

**GOVERNANCE (GENERAL)**

**Membership Policy & Procedures**

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| **Register No.** | 08GG |
| **Approved by Board** | 27th August 2020 |
| **Next Review** | August 2023 |

**Introduction**

Scottish Mentoring Network (SMN) is a membership organisation for mentoring projects in Scotland. It is a company limited by guarantee and a registered charity in Scotland. SMN’s strategic aims are to:

* + To improve the quality, reach and profile of mentoring across Scotland
  + To demonstrate the impact of mentoring across Scotland and beyond
  + To exert effective influence on policy and practice at both national and local levels

The network consists of mentoring projects who are currently delivering mentoring programmes and service providers who offer services (such as training or consultancy) that may be relevant to mentoring projects.

Scottish Mentoring Network is governed by its Articles of Association.

This policy is made available to member organisations so that they have an understanding of the standards, processes and principles that SMN will be held accountable to.

**Who Can Be a Member?**

Mentoring Projects operating in Scotland can apply to be a member (General Members). Associate Membership is available to individuals who are sole traders involved in the provision of training, to organisations with mentoring projects not operating in Scotland and to other organisations with an interest in mentoring which supports the aims and activities of the company.

General Membership is open to any local, regional or national organisation involved in delivering mentoring in Scotland which supports the aims and activities of Scottish Mentoring Network.

Associate Membership is open to individuals who are sole traders involved in the provision of training, to organisations with an interest in mentoring which supports the aims and activities of the company and to mentoring projects who are not operating in Scotland. Where an unincorporated organisation (i.e., one that is not a legal entity) is applying for Associate Membership, the organisation itself cannot be a member of the company; instead, Associate membership is open to an individual nominated by that organisation, but no more than one individual can be nominated by that organisation at any one time.

Once membership is granted (via payment of the membership fee), a senior staff member of the member organisation will be able to vote on any matters at Annual General Meetings (and any general meetings). For example, the members vote to elect the directors to positions on the Board of Directors.

Membership is not available to individuals unless individuals are a sole trader involved in the provision of training and are applying for the Associate Membership. Associate Members do not hold the right to stand for election as Member Directors and do not having voting rights at general meetings.

**Applying For Membership**

Organisations can apply for membership via the Scottish Mentoring Network website. This enables the organisation to submit a membership enquiry in the format below:

**Membership Enquiry**

**Please complete the following form to enquire about membership of Scottish Mentoring Network.**

**All fields are required.**

On submission, you will automatically receive confirmation of your enquiry, and a member of our team will get in touch with you shortly.

Name:

Organisation:

City/Town:

Telephone/Email:

What is your interest /involvement in mentoring?

Top of Form

Name:**Your Privacy:** We respect your privacy. By submitting this form, you give us consent to use these details to respond to your enquiry. We promise not to share your information with anyone else

Once this initial enquiry has been submitted, SMN staff members will follow up with the organisation and make contact either via phone or email. The Network Development and Support Officer will arrange to meet with the organisation to discuss their mentoring project and what SMN offers as a support system.

All organisations applying for membership of Scottish Mentoring Network are required to complete a Membership Application Form, signed by a representative of the organisation. This form provides SMN with the appropriate information for SMN staff to create a profile for the organisation. When SMN receives the form, it will process the information and send the invoice for the membership fees. The CEO will provide a report on new members to each SMN Board meeting. Board Directors have discretion to refuse an application for membership.

**Fees**

Single project – not-for-profit organisation: £50 per annum   
National or multiple projects – not-for-profit organisation: £100 per annum   
Corporate organisation: £200 per annum

Upon payment of the fees, SMN will send the organisation a hard copy of the SMN Good Practice Guide. Members also will be granted access to the members only area of the SMN website which has resources exclusively available to SMN members.

**Renewals**

Membership will be renewed automatically one year on the anniversary of joining the membership. Members will be issued with a renewal letter and invoice at least ten days before the membership is due, along with the invitation to continue membership. Upon payment of the renewal invoice, the members will be issued with an email to remind the key contact for the organisation of their log in details for the SMN website.

**Member Benefits**

Members of SMN will be able to take advantage of the following member benefits:

* Access to the SMN Project Quality Award process
* Free copy of our Good Practice Guide
* Nominate your project for our annual Recognition Awards
* Access to the SMN Evaluation Framework
* Access to member only sections on our website including a bank of useful resource documents and news articles.
* Raising your project's profile by giving your Mentoring project or service a dedicated page on SMN's website which you can access and update remotely.
* The possibility of having your project/service included amongst member case studies on our website.
* Discounted access to national events.
* Free access to local events.
* Free advice and guidance on a range of mentoring related topics.
* Facility to use the SMN membership logo.
* Access to and free initial advice on project accreditation and peer mentoring awards.
* The opportunity to advertise your services to our members through our Service Provider list for mentoring practitioners.
* By partnering with Scottish Mentoring Network you gain access to our growing membership base and its collective experience.

SMN will review these benefits and ensure that they remain relevant to the membership. SMN will encourage all members to take advantage of these benefits at all times, thus fostering a network of good practice and support between the members.

**Code of Practice**

As a membership organisation, the relationship between SMN as an entity and its members is governed by the following Code of Practice:

The Scottish Mentoring Network will:

* Distribute relevant information to all members
* Allocate all contracts for services in accordance with agreed SMN policy
* Provide access to financial information
* Preserve confidentiality of market sensitive information
* Consult members on strategic direction
* Ensure directors are representative of the organisations which we serve
* Ensure directors are competent, capable, prudent and committed.

Members of the Scottish Mentoring Network will:

* Promote the concept of mentoring
* Inform and actively support the strategic and operational direction of the network
* Identify and bring to the network examples of Best Practice
* Contribute to the sharing of information
* Adhere to the requirements of individual contracts
* Protect the integrity of individual relationships
* Advise on initiatives impacting on the network positively or otherwise
* Keep SMN updated about any changes within your project, for example changes to key contact information or project description.

If any member is found to be in breach of this Code of Practice, SMN will seek to enter into a discussion with a representative of the organisation to mitigate the behaviour

**Ending your Membership**

If membership is no longer relevant to members, they have the opportunity to end their membership after the year is complete.

Membership will automatically cease upon the winding up of the organisation. An organisation may not transfer their membership to another organisation or project.

**Complaints Procedure**

SMN members can make a complaint regarding the membership services which SMN offers in writing to the Chief Executive of SMN. All complaints regarding SMN will be considered by the Chief Executive or where necessary, by the Board of Directors. Any complaints will be investigated and SMN respond with 14 working days.

**Expulsion from Membership**

Any individual or organisation may be expelled from membership by special resolution, providing the following procedures have been observed:

1. At least 21 days’ notice of the intention to propose the resolution must be given to the member concerned, specifying the grounds for the proposed expulsion
2. The member concerned (or, in the case of a corporate body, an individual authorised by it) shall be entitled to be heard on the resolution at the general meeting at which the resolution is proposed.

**Appendix**

**Membership Rates (as at August 2020)**

**General Membership**

Local/regional organisations with mentoring projects operating in Scotland £50

National organisations with mentoring projects operating in Scotland £100

Commercial organisations with mentoring projects operating in Scotland £200

**Associate Membership**

individuals who are sole traders involved in the provision of training £50

Mentoring projects not operating in Scotland and other organisations with

an interest in mentoring which support the aims and activities of the company

and who may or may not be operating in Scotland

* Local/regional £50
* National £100
* Commercial £200

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