

SHRUB Membership Policy

Introduction

1. The Swap and Reuse Hub (**SHRUB**) Co-operative is made up of people who fulfil a number of different roles. This policy aims to reflect that while ensuring that membership is clear in how it can be obtained and respected to ensure the healthy functioning of SHRUB.
2. This policy should be read alongside the SHRUB's Constitution (a summary of the membership rules in the Constitution can be found in [Annex B](#)), the [International Co-operative Principles](#) and other relevant policies (ie those on Working Groups, Shrub Meetings, volunteers etc).

Paths to Membership

3. SHRUB is a social hub and the 'SHRUB community' is made of different people. Some members come as volunteers, some visit us on a regular basis to use our services and some will come just once when visiting Edinburgh or the local area. Because of this, it is important to have difficult paths or ways of recognising membership of the Shrub:
 - a. Time contribution membership - as a Co-operative, SHRUB exists from the collaboration of people from different backgrounds and from the share of their skills and knowledge. With only a small number of staff members, volunteers are the lifeblood and their time is what keeps SHRUB alive, making it what it is (**volunteer members**).
 - b. Financial contribution membership - for those who want to be a part of our community and have access to benefits but don't have time to volunteer with us, supporting the SHRUB financially is one way to contribute (**supporting members**).
4. Members are welcome to participate in both ways and those who are able to are encouraged to support the SHRUB both financially and through their work as volunteers.

Responsibilities of members

Responsibilities of all members

5. All SHRUB members should adhere to the SHRUB's vision, values and aims throughout their membership.
6. Both supporting and volunteer members are encouraged to attend meetings of the SHRUB and take an active interest in the operation and development of the Co-operative.

Responsibilities of supporting members

7. The SHRUB is aware of the different levels of ability that people within society will have to contribute and encourages supporting members to give what they are able to.
8. The table below sets out what the SHRUB would hope is a reasonable contribution based on the annual income of supporting members. All supporting members must contribute a minimum of £12 per year whether by way of a one-off contribution or as a recurring payment (ie recurring payments must be a minimum of £1 per month).

Level of income	Income below £16k, students, unwaged, retired	Income between £16k – £27k	Income between £27-43k	Income above £43k
Suggested contribution per year	£12	£18	£24	£30
Suggested contribution per half year ($\frac{2}{3}$ of full year)	£8	£12	£16	£20

Responsibilities of volunteer members

9. Volunteer members must remain active members of their volunteering community within the SHRUB in at least one of the following ways:
 - a. As a volunteer with one or more Working Groups, undertaking tasks and contributing to decision making as required;
 - b. As a general volunteer providing support in a number of areas of the SHRUB's activities; or
 - c. As a member of the Board of Directors (**Board**).
10. If a volunteer is no longer active within the SHRUB then their membership as a volunteer may come to an end (as discussed later in this policy) though they are of course welcome to become a supporting member and are encouraged to do so.

SHRUB's responsibilities towards its members

11. The SHRUB will provide potential members with information about the their role as a member and the responsibilities and benefits that flow from that.

12. The SHRUB will provide members with opportunities for ongoing education and training in the principles and values underlying the co-op and in associated topics such as sustainability.
13. The SHRUB will support its members by ensuring that meetings are accessible to all and encourage the participation and contribution of all members.

Rights and benefits of members

14. The rights and benefits of members are set out below and summarised in the table in [Annex A](#).

Benefits of all members

15. All members benefit from the following:
 - a. The ability to bring items to and swap them at the Swap Shop;
 - b. Discounts for SHRUB Workshops (up to a maximum of 20%);
 - c. Discounts in the Swap Shop;
 - d. Access to the Free Shop;
 - e. Discounts on parts at the Wee Spoke Hub;
 - f. Regular updates on SHRUB activities;
 - g. Regular Members-only Events (e.g. special workshops, parties);
 - h. Access to book space in the SHRUB (subject to availability and with priority for volunteer members);
 - i. The right to bring proposals to Open Meetings;
 - j. The right to vote at Open Meetings;
 - k. The right to stand for the Board of Directors at the SHRUB's Annual General Meeting (AGM); and
 - l. The right to vote for the Board of Directors at the AGM.

Benefits of volunteer members

16. Because of their contribution to the SHRUB's success and their participation in its activities, volunteer members enjoy access to certain benefits within the SHRUB:
 - a. Volunteers members will be considered eligible for training or networking opportunities with their expenses being refunded by the SHRUB in line with the Training Policy;

- b. Volunteer Members enjoy priority in booking spaces in the SHRUB for activities using the Space Planner (in line with the Space Booking Policy and subject to availability); and
- c. Volunteer members may be invited to special events intended to help them with their development and celebrate their role within and their contribution to the SHRUB.

Benefits of Supporting members

- 17. Supporting members will get a credit of tokens when they first sign up (or when they renew their support annually).

Becoming a member

- 18. Due to the different ways in which people may become members, different steps apply to members who support the SHRUB financially and those who volunteer. These members ultimately have many of the same rights and responsibilities.

Becoming a supporting member

- 19. Anyone wishing to become a supporting member will need to fill out a membership form which will be available through the Swapshop or online.
- 20. On registering as a member, members agree to abide by the following documents:
 - a. The SHRUB's Constitution;
 - b. The Policies of the SHRUB; and
 - c. Any other membership terms & conditions included in the relevant registration form.
- 21. Supporting members must either pay their membership contribution at the time or agree to set up an ongoing automatic payment (direct debit or otherwise).
- 22. Supporting members who choose to pay in a single installment may pay for either:
 - a. A 6 month membership; or
 - b. A 12 month membership.
- 23. A supporting member's membership will begin on the date they complete their membership form and either pay or make arrangements to pay their monthly membership contribution.
- 24. A supporting member's membership will last:

- a. In the case of a one-off contribution, either 6 or 12 months; or
- b. In the case of a recurring payment, so long as they continue to make regular membership payments.

Volunteer Members

25. In order to become a volunteer member, a volunteer will need to:
 - a. Undertake a volunteer induction; and
 - b. Sign up as a volunteer through the volunteer agreement (including any terms and conditions).
26. Once a volunteer has signed the volunteer agreement then they will be recognised as a volunteer member subject to them continuing to carry out their responsibilities as a volunteer and any reviews of their activities as a volunteer (see the section on end of membership later in this policy).

Engagement

27. The SHRUB should always be aware of the need and importance of furthering a member's journey, if they wish, from a supporting member to a volunteering member participating more actively in the SHRUB.
28. The SHRUB should respect the engagement of supporting members who wish to remain as such or simply participate socially in the activities of the SHRUB.

End of membership

29. A person's membership of the SHRUB may come to an end in a number of different ways:
 - a. Both types of membership may end if a decision is taken to end the member's association with the SHRUB for some reason (see the section on removal of members below);
 - b. The membership of supporting members will end when they are no longer making a financial contribution to the SHRUB; or
 - c. The membership of volunteer members will come to an end when they are no longer participating in the SHRUB.

End of membership - supporting members

30. The membership of supporting member will end at the end of the period for which they have made a one-off contribution (after 6 or 12 months) or once they stop making a recurring (monthly) payment.

End of membership - volunteer members

31. Volunteers are responsible for maintaining an active commitment to the SHRUB. Volunteers who cease to participate in their volunteering activities will no longer be members of the SHRUB.
32. The status and commitment of volunteer members will be monitored through a combination of the following tools:
 - a. Membership and contributions to Working Groups (as noted in minutes or other documents);
 - b. Regular activity as reported or confirmed by members of the working groups or co-ordinators for the SHRUB's different activities; and
 - c. In exceptional cases, where the person has made a special contribution to the SHRUB as recognised by the Board.
33. The SHRUB recognises that volunteer members may, at times, need to take breaks from the SHRUB due to holidays (particularly university holidays), sickness or other time commitments. In these cases, a volunteer member's membership will not end provided that:
 - a. A member may take a break of up to a month provided they give notice to a facilitator or members of their working group; or
 - b. A member may take a break of up to three months following discussion and minuted acceptance of their working group; and
 - c. The Board of Directors or an Open Meeting may choose to recognise any other or longer period of absence from the SHRUB in special circumstances.

Removal of members

34. In sufficiently serious circumstances, a member may be removed from membership by a general meeting (an Open Meeting) if the co-op decides that removal of that member is in the best interests of the co-op. This applies both to supporting and volunteer members.
35. Any steps to remove a member from the SHRUB must be taken in line with the terms of the Constitution (see Article 15) and any disciplinary or other relevant policies of the SHRUB.

Transitional arrangements

36. Once agreed by the membership of the SHRUB, this policy will come into effect on a date to be decided by the Board of Directors.

37. As part of the implementation of the Membership Policy, existing volunteers will need to agree to be registered as members.
38. Implementation of membership for volunteers will be carried out through the addition of an addendum to their volunteer agreements or through some other appropriate step which explains volunteers' responsibilities and benefits as members.
39. Volunteers' membership will be effective from the day that they complete and return the addendum or complete any other steps required for them to become members.

Supporting documents

40. Supporting documents for this policy will include:
- a. A membership form for supporting members (including any terms and conditions of membership);
 - b. A membership form (including any terms and conditions of membership) and any recording tools for volunteer members; and
 - c. Any other necessary documents.

Document revision history

Version	Date	Changes
0.01	02/8/2017	Fergus - document structure
0.02	28/8/2017	Joana - first draft
0.03	01/9/2017	Joana and Ollie - revision following Governance and Policy Working Group meeting
0.04	11/9/2017	Redraft in Governance and Policy Working Group
0.05	18/9/2017	Final draft in Governance & Policy Working Group
0.06	03/10/2017	Changes following Open Meeting of the 27/09/2017
0.07	09/11/2017	Further edits by Governance & Policy Working Group
1.0	09/11/2017	Amendments implemented in policy, policy in force

ANNEXES

Annex A

41. The table below summarizes the benefits of membership:

Benefit	Volunteer Members	Supporting Members	Public
The ability to bring items to and swap them at the Swap Shop	Yes (with tokens credited for donations)	Yes (with tokens credited for donations)	Yes (no tokens credited)
Access to SHRUB public events	Yes	Yes	Yes
Use of the Wee Spoke Hub	Yes	Yes	Yes
Access to SHRUB Workshops	Yes (discount on some reuse and upcycling Workshops)	Yes (discount on some reuse and upcycling Workshops)	Yes
Discounts in the Swap Shop	Yes	Yes	No
Access to the Free Shop	Yes	Yes	No
Discounts on parts at the Wee Spoke Hub	Yes	Yes	No
Regular updates on SHRUB activities	Yes	Yes	Yes (Mailing list only)
Regular Members-only Events (e.g. special workshops, parties)	Yes	Yes	No
Regular Volunteer Members-only Events (e.g. Special workshops, training, meals together and parties)	Yes	No	No
A credit of tokens when they first sign up (or when they renew their support annually)	No	Yes	No
Access to book space in the SHRUB (subject to availability)	Yes (using the space planner online)	Yes (contacting the Events and Workshops Working Group)	No
The right to bring proposals to Open Meetings	Yes	Yes	No
The right to vote at Open Meetings	Yes	Yes	No
The right to stand for the Board of Directors at the SHRUB's Annual General Meeting (AGM)	Yes	Yes	No
The right to vote for Directors at the AGM	Yes	Yes	No

Annex B

42. The table below shows the (numbering of the points as per the constitution)

Rules in the 2013 Constitution
<p>Members</p> <p>7. Membership shall be open to any individual who has paid or agreed to pay any subscription or other sum due in respect of membership and meets the criterion set out in Article 8.</p> <p>User Members</p> <p>8. Any intended user of the services of the Co-operative may be admitted into membership.</p> <p>Applications for Membership</p> <p>9. No natural person shall be admitted into membership of the Cooperative unless they have attained the age of 16. All those wishing to become a Member must support the aims of the Co-operative and applications for membership shall be in a form approved by the Directors and the Directors shall approve each application.</p>
<p>Member Commitment</p> <p>10. All Members agree to attend general meetings and take an active interest in the operation and development of the Co-operative and its business. Members have a duty to respect the confidential nature of the business decisions of the Cooperative.</p> <p>11. In accordance with the Cooperative Principle of education, training and information, the Cooperative shall provide potential Members with information about what the role of a Member is within the and will provide training in the skills required to be a Member and to participate in the operation of the Cooperative.</p> <p>12. The Cooperative shall provide ongoing education and training in co-operative values and Co-operative Principles and associated topics. The Co-operative shall support its Members by ensuring that meetings are accessible and encourage participation.</p>
<p>Termination of Membership</p> <p>13. A Member shall cease to be a Member of the Cooperative immediately that they:</p> <ul style="list-style-type: none">a. Cease to meet the Cooperative's criteria for membership; orb. Fail in the opinion of the Board of Directors unreasonably to pay any fee or other monies due to the Co-operative; orc. Resign in Writing as a Member of the Co-operative to the Secretary; ord. Are expelled from membership in accordance with these Articles; ore. Die, or in the opinion of the Board are unable to carry out their duties. <p>14. The rights and privileges of a Member shall not be transferable or transmissible.</p>

Removal of a Member

15. A Member may be expelled from membership by a resolution of the Co-operative stating that it is in the best interests of the Co-operative that her/his/its membership is terminated. A resolution to remove a Member from membership may only be passed if:

- a. The Member has been given at least 21 days' notice in Writing of the general meeting at which the resolution to expel them will be proposed and the reasons why it is to be proposed; and
- b. The Member or, at the option of the Member, an individual who is there to represent them (who need not be a Member of the Co-operative) has been allowed to make representations to the general meeting.

Liability of Members

88. The liability of Members is limited to £1. Every Member of the Cooperative undertakes to contribute to the assets of the Cooperative in the event of it being wound up while s/he/it is a Member or within one year of her/him/it ceasing to be a Member. The contribution shall be for payment of the debts and liabilities of the Cooperative contracted while s/he/it was a Member and of the costs, charges or expenses of winding up and for the adjustments of the rights of the contributories amongst themselves. Each Member's contribution shall not exceed £1.

Register of Members

95. The Cooperative shall maintain a register of Members which records their/its name, address (in the case of a corporate body the registered office address), and the dates on which s/he/it became a Member and ceased to be a Member. A Member shall notify the Secretary of the Cooperative within seven days of any change to her/his/its name or address.

96. An entry to the register relating to a former Member of the Cooperative may be removed from the register after the expiration of 10 years from the date on which s/he/it ceased to be a Member.