



Hexham BID

Membership policy and procedures

Date of adoption October 2017

Date of review May 2018

1. Policy

This policy is intended to outline the eligibility, applications process, conditions and benefits of the membership of Hexham BID Ltd. It should be read in conjunction with the Articles of Association of Hexham BID Limited, a private company limited by guarantee, incorporated 11th May 2016.

The objects of the Company are the promotion and facilitation of the Hexham BID area as a place to do business, invest, work, live and visit, and through the direct or consequential improvement of its:

- Economic well being
- Environmental standards
- Internal and connecting transport links
- Built environment
- Public realm
- And any other means that supports the prosperity of the Hexham BID area and the businesses within it

Membership of the BID entitles successful applicants to vote at general meetings of the BID. General meetings will be held annually. Member's personal financial liability is limited to £1.00.

2. Procedure

Any eligible person interested in becoming a member of the Hexham BID Company shall apply on the form provided to the Company Secretary who will refer the application to the Board of Directors. The Board of Directors will normally approve the application, but they shall be entitled to refuse it if they are satisfied that any of the following conditions apply:

- the applicant is ineligible
- that granting membership may create an insurmountable conflict of interest
- that granting membership is not consistent with the aims and objectives with the BID
- that there is some other substantial reason

3. Eligibility

Members shall be individual persons, rather than businesses. The Companies Act 2006 Clause 112 defines members as:

- The subscribers of a company's memorandum are deemed to have agreed to become members of the company, and on its registration become members and must be entered as such in its register of members
- Every other person who agrees to become a member of a company, and whose name is entered in its register of members, is a member of the company

No person shall become a member of the Company unless

- That person has completed an application for membership in a form approved by the Directors, and
- They support the objects of the Company, and
- The Directors have approved the application, and
- They have paid the appropriate annual BID Levy

Members shall be staff/Director/Owner of a Levy paying business, 1 member per Levy paying business.

4. Applying for membership

The company shall maintain a register of members as per Clause 113 of the Companies Act 2006. This requires that every company must keep a register of its members. There must be entered in the register: the names and addresses of the members; the date on which each person was registered as a member; and the date at which any person ceased to be a member.

Membership data is stored consistent with Hexham BID's Policy and Procedures on Data Protection.

The main method of communication with members will be email. It remains the responsibility of the member to provide Hexham BID with up to date membership information and contact details. No liability can be accepted for communications not received. Postal notices will be sent for Annual General Meetings only.

There shall be no right of appeal against the refusal of the application although there shall be no prohibition on anyone who has been refused making a fresh application, which the Board shall not be obliged to consider.

5. Conditions of membership

5.1 Liability

The liability of each member is limited to £1.

5.2 Fees

There are presently no fees payable for membership.

5.3 Duration

Once admitted to membership, your membership continues until the end of the BID period, 31st March 2021, unless you die or terminate your membership by resignation.

5.4 Policies and Procedures

You accept and agree to abide by the policies and procedures adopted by the Board of Hexham BID

6. Benefits of membership

The members of the BID Company shall be invited, in accordance with the rules, to all Annual, Extraordinary or Special General Meetings and shall receive all relevant papers. Each member shall be entitled to a vote at meetings.

As members, they shall be entitled to stand for election to the Board, in accordance with the rules. The Board shall seek to identify ways of consulting the membership on a regular basis on all major policy issues

Except as provided by law or authorised by the Directors or an ordinary resolution of the company, no person is entitled to inspect any of the Company's accounting or other records or document merely by virtue of being a member.

7. Termination by the Member

A member may withdraw from membership of the Company by giving 7 days' notice to the Company in writing. Membership is not transferable, and a person's membership terminates when that person dies.