



Charities HR Network

Associate membership agreement

This document details the terms of the relationship when charitable organisations apply for, and are accepted as, associate members of the Charities HR Network (**CHR N**). Whilst this sets out the obligations for both the CHR N and the organisation, it is important to emphasise that all decisions in relation to the admission or removal of associate members are ultimately at the discretion of the Trustees of the CHR N.

Criteria for associate membership

The CHR N is an organisation that works with and on behalf of HR practitioners working within the Third sector.

Associate members are non-voting members of CHR N who are involved in the activities of the Charity. Associate members are not constitutional members of the Charity for the purposes of the Charities Act, the General Regulations and the Dissolution Regulations.

The Trustees have prescribed the criteria for CHR N associate membership as follows: no organisation will be accepted as an associate member of the CHR N (hereafter referred to as “**member(ship)**”) if they cannot demonstrate that:

- *they are a UK charity, registered with the Charity Commission of England and Wales*
- *they have an HR professional in their employment. Organisations where Trustees and other volunteers provide HR support to the charity will not qualify for membership,*
- *The HR practitioner is a strategic advisor to the senior leadership team of the charity. The CHR N is seeking to influence and support strategic HR practice within and across the sector, for the benefit of the sector as a whole, and so potential members should be able to demonstrate that the HR practitioner(s) are leading the development of people strategy and planning as well as operational HR delivery.*

Applications for membership are made by contacting the CHR N by email (coordinator@chrn.org.uk) and the organisation will be asked to supply the relevant information to allow the Trustees of the CHR N to make a decision on membership eligibility.

No organisation may become a CHR N Member unless they agree to the terms and conditions of this Membership Agreement.

Membership fees are based on the size of the charity as measured by its annual financial turnover so prospective members will also be asked to supply these publicly available details of the last audited full year-

Decisions on membership are at the discretion of the Trustees of the CHRN and their decisions are final. There is no appeal process.

Membership fees

The CHRN charges a fee to obtain access to member services and activities, allowing the main contact for an organisation and specific named HR staff access privileges. Specific named staff typically, but not exclusively, refers to members of CHRN special interest groups who may not be the named main contact for an organisation. For logistical reasons there will usually be an attendance limit of one person per organisation to CHRN meetings unless otherwise stated.

As highlighted earlier the fees are based on the financial size of the charity and this must be based on the published figures in the public domain. The fees cover the period April to March each year and an invoice will be sent to the named contact at each member to enable them to process payment of fees. Any member charity that does not pay their membership by the end of June each year may have their membership put on hold.

Fee levels are reviewed on an annual basis at the discretion of the Trustees. The fee increases for the coming year will usually be announced at the autumn meeting.

CHRN services for members

Members are entitled to access a number of services provided by the CHRN to its associate members, these include, but are not limited to:

- *Up to 5 full members meetings a year, including an Annual Conference.*
Currently these include an annual employment law update provided by the CHRNs employment law partner. The annual conference style event can be accessed by members at no additional charge.
- *Special interest groups.*
Members can join the CHRN special interest groups. The topics covered by these groups can change over time but the CHRN currently has groups covering – learning and development, recruitment and retention and diversity, equity and inclusion.
- *The Website and members area.*
Membership will allow charities to access the members area of the CHRN website for named main contacts and special interest group participants. This allows members to access resources, event booking and post questions and to ask for support from other members. Members are respectfully asked not to use that area to promote their own products or services and any recommendations provided by members in that area are not endorsed by the CHRN.
- *Newsletter.*
The CHRN publishes a regular update on forthcoming products and services. This will be sent to the named contact in each member organisation.

- *Public comment and the media.*

The CHRN are often asked to comment on topical HR issues. The CHRN will usually attempt to contact members to establish the views of associate members before responding but these requests are usually very time limited. In that context, the CHRN will always respond on the basis of our understanding and knowledge of the practice of our members, noting that may not reflect the situation in every member organisation.

The CHRN has a number of official partners who may on occasion make additional products and / or services available to members. The CHRN will make members aware of these activities through the usual channels.

Confidentiality and member data

When joining CHRN's network, members are giving consent for the CHRN to contact them in connection with the above products and services. Full details on how the CHRN will protect the data of members is contained in the privacy notice on our website.

The conduct of members and the termination of membership

The charitable aims of the CHRN include the promotion and development of HR practice within the third sector. Therefore, its conduct and the conduct of its members are expected to be consistent with those aims.

If members believe that the conduct of the CHRN (including conduct of its Trustees or officers) has not been consistent with those aims or has a detrimental impact on the member and their interests they can:

- Make the CHRN aware of their concerns, including by raising these concerns as part of 'Annual Members Engagement' in one members meeting each year.
- Ask for their membership to be terminated. A pro-rata refund of the membership fees will be returned to the organisation.

If the CHRN Trustees believe that the conduct of a member has not been consistent with the aims of the CHRN, this will initially be raised directly with the named contact at that member organisation. The CHRN trustees reserve the right to terminate the membership of an organisation where they consider this brings the CHRN or the sector into disrepute.

Changes to the membership agreement and service offering

The CHRN will always seek to consult members before making decisions about its products and services, including the service offering for members. This is done as part of 'Annual Members Engagement' in one members meeting each year, usually held in the autumn. However, the trustees reserve the right to change the products and services provided by the CHRN on the basis that they remain consistent with the principles outlined in this agreement and with our charitable aims.