a Scottish Charitable Incorporated Organisation (SCIO) regulated by the Office of the Scottish Charity Regulator (OSCR) This places certain responsibilities on the organisation and its members. Please read the guidance below before deciding whether you wish to apply for membership.

### What does “NAME OF ORG” do?

“NAME OF ORG” purposes are:

1. (list purposes of charity)

### What is its structure?

“NAME OF ORG” is a two tiered structure; that is, a board of trustees who govern the organisation and a membership body which controls aspects of its activities. The way “NAME OF ORG” will be governed is set out in its constitution. Please read this before completing your membership application.

### **\*\*DELETE IF NOT A SCIO\* What is the role of a member?**

As a member of a SCIO you will be signing up for certain statutory duties. These are to:

- act in the interests of “NAME OF ORG”
- seek, in good faith, to ensure “NAME OF ORG” acts in a manner which is consistent with its charitable purposes (as defined above)

Because of these statutory duties, OSCR requires a register of members to be maintained and kept up to date **\*\*DELETE IF NOT A SCIO\***

Members will be invited to attend meetings which will provide an oversight of “NAME OF ORG”’s operations. They will also provide an opportunity to elect trustees, scrutinise accounts and vote on particular matters. Members also have a key role in agreeing any amendments to the constitution.

### What are the benefits of being a member?

Help us shape the future of “NAME OF ORG”. Becoming a member provides the opportunity to attend member meetings, share ideas and participate in decisions that will affect how “NAME OF ORG” operates and develops.

*List any further benefits members may get e.g discount on service, newsletter*

### Can anyone join?

Applications are invited from people who support “NAME OF ORG”’s purposes.

*List any category of memberships the charity has e.g. nominee membership, corporate membership*

**\*\*DELETE IF NECESSARY\*\*** All applicants must read the Conflict of Interest or Loyalty section below and declare any potential conflict of interest, which will be considered in assessing your application. **\*\*DELETE IF NECESSARY\*\***

### When will meetings be held?

As a basic requirement, a meeting of all members will be held within 15 months of being entered on the register and at least once every 15 months from then on. At least 14 days' notice of a meeting will be given. In practice, member meetings will be held on a more frequent basis if there is an interest in doing this.

### **\*\*DELETE IF NECESSARY\*\* Conflicts of Interest or Loyalty**

The purpose of avoiding conflicts of interest or loyalty is to protect the integrity of "NAME OF ORG"'s decision making process, to enable our stakeholders to have confidence in our integrity and to protect the integrity and reputation of volunteers, trustees (and in future, staff).

Examples of conflicts of interest could include:

1. A member who is also on the committee of another organisation that is competing for the same funding or assets
2. A member who has shares in a business that may be awarded a contract to do work or provide services for "NAME OF ORG"
3. A trustee who is related to a member of staff and there is a decision to be taken on staff pay or conditions.

In applying for membership, you agree to disclose any interests, such as relationships, memberships and posts held, that could potentially result in a conflict of interest or loyalty. The potential for conflicts of interest or loyalty to undermine the interests of "NAME OF ORG" will be considered in your application. Assuming membership is granted, this written disclosure will be kept on file and will be updated as appropriate.

**\*\*DELETE IF NECESSARY\*\***

To apply for membership of "NAME OF ORG", please complete the following and return the this section to: Secretary, "NAME OF ORG" .....

Name

Address

Telephone Number

Email address

**CVS Falkirk Resource Library**  
**Sample Application for Membership Form - Charities**



I wish to apply for membership as (tick one)

Individual

Nominee (please provide name of group or organisation you represent)

Corporate (please provide name of the organisation and charity and/or company number, if applicable)

**\*\*DELETE IF NECESSARY\*\*** Please detail any potential conflicts of interest

Relationship/ Membership/ Role	Organisation	Potential conflict of interest or loyalty that could occur

In applying for membership of "NAME OF ORG" I agree to:

- Always strive to act in the best interests of "NAME OF ORG"
- Seek to support "NAME OF ORG"'s purposes wherever possible
- Declare any conflict of interest or loyalty (or circumstances that might be construed by others as conflict of interest) as soon as possible **\*\*DELETE IF NECESSARY\*\***

Signed:

Date:

Date entered on register (office use only)

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Version: 1.0

Published: October 2017 Review date: October 2018