

ICA Constitution - Standing Orders

(Where reference is made to paragraph numbers, the relevant paragraphs are those in the current Constitution).

1. Membership

1.1. Membership of the Institute is open to those who meet the membership criteria in paragraph 3.

1.2. The membership year runs from 1 January to 31 December.

1.3. Type of Membership

- a) **Full** – applicants who meet the membership criteria.
- b) **Unwaged** – applicants who meet the criteria and are retired or have no income from employment.
- c) **Affiliate** - applicants working in business with a professional interest in consumer affairs and who support the aims and objectives of the Institute (for eligibility see paragraph 6).
- d) **Honorary** (for eligibility see paragraph 8).
- e) **Life** – there are currently 2 Life Members, who are founder members, meeting the eligibility criteria for Honorary membership.

1.4. Applications are ratified by the National Executive Committee. The Committee's decision on membership is final.

2. Newsgroup membership

2.1. Membership of the newsgroup is open to members a, b, d and e above and is conditional on members adhering to the Newsgroup Conditions (copy available from the Membership Secretary).

2.2. All new members are sent a copy of the Newsgroup Condition and required to confirm that they have read and agree to be bound by them. Breaches will result in expulsion (see 6.4 below)

3. Subscriptions

3.1. Subscriptions are due on 1 January annually.

3.2. Two reminders will be issued, followed by a final notice before the member is terminated for non-payment and removed from the mailing list and (if applicable) the newsgroup.

4. Payment

4.1. Payment / Renewal is available by:

- a) **Cheque**, made payable to: Institute of Consumer Affairs
- b) **Standing order**. A form is available from the Membership Secretary on request. Membership numbers must be included on the standing order mandate.
- c) **Invoice**. Invoices can be issued to employers who pay members' subscriptions. It the member's responsibility to arrange payment by their employer and/or supply the details for invoicing.

4.2. In all cases, members are required to complete and return a renewal form.

5. Fees, discounts and subsidies

5.1. The annual membership fees are:

- a) Full – £35
- b) Unwaged – £14
- c) Affiliate Members - £50
- d) Honorary and Life Members - no fee

5.2. Members joining after 1 November in any year will not be liable for a renewal fee in the following January.

5.3. **Discounts** of £7 are available to Full members if subscriptions are renewed on time (not later than 14 February), or if paid annually by standing order on or before 31 January.

5.4. **Payment by invoice** Discounts on subscriptions are for members who pay their own subscriptions and therefore are not available if an invoice is required.

5.4. **Subsidies** are available at the discretion of the National Executive and are intended for members who receive no financial support from their employers. Generally, the following are available:

- a) **AGM** – There is no attendance charge for Annual General Meetings. Members, whose expenses are not paid by their employers, can apply for £15 towards travelling expenses.
- b) **Regional events** - Regional Officers may apply to the Treasurer for an operating float (to be accounted for as per their Job Description). Some of the income generated by running training events may, at the discretion of the National Executive, be used to subsidise regional social events.
- c) **Training** - Members attending training events will always pay a reduced fee. The differential between costs to members and non-members will depend on the overall costs of running the training. In addition, Vouchers are available to eligible members on request (see 5.5 below).
- d) **Annual Seminar** – As with training, members' fees will always be less than those for non-members, dependant on the total cost of running the Seminar. Vouchers may also be used. In addition, at the discretion of the National Executive, officers and members who are accepted as volunteers to assist with running the Seminar may be eligible for a free place and/or may, in certain circumstances, be able to claim expenses in connection with the event.

5.5. **Vouchers** - A £50 voucher is available to members who receive no financial support from their employers towards ICA subscriptions and events. Eligibility and conditions are as follows:

- a) Vouchers can be used against either an ICA run training course or attendance at the ICA's Annual Seminar (this will not affect any other discounts or subsidies available to members).
- b) Members must have more than 2 years' unbroken subscription record (unbroken subscription record means the annual membership subscription has been paid before the end of each of the relevant subscription years).
- c) The vouchers can only be redeemed in full and no credits will given for any unused part of the voucher.
- d) Vouchers must be redeemed in the subscription year of issue and cannot be carried forward or transferred.
- e) Vouchers cannot be used if employers are invoiced for the event for which the voucher could be redeemed.
- f) The current year's subscription must have been paid before a voucher is issued.

- g) A Member who joins the Institute between 1 July and 31 December shall be deemed to have met the subscription requirement for the relevant year.

6. Officers

- 6.1.** Officers are defined as members of the National Executive.
6.2. The National Executive comprises officers as per paragraph 11.b, who will be elected or co-opted as paragraphs 12 and 13 respectively.

7. Officers Expenses

- 7.1.** All work on behalf of the ICA is voluntary and no payment will be made in respect of remuneration for time, reimbursement for loss of pay or any similar payment.
7.2. Officers may claim reasonable expenses in connection with their ICA work and attendance at meetings, on production of receipts and accounts.
7.3. Training, and Regional Officers may, at the discretion of the National Executive and in accordance with their Job Descriptions, claim reasonable expenses in connection with the organisation of events, on production of receipts and accounts.
7.4. Officers will be entitled to attend training events they have organised without charge.

8. Committees

- 8.1.** All members are eligible to sit on any of the three committees (Affiliate members will not be able to vote).
8.2. The exception to **8.1** above is the Publications Committee, which will include member(s) of the *Help and Advice* production team, who may or may not be members.
8.3. Committee Members may claim reasonable travel expenses for attendance at meetings.

9. Termination

- 9.1. Members** Any member or officer may be suspended or expelled as per paragraph 7 or for non-payment of subscriptions.
9.2. Officers may be suspended or expelled as per **9.1** above and/or paragraph 12.c.
9.3. Committee Members may be suspended or expelled as per **9.1** above and/or for failure to attend committee meetings or contribute to the work of the relevant committee.
9.4. Newsgroup Breach of any of the newsgroup conditions will result in automatic removal from the newsgroup and may also render the member liable for payment (paragraph 2 of the Newsgroup Conditions - unauthorised commercial activity).

10. Resignation

- 10.1. Officers** may resign at any time by notifying the Chairman in writing. Any funds held by the Officer (e.g. training or regional income) must be returned.
10.2. Committee members may resign at any time by notifying the relevant Committee's lead officer. Currently, the lead officers are as follows:
a) Events Committee – Vice Chair
b) Publications Committee – Publications Officer
c) Training Committee – Training Officer
10.3. Members not wishing to renew their membership should advise the Membership Secretary in writing (a form for this is available on request).

11. Booking Conditions

- 11.1** Booking Conditions for training, Annual Seminar and other events appear on the relevant booking forms. See page 4.

Booking Conditions (Training)

1) Bookings

- a) Completed booking forms should be sent by email or post to the address overleaf. We cannot accept telephone bookings.
- b) You can telephone or email to reserve a place but this must be confirmed within 3 days on a completed booking form.

2) Payment

- a) Full payment is due prior to attendance.
- b) **Invoices** - ICA will only invoice local authorities and businesses on receipt of an official order.
- c) Self-employed members – we can issue confirmation of payment for tax purposes on request.
- d) Where members' discounts are available, full payment of the discounted price must be made at the time of booking.
- e) Members will only be eligible for discounts on training and other events if their membership has been ratified and their subscription paid in full;
 - i) Either 3 months before the date of any event they wish to attend; or
 - ii) One month before the details of said event have been published.
- f) **Discount Vouchers** - Members wishing to use their discount voucher must enclose it with their completed booking form and personal cheque for the balance. NB. Vouchers are issued to assist members who receive no financial support from their authority so they cannot be used if payment is by invoice.

3) VAT

- a) Vat is not payable on booking fees.

4) Substitution & Cancellation

- a) Substitution - If you are unable to attend, you may transfer your place to a colleague as long as you advise us at least 7 days before the training. Substitutions are subject to the following:
 - i) Members – You can only transfer your place to another member, not already attending.
 - ii) Non-members – You can transfer your place to a non-member or member but there will be no reduction in the fee paid.
- b) Cancellation – if you cancel a booking up to 28 days before the training, you will be entitled to full refund.
- c) There will be no refund on cancellations made within 28 days of the training, but you may arrange a substitution [see a) above].