

Criteria and benefits of Humanitarian Centre membership

Introduction

The Humanitarian Centre has existed as a loose network of member organisations for several years. Over the last twelve months the number of organisations involved has expanded to well over thirty. With the incorporation of the HC as a company, there has become a legal need to define the rights and responsibilities of organisations participating in the HC as members, as well as a practical need to prioritise resources and services given the increase in participating organisations. This paper sets out the proposed benefits and obligations of membership, as well as a process for managing organisational membership.

Membership criteria and rules

1. Membership of the Society may be extended to organisations or groups that:
 - i. Are based within the University of Cambridge or are based within the local area of Cambridge
 - ii. Are registered with or accountable to another body including, but not limited to, the Charities Commission, Companies House, Anglia Ruskin University or the University of Cambridge
 - iii. Are constituted to relieve and/or raise awareness of human poverty or suffering
 - iv. Are constituted to focus on global issues
2. Members shall be required to operate in accordance with the Red Cross Code of Conduct.
3. Membership shall not be extended to individuals. Individuals may make use of and contribute to the Society either through the Members or as independent persons.
4. New Members may only be granted membership by a decision of trustees. Members may cancel their membership at any time.
5. The General Body may expel any Member for activity, or lack of, which is likely to bring the Society into disrepute.
6. The Society may charge the Members an annual fee as set by a decision of trustees.

(University Society Constitution)

Benefits of membership

Members of the Humanitarian Centre will be entitled to:

- Apply to trustees for regular use of space within the building (subject to availability)
- Use meeting room, hotdesks, office resources when available at members' rates
- Attend networking meetings, HC events, communities of practice, trainings at member rates
- Attend the HC AGM, and vote for trustees
- Have a link from the HC website, and have organisational logo displayed on HC materials
- Make use of any benefits coming to HC members as a whole
- Receive regular updates on HC activities and services
- Nominate a representative to the Members' Advisory Group
- Make suggestions to trustees and HC manager for further services and activities whereby the HC can support the achievement of organisational goals

Non-members of the Humanitarian Centre will be entitled to:

- Receive regular updates on HC activities and services

- Attend networking meetings, HC events, communities of practice and training at non-member rates and with secondary priority.

Responsibilities of membership

In addition to the membership criteria set out above, members of the Humanitarian Centre will be expected to contribute a maximum of £1 to creditors in the event that the Humanitarian Centre be wound up, as per article 9 of the Memorandum of Association of the HC.

Cost of membership

The cost of membership is nominal, and based on organisational turnover as follows:

Organisational turnover	Cost of annual membership
£0-10k	£10
£10 – 50k	£40
£50 – 250k	£80
£250k plus	£150

In addition, organisations in their first year of membership are exempt from membership fees. The first year of membership is taken to start with the first significant contact with the HC; for example, attendance of a networking meeting or training event, use of space etc.

The membership year runs from August to July in line with the Humanitarian Centre financial year.

Process of applying for and confirming membership

Organisations wishing to become members of the HC are expected to:

- Complete the membership information form either in paper or electronically
- Provide a short letter to HC trustees stating the wish to join the HC membership, and confirming that the organisation:
 - Meets the criteria for membership as outlined above
 - Operates in accordance with the Red Cross Code of Conduct
 - Will contribute £1 to creditors in the event of the HC being wound up.
- Nominate one member of the organisation to have voting rights at the HC AGM. This can be changed nearer the time if required.
- Provide a cheque payable to the Humanitarian Centre as per the table above

In response to this, Humanitarian Centre trustees will either:

- Write to confirm membership and send a welcome pack, or;
- Write to reject the application for membership, with brief reasons.

Should an application for membership be refused, trustees will consider a written response to the refusal: should the application again be refused, this decision by trustees will be final.