

# Membership Subscription Form 2005

Please complete and return to:

ICA:UK, PO Box 171, Manchester M15 5BE

tel/fax: 0161 232 8444 or (local rate) 0845 450 0305

email: subs@ica-uk.org.uk



www.ica-uk.org.uk

cheques should be made payable to ICA:UK

Name

Organisational /  
Network Affiliations  
(if any)

Address

Post Code

Email Address

Telephone Numbers   
(h)  
(w)  
(m)

I would like to (support) / (renew my support to) ICA:UK for the next year and (enclose my annual subscription by cheque) / (have filled in the standing order form overleaf) for:  
*individual £15/£5 concessions, family £20/£7.50 concessions*

£

I would like to further contribute to ICA:UK's work and enclose an additional one-off / regular donation of

£

I would also like to become a member of ICA:UK for the next year, and have read and agree to abide by the membership rules overleaf

*giftaid it*

Gift Aid means that for every pound you give, we get an extra 28 pence from the Inland Revenue, helping your subscription and donation go further.

I would like ICA:UK to treat all donations/subscription fees as Gift Aid donations

## GIFT AID NOTES:

1. Please notify ICA:UK if you change your name or address while the declaration is still in force.
2. You can cancel the declaration at any time by notifying ICA:UK, it will then not apply to donations you make on or after the date of cancellation or such later date as you specify.
3. You must pay an amount of income tax and/or capital gains tax at least equal to the tax that ICA:UK reclaims on your donations in the tax year (currently 28p for each £1 you give).
4. If in the future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the charity reclaims, you can cancel your declaration (see Note 1)
5. If you pay tax at the higher rate you can claim further tax relief in your Self Assessment tax return
6. If you are unsure whether your donations qualify for Gift Aid tax relief, ask ICA:UK. Or you can ask your local tax office for leaflet IR113 *Gift Aid*

Signature

Date

ICA:UK, registered charity no. 1090745, company limited by guarantee no. 3970365, registered in England and Wales  
registered address: 41 Old Birley Street, Manchester M15 5RF  
a member of the Institute of Cultural Affairs International

**"concerned with the human factor in world development"**

# Bank Standing Order Form



Please complete and return this standing order form to us with your subscription form, to keep your subscription up to date year after year.

To: The Manager

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Please pay ICA:UK, The Co-operative Bank, P.O.Box 250, Delf House, Southway, Skelmersdale, WN8 6WT

Sort Code 08-92-99      Account No. 65065145

The sum of £ \_\_\_\_\_ from my account every month/quarter/year (*delete as applicable*) starting on \_\_\_\_/\_\_\_\_/\_\_\_\_ until further notice.

Title \_\_\_\_\_ Forename(s) \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Bank Account No: \_\_\_\_\_

Sort Code: \_\_\_\_\_

Name of Account: \_\_\_\_\_

Transaction Reference : Network Subscription / Donation

Signed \_\_\_\_\_ Date \_\_\_\_\_

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# membership rules



[www.ica-uk.org.uk](http://www.ica-uk.org.uk)

Adopted by a resolution of the Trustees on July 29th 2004, (to supercede the rules first adopted by a resolution of the Trustees on October 12th 2000), in accordance with Article 22 of the ICA:UK Memorandum & Articles of Association, with immediate effect.

Should any inconsistencies be found, nothing in these bye laws shall repeal or affect anything contained in the Memorandum & Articles of Association.

## Subscriptions

1. Individuals and families wishing to support and stay informed of the work of ICA:UK are welcome to join the ICA:UK Network as 'Supporters' by paying an annual subscription.
2. New subscriptions shall be valid for one year from the first day of the month in which they were received. Subscription renewals (received within one year after expiry) shall be valid for one year from the date of expiry.
3. The annual subscription payable will be £20 for families, £15 for individuals, or £7.50/£5 for concessions.
4. Supporters will be included in the ICA:UK Network contact list, receive the newsletter 'ICA:UK Network News' and be invited to join the ICA:UK Network yahoogroup. They will also be invited to become further involved in ICA:UK's work as members (see below), trustees, and/or programme associates and participants.
5. Honorary annual subscriptions may be awarded to representatives of key partner organisations of ICA:UK for example those of ICA:UK's International Programme and sister members of ICA International.
6. Up to two written subscription reminders may be sent before Supporters whose subscriptions have expired are excluded from the ICA:UK Network contact list. Supporters, however, remain responsible themselves for keeping their own subscriptions up to date.

## Memberships

1. Supporters only are invited to become members of ICA:UK, with the rights and obligations of members as laid out the Memorandum & Articles of Association, by completing an ICA:UK membership form. Members' rights include the right to attend and vote at the Annual General Meeting, and so to elect ICA:UK's trustees and officers. The liability of members is limited to £10 in the event that the company be wound up and its liabilities exceed its assets.
2. Membership shall be subject to the formal acceptance of the trustees (ref. Article 2). In the event that an application for membership be denied, the trustees shall minute the reasoning behind their decision and the applicant may appeal to a General Meeting.
3. In the case of family subscriptions, membership rights and obligations shall pertain to up to two adult family members only.
4. Membership of ICA:UK, and its related rights and obligations, shall expire when the member's annual subscription expires.
5. In the event that the trustees resolve to terminate a membership, they shall minute the reasoning behind their decision and it must be ratified by a General Meeting in order to take effect.
6. Provided that the number of members never fall below two (ref. Article 2), the trustees shall accept a member's written resignation, with effect from their formal acceptance.