Policy & Process for churches seeking membership of ACTS.

This document should be read in conjunction with the Memorandum and Articles for ACTS (version dated 1 Dec. 2009)

1. ACTS has two categories of membership open to churches. These are:
   (a) **Full Members**: open to Churches, which are:
       (i) committed to the Charitable Purposes;
       (ii) committed to the 'Basis and Commitment' (see Article 1(b)); and
       (iii) accepted by the then-existing Full Members in terms of the application process described in Chapter IV.
   (b) **Associate Members**: open to Churches, which do not wish to become Full Members, which are:
       (i) committed to the Charitable Purposes;
       (ii) committed to the ‘Basis and Commitment’ (Article 1(b) refers); and
       (iii) accepted by the then-existing Full Members in terms of the application process described in Chapter IV.

Associate Members are neither eligible to be Trustees nor to vote at any Members’ Meeting.

Churches may apply for membership. An application form is available from the Company Secretary.

2. All applications, which have been received by ACTS at least six weeks prior to any Members’ Meeting, will be presented to the Members’ Meeting.

3. All applications will be assessed by a scrutiny group. The scrutiny group will comprise an ACTS Trustee, a Church Leader, an Ecumenical Officer, and a member of the Members’ Meeting. Each member of the scrutiny group will come from a different member church and appropriate balances of gender and ordination will try to be observed. The remit of the scrutiny group will be to:
   a) establish that the applicant is able to subscribe to the Charitable Purposes, Basis and Commitment of ACTS as set out in the Memorandum and Articles of Association of ACTS (8 Sept. 2008)
   b) establish evidence of ecumenical engagement and commitment by the applicant
   c) establish that the applicant is organized on at least a Scottish national level.

4. The scrutiny group will undertake its task as expeditiously as possible so that it will be normal practice for the application and the report of the scrutiny group to be considered at the earliest opportunity. In exceptional cases the application will be received at one Members’ Meeting and the report of the scrutiny group at the following meeting.

5. For an application to be successful, it must be approved by all of the Full Members present and voting at the Members’ Meeting (no account therefore being taken of Members who abstain from voting or who are absent from the meeting).

6. The Full Members will arrange thereafter that each applicant be informed promptly whether it has been successful and into which category of membership it shall belong, the decision of the Members’ Meeting in these respects being final.
7. A successful application for membership will not become effective until payment of the appropriate annual membership subscription (where one has been fixed and is due) has been received.

Documentation to accompany application process.

From ACTS:
Memorandum and Articles of Association
Application Form
Membership Policy.

Requested from applicant:
Completed application form
Constitution/Founding Document
Most recent audited annual accounts/annual report
Letters of support from partner churches in Scotland.

Adopted by the Trustees May 2014