



Becoming a member of EVA by completing the Membership Application Form will also provide EVA with more comprehensive information about the groups it is supporting within the London Borough of Enfield, what type of services are provided and where they are provided. This will enable EVA to identify where there are gaps in provision and what types of support groups most commonly need, and enable us to plan our future service provision and apply for funds to support the vcs in Enfield.

### **Requirements for Introductory Membership**

This membership is for newly formed voluntary organisations with charitable aims, under 2 years of age based in the London Borough of Enfield and providing the majority of its services to Enfield Residents. The group will need to have a Management Committee of at least three members and have at least a draft Governing Document. Introductory Membership will be for a maximum of two years with a view to the organisation becoming a full member after that time if it meets the additional Full Membership requirements.

### **Requirements for Full Membership**

The requirement for a group wishing to become a Full Member of EVA are that it:

- Is a registered charity/company limited by guarantee
- is based in the London Borough of Enfield and providing the majority of its services to residents of the London Borough of Enfield. (Groups based in the Borough but with a London wide or national remit (according to their Governing Document), may be eligible for Associate Membership but will not be eligible for Full Membership)
- has an appropriate governing document
- has a Management Committee/Board of Trustees of at least three members
- has an Equal Opportunities Policy
- has a Safeguarding Policy
- has a Health and Safety Policy
- is a non-profit making group and independent of local or central government control

### **Requirements for Associate Membership**

The requirement for a group wishing to become an Associate Member of EVA are that it:

- provides some services to the residents of the London Borough of Enfield
- has an appropriate governing document
- has a Management Committee/Board of Trustees of at least three members
- has an Equal Opportunities Policy
- has a Safeguarding Policy
- has a Health and Safety Policy
- is a non-profit making group and independent of local or central government control

## **PROCESS OF BECOMING A MEMBER/RENEWING MEMBERSHIP**

1. As a new member you are required to complete the application form attached. Depending on the type of membership you want for your organisation you will need to send relevant documentation as follows:

Introductory Membership	Full Membership	Associate Membership
<ul style="list-style-type: none"> <li>• List of Management Committee Members/Trustees</li> <li>• Copy of Governing Document (draft will be acceptable)</li> </ul>	<ul style="list-style-type: none"> <li>• List of Management Committee Members/ Trustees/ Directors</li> <li>• Copy of Governing Document</li> <li>• Copy of most recent accounts</li> <li>• Copy of Equal Opportunities Policy etc</li> </ul>	<ul style="list-style-type: none"> <li>• List of Management Committee Members/Trustees/ Directors</li> <li>• Copy of Governing Document</li> <li>• Copy of most recent accounts</li> <li>• Copy of Equal Opportunities Policy</li> </ul>

2. EVA will then check your submission and contact you if any matters need clarification.
3. Your application will be referred to the EVA Trustees for ratification.
4. A letter will be sent to you confirming the category of membership that has been agreed by EVA for your organisation.

**Reasons for not granting membership**

It may, on occasion, be necessary for EVA’s Trustees to turn down an application for membership. This could be for a number of reasons and the correspondence you receive will explain these reasons in full and give you an opportunity to provide further information if appropriate.

Some of the reasons an application may be turned down are as follows:

- The organisation fails to produce the appropriate policies as outlined in the above process.
- It is evidenced that the organisation is involved in activities likely to cause undue controversy or damage to the reputation of EVA or of the voluntary and community sector in the London Borough of Enfield.
- The organisation is involved in activities that are incompatible with their role as a voluntary or community organisation e.g. using a charity status to run as a private or for-profit business
- The financial probity of the organisation is unclear
- The aims and activities of the organisation conflict with the aims and objectives of Enfield Voluntary Action.