

1) Statement

FLVC is the umbrella and support body for voluntary and community groups (the third sector) in Flintshire. As the local umbrella body, it provides a range of support services and works to ensure that the 'third sector' is properly represented and can contribute to local planning and service development. FLVC is committed to building a wide membership base to reflect the diversity of the sector and to ensuring that it is accountable to its members.

2) Rules and Byelaws

Under Article 24 the Board of Trustees can make rules and byelaws which govern all aspects of membership, including: admission; rights and privileges; conditions and terms; fees/payments; refusal, withdrawal or suspension of membership.

3) Categories of Membership

The Board of Trustees have designated the following categories of membership:

Full

Available to not for profit voluntary/ community organisations/groups and CIC limited by Guarantee, operating in Flintshire who support the work of FLVC. *Full members shall have the following rights:*

- (i) to nominate candidates for election to the Board of Trustees and to vote at general meetings.**
- (ii) to receive notification of all general meetings; and**
- (iii) to place resolutions before general meetings.**

Associate

Individual - available to individuals who support the work of FLVC.

Organisational - available to organisations who cannot be full members, e.g., Private business, CIC limited by share and statutory organisations who support FLVC.

Associate members shall have the following rights:

- (i) to receive notification of all general meetings; and**
- (ii) to attend and speak at general meetings but not to vote.**

4) Conditions of Membership

All members:

- (i) must support the aims and values of FLVC as stated in its Articles of Association and supporting policies and procedures.
- (ii) fully complete a membership application form, including stating their contact preferences, so that FLVC may fulfil its obligations under the General Data Protection Regulation
- (iii) pay the appropriate annual membership fee; and
- (iv) have their membership application approved by the FLVC Board.

Full Members:

Third Sector organisations applying for full membership must also provide a copy of their current governing document (constitution/rules).

5) Benefits to Members

FLVC will provide the following benefits to members:

- Free, regular organisations health check or Listen to You visit.
- Advertise your job vacancies free of charge on FLVC's website.
- *Discounts on job adverts with Charity Job Finder available to members only.*
- Priority access for Full Members to book places on training events.
- Access to free network events.
- Priority for member items to be included in FLVC's e-bulletin, which reaches hundreds of key people from the third sector and public services in Flintshire.
- Invitations to take part in consultation events and special focus groups.
- Opportunities to influence policy and practice at a local and national level.

6) Membership Fee

The Board will set and review the rate of membership fee from time to time. The rates for the membership year April 2026 – March 2027 are as follows:

Full Members: *FREE*

Associate Members (i) *Individual FREE*

(ii) *Organisation FREE*

7) Membership Year

Membership year will run from 1 April to the following 31 March. Good notice will be given to members to renew their membership.

Membership will be automatically renewed every year unless notified by the member holder or organisation. Contact details will be re confirmed biannually via a digital request to the registered email address.

8) Membership Certificate

When the application form has been fully completed and returned with the appropriate membership fee (if applicable), the application will be considered by the FLVC Board and, if approved, the member will be entered into our membership database and issued with a signed membership certificate. If changes are made to their governing documents, organisations are requested to provide FLVC with updated information.

**If you need any further information, please contact FLVC on
01352 744000
E-mail: info@flvc.org.uk**

Privacy Statement

FLVC Membership Form

Introduction: Flintshire Local Voluntary Council (FLVC) is committed to protecting and respecting your privacy.

What personal data we collect: You may give us information about you when registering your organisation or yourself to be a member, or by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This information may include your name, details of your organisation including address, e-mail address, phone number and more specific information.

Why we need your personal data and how do we use it: We need your data to be able to provide you with a membership service. Our lawful basis for processing your personal data is that we have a **legitimate interest** to administer and provide the services you are registering for including invites to meetings, sending newsletters, updating annual subscription and generally keeping you up to date with information that may be relevant to your organisation.

Disclosing and sharing your personal data: Other than specified in this policy we will not disclose your personal information to any third parties. We do not sell or transfer your personal information for advertising or other commercial reasons. The information will be used internally by FLVC in the administration of its membership, in the answering of queries and be made available to those agencies working in partnership with FLVC, where appropriate (e.g., ICT service suppliers). We may share anonymised data with our partners as a condition of our funding terms or similarly for reporting anonymised information in publications such as the Annual Impact Report. FLVC may provide information on what groups / organisations are available in an area but only when we have your **consent** as explicitly requested on the Membership Registration Form.

How we store your personal data: We do not transfer personal information outside the European Economic Area (EEA). None of the service providers we use to help us are based outside of the EEA. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy statement.

How long we hold your personal data: Your data will be held no longer than necessary. Your personal data will be disposed of in a secure and timely manner in accordance with our retention policy and applicable legal rules.

Your rights regarding your personal data: As a data subject you may have

- The right to be **informed** that processing is being undertaken,
- The right of **access** to one's Personal Data
- The right to **restrict processing** in certain circumstances
- The right to **rectification** if data is wrong or not complete,
- The right to **erasure** of information unless there are important reasons for us to keep it
- The right to **data portability** of a copy of the information we hold about you.
- The right to **object** to the way we use your information (see below).
- The right **not to be subject to automated decision-making** including profiling

As a data subject you are not obliged to share your personal data with FLVC. If you choose not to share your personal data with us, we may not be able to provide some services to you.

How to contact us: You can decide not to receive communications or change how we contact you at any time. Please contact us if you have any questions about our privacy statement or information, we hold about you: Phone: 01352 744000 or Email: info@flvc.org.uk

How to Complain: If you feel that your personal data has been mishandled, you can make a complaint to the information commissioner's office by visiting their website or calling their helpline on 0303 123 1113.