

Policy Name	Membership Policy
Version No.	4.0
Approval Date	<i>December 2025</i>
Category *	Corporate
Classification	Public

Membership Policy	
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Version Control

Version	Date	Description	Updated By	Approved By
2.0	09/04/2019	First draft	Governance and Risk Officer	
2.0	17/06/2019	Approved	Company Secretary	Board of Trustees
3.0	November 2022	Policy updated and amended to revised template	Compliance and Risk Manager	Board of Trustees
4.0	October 2025	Updated to reflect the Articles approved by Board in September 2025	Sharron Webster, Trowers	Board of Trustees

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1. Policy Purpose

The ExtraCare Charitable Trust ('ExtraCare' or the 'Trust') is a registered Company Limited by Guarantee and a registered Charity. Our constitution requires us to have Members. Members can control changes to the constitution and make other fundamental decisions relating to the Charity such as the composition of the Board of Trustees, winding up of the Charity, and the appointment of auditors. Membership of the Trust enhances Board transparency and accountability. Members can make a useful contribution to the running of the Trust, adding value via diversity of opinion.

The purpose of this policy is to:

- Provide clarity about who our Members are; and
- Clarify Member rights and their role within the Charity.

2. Objectives

This policy outlines our governance arrangements relating to Members by:

- Explaining what the Membership role entails including the responsibilities of the role;
- Providing an understanding of the role of Trustee Members versus other Members; and
- Documenting eligibility and the process for admission and termination of Membership.

3. Scope of Policy

Members consist of:

- Current and past (qualifying) Trustees;
- The Chair and Vice Chair of the Resident Forum (by virtue of office).

The Articles set out other basic terms and conditions of membership including eligibility, appointment, termination and voting rights.

This policy applies to all Members.

Members have rights and obligations by virtue of their Membership. Their rights and obligations derive from the Articles and general company law.

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4. Responsibilities

Members	<p>Responsible for:</p> <ul style="list-style-type: none"> • Acting in the best interests of the Trust, supporting the vision, mission and values of the Trust; • Providing a general advocacy/ambassadorial role to promote the work of the Trust; • Using their voting rights in the best interests of the Trust; • Attending general meetings including the Annual General Meeting (AGM); • Abiding by decisions that are taken fairly and within the rules of the Trust; • Endorsing the accounts, annual report and auditor's report for the financial year following approval by the Trust Board; • Considering and approving the appointment of Trustees to the Board following approval by the Trust Board; • Considering and approving the appointment of the auditors following approval by the Trust Board; • Considering and approving constitutional changes including changes to the Articles of Association; • Approving minutes of previous Annual General Meetings; • Transacting any other business specified in the notice convening the Annual General Meeting; and • Guaranteeing to pay a fixed sum of £1 in the event that the Trust is wound up.
Trustee Members	<p>Trustee Members are also responsible for:</p> <ul style="list-style-type: none"> • Ensuring that Membership is inclusive and has the diversity to represent beneficiaries' needs and the Trust that it serves; • Ensuring there are sufficient governance structures in place to manage the Membership relationship in the best interests of the Trust; • Acting in accordance with the provisions of the Articles of Association
Executive Leadership Team &	<p>Responsible for:</p> <ul style="list-style-type: none"> • Supporting the Board and its Members through the provision of robust governance procedures; and • Retaining an accurate and up to date Membership list.

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Governance Team	
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5. Monitoring and Review

The Board of Trustees will review this policy every three years or whenever there is a relevant change e.g. to our Articles of Association, Code of Governance, or regulatory requirements.

6. Risk Management

The Board of Trustees has identified that a breach of legislative or regulatory requirement is a risk for which they have minimalist appetite. Risks arising from inadequate governance arrangements or breaching Charity or Company law present a risk to ExtraCare.

The governance arrangements ensure that we comply with our Articles of Association, the requirements of our regulators (Charity Commission and Regulator of Social Housing) and our adopted Code of Governance. Having appropriate governance structures in place including clarity of Member responsibilities reduces this risk.

7. Statement of Commitment

The Board of Trustees is responsible for the governance of the Trust and is accountable to a number of stakeholders including but not limited to its Members, beneficiaries, funders and regulators. By setting out the responsibilities of Membership the Trust commits to ensuring that its Trustees and Members act in the best interests of the Trust and its beneficiaries.

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8. Other Arrangements

8.1 Definitions

AGM	An Annual General Meeting, open to all members.
Articles of Association	A document that specifies the regulations for a company's operations and defines the company's purpose.
Board of Trustees	The governing body of The ExtraCare Charitable Trust. Trustees are Members by virtue of being Trustees. They have the ultimate responsibility for the direction and strategic leadership of the Trust.
The Companies Act	The Companies Act 2006.
Member	An individual with the ability to affect the governance of the Trust by voting at the Trust's Annual General Meeting and who meets the criteria for becoming a member set out in the Articles of Association.
Resident	A person who occupies a residential property owned, rented or managed by the Charity as their only or principal home.
Trustee Member	A Director of The ExtraCare Charitable Trust (a charitable company) who is a member of the Trust being a registered Company Limited by Guarantee.

8.2 Admission to Membership

The Board of Trustees has agreed that the Members shall be:

- **The Trustee Members** who automatically become Members on appointment; and
- **The Chair and Vice Chair of the resident forum;** and
- Anyone else not falling into the above two categories who is a Member as at the date of adoption of this Policy.

Members must:

- Commit to acting in the best interests of the Trust and its beneficiaries;
- Demonstrate active commitment and engagement with the Trust's vision, mission and values; and
- Demonstrate their eligibility in accordance with 8.3 below.

8.3 Eligibility for Membership

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Trustees

Trustees are automatically admitted to membership of the Trust on appointment to the Board of Trustees as a Director or Interim Director and for the duration of their term of office.

Trustees who complete their terms of office or who cease to be a Trustee for any other reason will cease to be Members at that point.

Chair and Deputy Chair of the Resident Forum

The Chair and Vice Chair of the Resident Forum are eligible for the duration of their term in office providing they accept their position as Members. They will cease to be Members when their terms in office come to an end or if they cease to be the Chair or Vice Chair of the Resident Forum for any other reason.

8.4 Termination of Membership

A person admitted to Membership of the Trust will cease to be a Member:

- On giving written notice of resignation to the Company Secretary, either with effect from any date specified in the notice or the date of receipt of the notice if no other date is specified; or
- If the Board resolves to terminate the membership of a Member for a reasonable cause, subject to giving the Member concerned a reasonable opportunity to explain why they should not be removed; or
- If they become an employee of the Charity; or
- If they become a resident of the Charity and are not the Chair or Vice Chair of the residents forum unless the Board resolves that they should remain a Member; or
- If they do not participate in, nor deliver written apologies in advance, to two consecutive General meetings the Charity and the Board resolves to terminate their membership of the Charity; or
- If they cease to be a Trustee.

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9. Other Relevant ExtraCare Policies & Documents

General	<ul style="list-style-type: none"> • Board of Trustees – Terms of Reference • Belonging Strategy • Equality and Diversity Policy • Volunteering Policy • Whistleblowing Policy • Data Protection Policy • Records Management Policy
Records	<ul style="list-style-type: none"> • Membership Register • Membership Contact details • Membership General Meeting Attendance • Membership Proxy Votes

10. Relevant Legislative & Regulatory Requirements

Legislation	Regulation	Guidance
Companies Act 2006	The ExtraCare Charitable Trust – Articles of Association	Charity Commission Guidance including RS7 Membership Charities
Charities Act 2011		
Data Protection Act 2018		
Human Rights Act 1998		
Equality Act 2010		