

RINGSTEAD PROTECTION SOCIETY (“RPS”) – MEMBERSHIP WELCOME LETTER

Charitable Incorporated Organisation (“CIO”), Charity Commission register # 1173438

Thank you for your interest in becoming a member of the RPS. This document is aimed at helping you to become a member and to make you aware of the RPS procedures around membership and its annual cycle.

To become a member, the following actions are required: -

1. Submission of the membership application form; and
2. Payment of the membership fee; and
3. Acceptance of your application by the Trustees.

Those 3 steps get you membership of the RPS in the year of application.

For subsequent years and in order to remain a member of the RPS you need to

4. renew your membership by way of paying the new year’s membership subscription.

We ask that all payments be done by standing order from your bank (details below).

Membership

Membership is open to anyone interested in furthering the purpose of the RPS and who is aged 16 or over. Membership entitles each registered member to one vote at any general meeting of the RPS. The constitution of the RPS sets out the procedures, duties and rules for its trustees and members and is on our website www.ringsteadprotectionsociety.org.uk.

- The duty of a member is to exercise his or her powers as a member of the CIO in the way in which he or she decides in good faith would be most likely to further the purposes of the CIO.

The aims of the CIO are:

- To protect, preserve and improve for the benefit of residents and general public the area and surrounds of Ringstead and its Bay. To provide for the enjoyment of the area, encourage appreciation of its tranquility and to care for its undeveloped character.

Application for Membership

RPS offers 2 types of membership: -

1. Full membership for any individual aged over 16 in their own right; or
2. Family membership, defined as two partners/spouses (or equivalent) with up to 2 children aged between 16 and 25 years all of whom will use the same property address (for communication).

So a family application can result in 4 members each of whom is entitled to a vote at a general meeting. There is no difference in membership whether conferred as individual or as a family application save that when a family child member becomes 25 years old that child member ceases to automatically be a member of the RPS. The RPS Treasurer will contact that person to ask if s/he is willing to become a full member of the society and if so will ask them to complete an application form and make subscription payment in their own right. A family that might then have a third child between the age of 16 and 25 and would be entitled to add that child to the existing family membership (updated application form required). It is for this administrative reason that we ask for the dates of birth of child members. The RPS year begins on July 1 and this is the date on which age is calculated for that year.

The application form must be signed by the individual or all the members of the family requesting membership as the case may be. For the sake of clarity, in order to vote at the

annual general meeting (“AGM”) or at any other RPS general meeting you must be recorded as a member on the register of members on the day the notice of the meeting is issued.

Fees

- The current annual fee for an individual membership is £5 per annum.
- The current annual fee for family membership is also £5 per annum.
- Fees are for the RPS year in which they are paid regardless of which month they are paid. If membership is to be maintained then a new fee is payable at the start of the new RPS year.
- There is no discount on the fee for a part year membership.

Payment of Fees and Timing of Payments

The financial year of the RPS ends on June 30. The AGM of the RPS is (usually) held on the Sunday of the late August bank holiday, which gives approximately 5 weeks for the preparation and independent scrutiny of the accounts to be done and for updating of the members register, before, as required in the constitution, 14 days’ notice is given to members for the calling of the AGM. As a consequence of this timetable: -

- We ask members to pay their annual membership fee on 4 July of each year. (4 July manages those years when the weekend days occur on 1/2/3 July and ensures that the membership fee will fall into the new RPS financial year and not be “pulled forward” by bank software into the prior financial year).
- Payment is by Standing Order (“SO”), which means we ask you to set this payment up on your bank account. (We do not “demand” the fee from your bank account by direct debit – it is administratively intensive and expensive to do this in relation to the small value of the annual fee).
- With your SO payment we ask that you include the reference code that we give you in the description field of the SO in order that the RPS Secretary and Treasurer can identify the fees of one “J Smith” from any other “J Smith” (and as there are a great many extended families with the same last name within Ringstead this is not as trivial a task as it might at first seem).
- After 7 July each year the Secretary and Treasurer will compile the register of members based on the annual fees received in the RPS bank account from 1 July and which are paid in respect of membership of the newly begun RPS year. This will be the point at which any child-to-full age change of membership will be addressed. Late payers will also move into the payment chasing process at this time.
- Please note the payment on (as example) 4 July 2019 is a membership fee for the RPS year 1/7/19 to 30/6/20. The AGM in August 2019 addresses the RPS year 1/7/18 to 30/6/19. It is therefore possible that a member joining in July 2019 can vote on matters pertaining to the prior year at the AGM. The reverse is also true. A person who was a member in year 18/19 and who does not renew subscription on 4 July 2019 (and after due process whose membership lapses) will not be eligible to vote at the subsequent August AGM even though s/he paid a subscription for that AGM year.

The Treasurer is here to help you set the process up correctly so please contact her/him if you are experiencing difficulty at Treasurer@RingsteadProtectionSociety.gov.uk.

Register of Members and Data Protection/Privacy

As part of its statutory obligations RPS maintains a register of members and records pertaining to payments and gift aid. Your personal details will be included on this register and on financial records. The Society will hold and process your personal data in accordance

with its Privacy Policy. If you would like further information in relation to how your personal data is processed by RPS, please see our Privacy Policy Information Notice, a copy of which can be located on our website www.ringsteadprotectionsociety.org.uk.

Gift Aid

If you are a UK tax payer, completing a Gift Aid form allows RPS to claim 25% of your annual fee from the government. It doesn't cost you anything and helps increase our funds. In the case of a family membership only the lead member's details are required on the Gift Aid form. Apologies for the duplication of information on the Gift Aid form with the Application Form, the format of the Gift Aid form is as required by HMRC and out of our control.

So What Do You Do Next?

You already have the RPS Membership Welcome Letter (this is it!); so

1. Obtain from our website or obtain from RPS officers or Trustees the: -
 - a. Application Form (and Notes on RPS Membership Application Form)
 - b. Gift Aid Declaration Form (if applicable to your circumstances)
 - c. The RPS Privacy Policy (if interested)
2. Contact the Treasurer to obtain your exclusive membership number so that your payments can be allocated to you and not confused with any other person/family who might have the same last name as you.
3. Complete the Application Form either as an individual or as a family
4. Complete the Gift Aid Form (if applicable)
5. Make a single payment of £5 for the current RPS year to the RPS bank account details of which are set out at the bottom of the Application Form. Put as reference for this payment your <Membership number><Last Name><Forename>.
6. Set up a standing order for payment of £5 for subsequent membership years using the same reference of <Membership number><Last Name><Forename>. Payment to be made on 4 July <<next year>> and annually thereafter. (Note you can cancel this at any time as the standing order is totally in your control. However it helps the treasurer enormously if he doesn't have to chase lots of members whose payments have somehow gone astray each year).
7. Post the signed Application and Gift Aid forms to the Treasurer at the address shown on the bottom of the Application Form.
8. Once the Treasurer has received your forms and seen your payment arrive in the society's accounts your membership can be confirmed.

If you have any questions please do not hesitate to contact the Treasurer. We look forward to receiving your completed application and membership fee.