

## Criteria and Process for Headington Action membership (community organisations)

### 1. Criteria

HA constitution states:

*Membership is open to anyone who is interested in furthering its purposes, and who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members. A member may be: a corporate body; an organisation that is not incorporated; branches of national or international organisations that operate within the locality; the Local Authorities in whose administrative area the locality lies; each councillor elected to represent the locality; individuals who are co-opted or invited to join for specific tasks.*

This note seeks to clarify **membership eligibility from organisations that are not incorporated**, e.g. Residents' Associations and faith groups, that are within or partly within the locality (i.e. the area defined by the Headington Neighbourhood Plan) and are not excluded by Charity Commission rules e.g. is not a political party.

In the text below we have referred to 'groups' rather than 'organisations'. Such wording has been used to encompass 'organisations' but to reflect the diverse nature of community groupings.

- A visible description of the group's **aims and objectives**. We recognise that not all groups are formally constituted but we would expect to see a description of a group's aims and objectives (that is accessible to the public) and that demonstrates the group is in line with HA's values, particularly those of commitment to inclusiveness, equality, transparency and tolerance.
- **Public visibility of the groups' main organisers**. We recognise that not all groups will have a formally constituted committee, especially if the group 'meets' predominantly through social media. However, we would expect that the names and contact details of the main organisers of the group, however it 'meets' are available and transparent to those who join and to the public.
- The group's aims are **relevant** to HA's core aim to benefit those who live, work and study in Headington.
- **Membership**. The group has a clear statement of who can be members (eligibility); can state the number of people who have agreed to join the group and has sufficient membership amongst those eligible to be able to claim reasonable representation (significance).
- **Representation/Liaison**. The group can provide contact details of more than three members who propose the nomination of their representative/liaison person (transparency); can indicate the process by which views of the group will be elicited by HA and how information will be fed back from HA meetings to the group (openness).

### 2. Process

- Written application to the Executive via [headington.action@gmail.com](mailto:headington.action@gmail.com)
- Executive considers the application, verifies the proposers and calls for further information, if required.
- Executive submits completed application and relevant information to the next available meeting of Headington Action for discussion and decision.

(note: Headington Action committee meetings are held every two months on the last Wednesdays of January, March, May, July, September and November. The Executive normally meets on the last Monday of intervening months. There might be a slight variation in the pattern if the usual meeting falls on, or near, a public holiday.)