

Suffolk Poetry Society Membership Rules

1. Membership Eligibility

- 1.1. Membership of the Suffolk Poetry Society is open to individuals aged eighteen or over unless excluded under Part 2, Section 9 of the constitution.
- 1.2. Corporate membership is available to any organisation whose purpose is related to the objects of the charity (See Part 1 Section 3 of the Constitution) at the discretion of the Committee.
- 1.3. Joint membership at a reduced cost will be available to two people living at the same address.
- 1.4. Honorary membership is offered to patrons and presidents for the period of their tenure. Honorary membership may, on rare occasions, be offered in recognition of exceptional service to the Society, and especially its Charitable Objects, at the discretion of the Trustees but to be ratified by members.

2. Voting rights

- 2.1. Each individual member and joint member is entitled to a vote at General Meetings of the Society providing their subscriptions are fully paid-up at the time of a General Meeting. "Fully paid-up" means each individual or joint member whose subscription is paid, (meaning funds are cleared, where appropriate), or Honorary members. Members who have not yet paid up but are still held on the database until June of that year (a grace period without member benefits), may not vote.
- 2.2. Each organisation holding corporate membership is entitled to send an individual to represent them at a General Meeting. That representative is entitled to one vote. Representatives holding individual membership in their own right will need to inform the clerk to the meeting if they wish their individual vote to be counted separately from their representative vote.

3. Benefits to Members

- 3.1. Members living in the UK will receive copies of the Society's magazine as and when published. Corporate Members will receive two copies for circulation to their membership as they wish. Joint members will receive one copy per household. Electronic copies may be available for those who do not wish to receive items by post and for those living outside the UK.
- 3.2. Individual Members, Joint Members and members of Corporate Membership organisations are entitled to submit work for Society publications and competitions, subject to submission rules (editorial discretion is retained by the Editor who may also consider submissions or commissions from non-members)
- 3.3. Individual members and joint members may sell their own publications through the Society Bookstall at events. Members choosing to do so are responsible for the delivery and collection of such publications. If the Member fails to collect unsold books and

Suffolk Poetry Society Membership Rules v9 17 March 2024

the Society needs to return books via post, the Member will need to reimburse the Society. If the Member has sold sufficient books, this will be deducted from their sales. Members supply books at their own risk and losses by theft or accident will not be recompensed by the Society. The Society will not be responsible for storage or record keeping beyond six months after the event. The Society will make an administrative charge on all book sales to cover bank, venue, and other administrative costs. The Society will reimburse the Member for sales, preferably by electronic bank transfer (BACS), as soon as practicable after the event.

- 3.4. The scope of the Society's Public Liability Insurance is limited to events directly organised by the Society for its charitable purposes. It does not cover events organised by individual members themselves. Members' individual events must not be presented as SPS events. Even if the Society has shared information about such an event, it does not extend the scope of the Society's Public Liability to that event.
- 3.5. Reduced admission may be available only to Individual and Joint Members for events arranged by the Society at the discretion of the Committee.
- 3.6. Individual Members and Corporate Members' representatives may receive email newsletters on a number of occasions throughout the year (if the Society has been provided with an email address for the member) and may unsubscribe from these at any time. Joint members will receive such communications to the address/addresses provided.
- 3.7. Individual, Joint and Corporate Members may request that the Society publicises or reviews events and publications that fall within the scope of the charitable objects of the Society. The Society retains the right to refuse such publicity if the Committee deems the content or nature of the event or publication conflicts with the charitable objects or would compromise the effective working of the Society or would bring the Society into disrepute. The timing and location of such publicity is at the discretion of the Committee and/or the Editor/Webmaster/Social Media Editor. The Society assumes no responsibility for events organised or promoted by members and advertised in Society publications. In pursuance of its objects, the Society will make links to other societies and share information on their events through newsletters, journal, e-bulletin or the website. The final decision to do this lies with the Webmaster, Social Media Editor, SPS Chair or Editor of the Society's magazine.
- 3.8. Individual and Joint Members and all members of organisations with Corporate Membership will be deemed members of the Suffolk Poetry Society Stanza (under the aegis of the Poetry Society).
- 3.9. Tickets for events where numbers may be limited may be made available to Members and Joint Members for a period before being offered to the public.

Suffolk Poetry Society Membership Rules v9 17 March 2024

- 3.10. Only members (all categories) of Suffolk Poetry Society resident in the UK may also join the Portfolio Group. (See SPS website for details of the Portfolio Group, a workshop by post).
- 3.11. Members will usually be the preferred performers at events run by the Society or where the Society is being formally represented. Suffolk Poetry Society will ensure, when it records events (video, sound recording, photography) that it has the permission of relevant people being recorded, to share such images or sound further.
- 3.12. The above benefits may be reviewed and changed at a General Meeting of the Society.
- 3.13. The Society will not refund the cost of tickets for an event once places have been reserved and paid for. Most events entail costs that are due, regardless of whether all ticket payers attend and while the Society does underwrite and, in some cases, subsidise events, most events are expected to be self-funding, based on the level of charges set. The Society always aims to keep charges to a minimum.

4 Fees

- 4.1 Membership fees are payable from January 1st each year. Members who have not paid in full by the Annual General Meeting of that year will not be able to vote in the Annual General Meeting and will not be entitled to member discounts and other benefits until they have fully paid their subscription. Members who have not paid in full by June 30th of that year will be automatically removed from the membership.
- 4.2 The committee of Trustees will determine membership fees annually and explain any changes to members at the next AGM.
- 4.3 Joint Membership will be offered at a reduced rate to two people living at the same address.
- 4.4 Corporate Membership will be charged at double the cost of Individual Membership
- 4.5 Adults aged 18 or over who are in full-time education will pay a reduced membership fee.

5 Data Protection – amended to comply with GDPR (General Data Protection Regulation) coming into force 25 May 2018, replacing previous UK Data Protection Acts.

- 5.1 Suffolk Poetry Society will request and ask members' permission to collect and hold their personal details when they first join the Society. These details are required to send out membership benefits (e.g. bi-annual magazine), make contact on membership business (e.g. Annual General Meeting), advise of events organised by the Society (festival, workshops, readings, competition) and advise of other poetry related opportunities notified to the Society by third parties. The Society will hold this data securely and confidentially, and the member has the right to access their own personal data as per the constitution. On resignation, relevant data will be removed. Withdrawal of consent and

Suffolk Poetry Society Membership Rules v9 17 March 2024

a request to remove relevant data may be made at any time by contacting the Membership Secretary. Complaints about the handling of data can be made to ICO (Information Commissioner's Office – ico.org.uk).

5.2 The Society will contact members according to their chosen method(s) of contact as required by legislation. The preferred method of communication with members is via email but in the event of a member not having access to email, every reasonable effort will be made to ensure communication. Notification of General Meetings will be sent to email addresses or to the UK postal address provided by the member but not to an overseas postal address.

5.3 The Society's nominated Data Controller is the Treasurer.

Diane Jackman

Membership Secretary

Rules updated 24.3.2019

Minor grammatical amendments 16.1.2020

Change to §2.1 final sentence 21.3.21 (AGM 8.3 Resolution 3)

Colin Whyles

Minor grammatical amendments 20.12.2021

Colin Whyles

§§6.1, 6.2, 6.3 removed to Constitution 20.03.22

Colin Whyles

Changes agreed at the AGM Sunday, 12 March 2023

§§1.4, 2.1, 2.2, 3.3, 3.4, 3.10, 5.3.

Colin Whyles

Changes to §4.2 as agreed at the AGM Sunday, 17 March 2024