



## **LMKC Membership Application Policy**

### **1. Purpose**

This policy outlines the procedures and requirements for accepting and processing membership applications for LMKC. LMKC aims to have a policy that is transparent and enshrines the principles of equal treatment and non-discrimination.

### **2. Categories of members**

- Ordinary Members – any person who is aged 16 years or over who is resident in the Community and is entitled to vote at a local government election in a polling district that includes the Community or part of it and who supports the objects of the company.
- Associate Members – individuals who do not fulfil the qualifications for ordinary membership but support the objects and activities of the company.
- Junior members – individuals aged between 12 and 15 (whether or not they are resident in the Community) who support the objects and activities of the company.

### **3. Application Process**

Applicants must complete the membership application form available at the website, <https://lmkc.uk/>. The application must include the following:

- Full name
- DOB (if under 26)
- Permanent address if within LMKC's area.
- Permanent address if resident outwith LMKC's area .
- Contact details (email, phone number)
- The category of membership being applied for.

The application form can be downloaded from the website or a hard copy form is available from the Treasurer or Secretary and once completed should be submitted to the Treasurer by post, or email. Alternatively, the form can be completed online at <https://lmkc.uk/>.

### **4.Membership fees**

Payment of the annual fee must be made when submitting the application form or as soon as possible thereafter. The fees will be advised to the applicants with the application form or online.

The payment of the annual fee is due on 1 March each year and the full amount is payable regardless of the date of the application. There will be no reductions for joining part way through the year or if a member resigns or otherwise ceases to be a member.

The application will not be considered before the payment has been received, except in the circumstances in the next paragraph.

The Board do not wish payment of the fees to be a barrier to membership of LMKC and to encourage membership from as many people as possible who wish to support LMKC's objects. If any person wishes to apply for membership or to renew membership but is unable to pay the full amount of the annual fee for whatever reason, they may apply to the Board for a fee waiver, stating their reasons, in writing or by email. In such event, payment of the annual fee is suspended until a decision is made by the Board.

At their next meeting, the Board will consider the reasons and decide whether to grant any waiver. The Board's decision will then be advised as soon as possible with the reasons for that decision and is final. All correspondence and discussions will be held in private and all information will be kept confidential.

## **5. Review and Approval**

The Treasurer or the Secretary will check all applications received to ensure all the required information has been completed and if not, they will request the applicant to provide it. The application will be suspended until the Treasurer or Secretary has all the required information.

If the Treasurer or Secretary requires evidence from the applicant to show that they qualify for membership, they will ask the applicant to provide such evidence to prove the relevant qualification as they shall reasonably think fit. For example, they may request a copy of a bank statement or utility bill showing the applicant's current address, or an entry on the electoral register or Registrar's letter for local government elections. The applicant will be given a reasonable period of time to provide such evidence and will only require the minimum to prove the relevant qualification.

If an applicant wishes to apply for membership but does not meet the qualification requirements for ordinary membership, they may apply for associate membership. The Board recognises that some applicants may have a strong connection with and commitment to LMKC's area and wish to apply for ordinary membership but do not qualify for some reason, such as having another property or being ineligible to vote in the area. However, the Board must apply the qualification requirements correctly to comply with company law and to be eligible for funding bodies, so must and will apply the rules equally to all applicants, regardless.

The Secretary is happy to discuss qualification criteria with anyone who is unsure of these as they apply to their particular circumstances. Individual board members who are approached on these issues will direct the applicant to the Secretary and are not able to give assurances on the success or otherwise of any application.

Prior to each meeting, the Secretary will provide Board members with a note of the names of the applicants who have applied for membership since the last Board meeting, who have met the qualification requirements and paid the membership fee. If applicable, the Secretary will also advise the Board of any applications for waivers of fees or issues regarding qualification.

All applications for membership, including any applications for waiver of fees or evidence of qualification, will be reviewed by LMKC Directors at the first board meeting after receipt of the application.

The Board aims to decide all applications promptly and fairly. They may not require to discuss each application, but agree to accept all applications as advised by the Secretary. However, if the Board are unable to make a decision regarding an application for whatever reason, the applicant will be advised of the reasons for this, and may submit further evidence, information or the applicant's full reasons for their request in time for the next Board meeting, when the application will be reconsidered. Applicants will be notified of the status of their application within a reasonable time after the Board meeting.

LMKC reserves the right to reject an application even if they fulfil qualifications for membership. The rules of LMKC require that at least 75% of the members are members of the community. Should acceptance of an application lead to this rule being breached, the application will be suspended until such time as it may be considered. The Secretary will keep a list of all such suspended applications and the dates of these applications and once 75% of the members are again members of the community, the applications will be considered in order of the earliest first. If an applicant has previously been expelled, the Board may reject their application after consideration of the relevant issues.

If approved the Membership secretary will advise Applicant, and if relevant request payment of the annual fee as agreed by the Board.

## **6 Members ceasing to live in the LMKC area or no longer entitled to vote in the area**

Any person who has been an ordinary member but subsequently stops fulfilling any of the qualifications for membership, for example by moving out of the area, will automatically stop being a member, but may apply to be an associate member. In such cases, if their application is accepted, they will not require to pay an additional membership fee for that year.

## **7. Confidentiality**

All information provided by applicants will be kept confidential and used solely for the purpose of evaluating their membership application.

## **8. Policy Amendments**

LMKC reserves the right to modify or amend this policy at any time.

## **9. Contact Information**

For questions regarding the membership application process, please contact LMKC via the website, <https://lmkc.uk/>, by email at [info@LMKC.uk](mailto:info@LMKC.uk), or by calling 07894872063.

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