

# Membership Policy – Peer Support Plus<sup>®</sup>



Peer Support Plus is a Charitable Incorporated Organisation (C.I.O.) Registered Charity Number 1190818, with voting Members other than its Trustees.

You do not have to be a voting Member of Peer Support Plus to be a Peer, which is the term we use when referring to beneficiaries of the charity.

Members elect and can remove Trustees whose role is to direct the charity's activities and future development. Trustees are accountable to Members and must call General Meetings of Members at least annually: to receive the annual report; elect Trustees; and to seek approval for proposals requiring a Members' vote.

This document tells you who is eligible to be a voting Member of Peer Support Plus.

If you are eligible, it explains how you can apply to become a voting Member and how Peer Support Plus will engage with you.

Membership and voting are governed by the Peer Support Plus *Constitution*<sup>1</sup> which was drafted using a model published by The Charity Commission. We regret that some language used and echoed below, though legally fit for purpose, falls short of our aim to ensure ready understanding – see *Documentation Policy*<sup>1</sup>.

## 1. Eligibility

Membership of Peer Support Plus is open to anyone who is interested in furthering the purpose of Peer Support Plus, and who, by applying for membership, has indicated his, her or its agreement to become a Member and acceptance of the Duty of members set out in **2. Duty of Members** below.

A Member may be an individual, a corporate body, or an individual or corporate body representing an organisation which is not incorporated.

It follows that almost everyone, including our Peers, Volunteers, Employees, Trustees, Supporters, Suppliers and others, is eligible to become a voting Member of Peer Support Plus.

## 2. Duty of Members

It is the duty of each Member of Peer Support Plus to exercise his or her powers as a Member of Peer Support Plus in the way he or she decides in good faith would be most likely to further the purposes of Peer Support Plus.

## 3. Admission procedure

The Board of Trustees:

- Require applications for membership to be made by email or on paper, using the format below. They must be emailed or delivered to the Secretary Trustee at Peer Support Plus's Registered Address [see section **13.** below].
- Shall, if they approve an application for membership, notify the applicant of their decision within 42 days of receipt.

- May refuse an application for membership if they believe that it is in the best interests of the Peer Support Plus for them to do so.
- Shall, if they decide to refuse an application for membership:
  - Give the applicant their reasons for doing so, within 21 days of the decision being taken; and
  - Give the applicant the opportunity to appeal against the refusal; and
  - Give fair consideration to any such appeal and shall inform the applicant of their decision within 21 days of the decision being taken, but any decision to confirm refusal of the application for membership shall be final.

#### **4. Transfer of membership**

Membership of Peer Support Plus cannot be transferred to anyone else.

[Except in the case of an individual or corporate body representing an organisation which is not incorporated, whose membership may be transferred by the unincorporated organisation to a new representative. Such transfer of membership does not take effect until Peer Support Plus has received written notification of the transfer.]

#### **5. Termination of membership**

Membership of Peer Support Plus comes to an end if:

- the Member dies, or, in the case of an organisation (or the representative of an organisation) that organisation ceases to exist; or
- the Member sends a notice of resignation to the Secretary Trustee; or
- any sum of money owed by the Member to Peer Support Plus is not paid in full within six months of its falling due; or
- the Trustees decide that it is in the best interests of Peer Support Plus that the Member in question should be removed from membership and pass a resolution to that effect.
- Before the Trustees take any decision to remove someone from membership of Peer Support Plus, they must:
  - Inform the Member of the reasons why it is proposed to remove him, her or it from membership;
  - Give the Member at least 21 clear days' notice in which to make representations to the Trustees as to why he, she or it should not be removed from membership;

- At a duly constituted meeting of the Trustees, consider whether or not the Member should be removed from membership;
- Consider at that meeting any representations which the Member makes as to why the Member should not be removed; and
- Allow the Member, or the member's representative, to make those representations in person at that meeting, if the Member so chooses.

## 6. Membership fees

Peer Support Plus may require members to pay reasonable membership fees to the CIO.

Our Membership Fee for an incorporated or unincorporated organisation is £100 each year, due on 1 April which is the first day of our financial year. It is £25 for each Calendar quarter of the current financial year remaining after the date its Membership Application is approved, due on admission to Membership.

The Trustees have decided that financial disadvantage should not deny any individual the opportunity to become a voting Member of Peer Support Plus, so our individual Membership Fee is £0 payable on Application and £0 in subsequent financial years.

We will renew your membership annually unless you send a notice of resignation to the Secretary Trustee.

We prefer Members and Peers who wish to make **Donations**, at whatever rate they choose, to use the donations button on our website at [peersupportplus.org](https://peersupportplus.org). Suggested donations are £2 each week, £25 each quarter, or £100 each year. Donations big or small are welcome.

If you are UK taxpayer, please **Gift Aid** your donations whenever possible as this will increase the value of your donation by 25p for every £1 you give. Your donations will qualify for Gift Aid as long as they're not more than 4 times what you have paid in tax in that tax year (6 April to 5 April).

[\[https://www.gov.uk/donating-to-charity/gift-aid\]](https://www.gov.uk/donating-to-charity/gift-aid)

Membership Fees due (and donations by cheque) can be posted to Peer Support Plus at our Registered Address below, but we would much prefer them to be paid by Bank Transfer to Peer Support Plus C.I.O. at Virgin Money, Sort Code **05-06-76** Account Number **31545262**.

We aim not to handle cash but will not refuse it. Please ensure you obtain a receipt from the person you hand it to.

## 7. Member engagement

The Board of Trustees will:

- Publish clear policies on who can be a Member of Peer Support Plus; [See **1. Eligibility** above]
- Keep clear, accurate and up-to-date Membership records;
- Tell Members about the work of Peer Support Plus;
- Seek out, value and take into account Members' views on key issues;
- Be clear and open about the ways Members can participate in the governance of Peer Support Plus, including where applicable, serving on committees, or being elected as Trustees.

## 8. Governance

Members relationships with and powers to direct Peer Support Plus are governed by our *Constitution*<sup>1</sup>. In addition:

- Peer Support Plus Trustees have adopted the **Charity Governance Code** for smaller charities [<https://www.charitygovernancecode.org/en>]
- Peer Support Plus cannot presently afford the annual fee to Register with the Fundraising Regulator but our Trustees have adopted the **Code of Fundraising Practice** and will honour **The Fundraising Promise** (except for displaying the Fundraising Regulator logo and letting any complainants know how to contact the Fundraising Regulator in the event they feel our response is unsatisfactory).  
[<https://www.fundraisingregulator.org.uk/>]

## 9. Compliments and Complaints

If your Member experience exceeds or falls short of reasonable expectations, please use our *Comments, Compliments and Complaints*<sup>1</sup> procedure to tell us about it.

## 10. Privacy and Data Protection

Peer Support Plus is committed to protecting and respecting your privacy and keeping your data secure. We require your informed consent to process your data see *Privacy Notice*<sup>1</sup>. We will only process and retain your personal data as described in *Privacy Policy*<sup>1</sup> and *Records Management Policy*<sup>1</sup>.

## 11. Personal Data

To ensure we meet Trustees legal obligations to Members, and to Peer Support Plus, we require <sup>R</sup> some information about you. We will use the information you provide to:

- Conduct our relationship with you.
- Help us ensure your safety and that of everyone you may come into contact with at Peer Support Plus.

## 12. Diversity Survey

Its purpose is to help Peer Support Plus ensure that no adult who is permanently or temporarily resident in Leeds, and who qualifies to benefit from engaging with Peer Support Plus in any capacity, feels excluded.

We require <sup>R</sup> every Peer, Volunteer and Employee to complete the *Diversity Survey*<sup>1</sup> and identify their Role(s).

Members of the charity, Supporters and Customers are also encouraged to complete the *Diversity Survey*<sup>1</sup> but may choose not to.

We will not disclose to any third party the personally attributable information you provide on our *Diversity Survey*<sup>1</sup>.

## 13. Send your completed Application for Membership to

Email [secretary@peersupportplus.org](mailto:secretary@peersupportplus.org)

Telephone 07434 614 829

By post to our Registered Address

Secretary Trustee, Peer Support Plus  
1 Elmete Close, Leeds, LS8 2LD

## 14. Enquiries

If you have any questions about our *Membership Policy*<sup>1</sup>, please contact the Secretary Trustee as above.

**Notes** <sup>1</sup> available on our website [peersupportplus.org](http://peersupportplus.org)

<sup>R</sup> required information

**Form below** Application to become a voting Member of Peer Support Plus

# Form: Application to become a voting Member of Peer Support Plus

## Contact details

Title <sup>R</sup>      First name <sup>R</sup>      Last name <sup>R</sup>

---

Please indicate your preference for personal pronouns [Tick or Bold]:

He/him       She/her       They/them       Other  (please state) \_\_\_\_\_

---

Name of Organisation <sup>R</sup> [Only if you are its Representative applying on behalf of the Organisation]

---

Address <sup>R</sup>

Postcode <sup>R</sup>

---

Phone number <sup>R</sup>

Alternative phone number

---

Email address

---

<sup>R</sup> ✓ We use Newsletters to let you know about our work and opportunities to support us.

Would you like to subscribe to our *Newsletter*<sup>1</sup>?       No     Yes

---

<sup>R</sup> ✓ Please let us know how we may contact you:

Post       Email       Call Landline       Call Mobile       SMS [Text]

## Communications, physical access and health needs <sup>R</sup>

1. ✓ Do you have any communication needs (e.g., hearing, vision, dyslexia, information format, a communication professional, etc) that you feel we should know about?

No     Yes – What are your needs, and how can we help?

2. ✓ Do you have any physical access or health needs (e.g., wheelchair access, epilepsy, diabetes, asthma, allergies, etc.) that you feel we should know about?

No     Yes – What are your needs, and how can we help?

**Safeguarding** <sup>R</sup> see *Safeguarding Policy*<sup>1</sup>

✓ Are there any reasons why you cannot come into contact with Adults at Risk?

Can  Cannot – Please say why

<sup>R</sup> ✓ **I apply to become a voting Member of Peer Support Plus**

I have read section **2. Duty of Members** above

I have read and will aspire to the *Guidelines for Behaviour*<sup>1</sup>

I have read and signed my consent to *Privacy Notice*<sup>1</sup>

I have chosen to complete the *Diversity Survey*<sup>1</sup> [If completed please attach.]

Signed \_\_\_\_\_

PRINT NAME \_\_\_\_\_

Date \_\_\_\_\_

End

**For Secretary Trustee use:**

[Application refused      Date \_\_\_\_\_ Signed \_\_\_\_\_ ]

[Appeal received      Date \_\_\_\_\_ Signed \_\_\_\_\_ ]

[Final decision \_\_\_\_\_ Date \_\_\_\_\_ Signed \_\_\_\_\_ ]

**Admitted to Membership** Date \_\_\_\_\_ Signed \_\_\_\_\_