

VSGWL Policy

Members

Introduction

Voluntary Sector Gateway West Lothian (VSGWL) is a membership organisation providing facilitation, support, advice and services to members and the wider Third Sector.

This policy will be reviewed according to the Policy and Procedures Development and Review Policy.

Membership

Full Membership is open to:

Any Third Sector and Community organisations active in West Lothian supporting the aims of VSGWL. Whether an organisation is incorporated, e.g., a company limited by guarantee or a SCIO, or whether it is an unincorporated organisation does not matter for the purposes of being a full member.

Unincorporated organisations cannot properly be entered into the Register of Members in its own name as it is regarded in law as not a separate legal entity but a collection of members. Unincorporated organisations wishing to become Full Members must nominate a contact person and will, as with any other organisation, have only one vote.

Associate Membership is open to:

Any Third Sector, Community, Public and Private organisations, volunteers and individuals supporting the aims of the Company.

Register of Members

VSGWL maintains a Register of Members, setting out the full name and address of each Member and category of membership and the date on which any Member ceased to be a member.

Members who operate as unincorporated voluntary associations must have the name and address of a nominated individual recorded in the Register of Members him/her.

Voting at a General Meeting

Each Full Member organisation shall be entitled to one vote at a General Meeting. Associate membership does not confer voting rights at a General Meeting.

Data Protection:

Personal data collected through this process will be used only for this purpose.

of VSGWL administration. It may be disclosed to appropriate bodies/organisations where it is necessary to do so, i.e., in order to comply with the law, or with police investigations.

Information may be disclosed to, for example, funders, or in the Annual Report, but only in the form of statistics and in an anonymized format.

The information will be entered onto our database and used in accordance with the principles of the Data Protection Act 1998 and GDPR Regulation. If you wish to view the information held on you, please contact the Membership Secretary.

Application for Membership

Any organisation or individual wishing to become a member must complete, sign and lodge, with the staff member responsible, a Membership Application Form on paper or by electronic means. See attached.

Withdrawal from Membership

Membership can be cancelled at any time by notifying the Membership Secretary.

Expulsion from Membership

Any Member may be expelled from Membership by resolution of the Directors following the procedure laid out in the Articles of Association.

Liability of Members

Liability of the Members is limited to ONE POUND (£1.00).

Every Member of VSGWL undertakes to contribute to the assets of VSGWL in the event of it being wound up while he/she is a Member, or within one year after he/she ceases to be a Member, for payment of any debts and liabilities of VSGWL contracted before he/she ceases to be a Member and any costs, charges and expenses of winding up.

Monitoring the policy

Responsibility for monitoring the application of this policy will rest with all staff and volunteers of VSGWL.

The policy will be reviewed every two years with the amendments being made as appropriate and communicated to all staff and relevant stakeholders.

Date of Adoption	<u>Aug 2023</u>
Date of Review	<u>Aug 2025</u>
Authorised	<u>[Signature]</u>
Title	<u>Chair</u>
Date	<u>01/08/23</u>

