



## **APPLICATION FOR COMPANY MEMBERSHIP OF FELIXSTOWE BID LTD**

All levy payers are welcome to become a member of Felixstowe BID Company. As a company limited by guarantee Felixstowe BID is not for profit and has members rather than shareholders.

Members are entitled to:

- Receive a copy of the company's annual accounts
- Attend general meetings and cast a vote
- Elect directors by voting at the members' meetings
- Vote on any significant changes to the company, its purpose or its name

We would encourage levy payers to join the company and to become involved in the decision making and future development of Felixstowe BID.

Please refer to the Company Membership Rules before completing the form.

### **COMPANY MEMBERSHIP RULES**

1) Every BID Levy Payer or equivalent financial contributor is eligible to become a member (one member per business).

2) Where a levy payer has multiple hereditaments he/she is entitled to one membership/one vote.

3) In order to become a member, a levy payer must complete this form.

4) In order to become a member a levy payer/financial contributor must have paid their dues in full in the previous year and have paid the current years levy/contribution within 3 months of the issue of the first bill/invoice.

5) Felixstowe BID Company is a not for profit company limited by guarantee. As such, it has members rather than shareholders, who are each entitled to:

- Receive a copy of the company's annual accounts;
- Attend general meetings and cast a vote;
- Elect directors by voting at the members' meeting; and
- Vote on any significant changes to the company, its purpose or its name



- 6) Members must work in the best interests of the company and its objectives and in supporting and ensuring the delivery of the agreed Business Plan. Rules set out in the BID Company Articles of Association and those of Companies House relating to the conduct of members/directors will also apply.
- 7) Members must declare any conflicts of interest (see below).
- 8) Members are required to treat all communications and discussions of and relating to Company business, verbal and written as confidential and not to be discussed, distributed or used in any way unless agreed by the Company Board.
- 9) Members will not be able to stand for the position of Chair unless they have served a minimum of a year as a Board Director and ideally have served as Vice Chair.
- 10) By signing this form members will also confirm that they have not been disqualified from standing as a Director of a Company or have convictions relating to financial or company wrongdoing.
- 11) Membership applications will be vetted by the existing Board of Directors. Decisions will be final and not subject to appeal.
- 12) Breach of any of the above rules will mean cancellation of membership of the Company. This will be decided by Board Directors.
- 13) If the company is wound up, the maximum you commit to paying towards the company's debts is £1. This is the guarantee made upon becoming a member, as described in the articles of association, and applies for the time you are a member and 12 months thereafter.

### **Conflicts of Interest Policy**

All staff, volunteers, and directors the Felixstowe BID will strive to avoid any conflict of interest between the interests of the organisation on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purposes of this policy are to protect the integrity of the Felixstowe BID decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff, committee and board members.



During meetings or activities, committee members will disclose any interests in a transaction or decision where there may be a conflict between the organisation's best interests and the committee member's best interests or a conflict between the best interests of two organisations that the committee members is involved with.

After disclosure, members/directors understand that they may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other committee members present at the time.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgment, and staff, volunteers and management committee members should respect its spirit as well as its wording.

Please detail in the space below any conflicts of interest you have in respect to Felixstowe BID Company.

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Thank you for your interest in joining Felixstowe BID. Once we have received your form (below) we will review your application and be in touch.



## APPLICATION FORM

I.....  
Of Business Name.....  
Address/Registered Office  
.....

would like to become a member of *Felixstowe BID Company Ltd*, a private company limited by guarantee.

I also fully accept and will adhere to the Company Membership Rules set out above.

Signed.....  
Date.....  
Print Name.....  
Position.....

*(Note: Where the applicant is a body corporate (eg a Limited Company), the following should also be completed)*

I hereby certify that I am a duly authorised person of the aforementioned body and authorised to accept the invitation referred to:

Signed.....  
Date.....  
Print Name.....  
Position.....

Business Name.....

Address  
.....  
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Please return your form by email to [manager@felixstowebid.co.uk](mailto:manager@felixstowebid.co.uk) or print and drop it off at 154 Hamilton Road, Felixstowe IP11 7DS. Alternatively, please call 07958191555 and we will arrange to pick it up from you.