



# **HONORARY LIFE MEMBERSHIP POLICY & PROCEDURES**

**Scottish Charitable Incorporated Organisation No. SC048693**

# Honorary Life Membership Policy

## 1. BACKGROUND AND PURPOSE

- 1.1 This policy document sets out the criteria and process for nominating and awarding Honorary Life Membership to Edinburgh Athletic Club.
- 1.2 The award of Life Membership is the highest honour Edinburgh Athletic Club can bestow on an individual and is done so in recognition of a member who has made an extraordinary contribution to Edinburgh Athletic Club over many years, that is above and beyond what is expected of any member. For this purpose, former members of Edinburgh Southern Harriers and the City of Edinburgh Athletic Club, who merged in 2007 to form Edinburgh Athletic Club will be considered for this honour.

## 2. NOMINATION PROCESS

- 2.1 Nominations for Honorary Life Membership should be made in writing and be submitted no later than 1<sup>st</sup> October each year. All Nominations should be sent to the Sub-Group Convenor using the form attached. Only written submissions in the prescribed form will be considered. Nominations may be made by any club member, but the Nomination Form must be signed by two members of the club who are unconnected to the Nominee through marriage, relationship or family.

## 3. AWARD PROCESS

- 3.1 In October each year the HLM Convenor shall convene a meeting of the Honorary Life Membership sub-group to: -
  - Review all Nominations
  - Ensure that all recommendations are recorded
  - Reject or accept a Nomination
  - Submit to the Board of Trustees the names of approved nominations
  - Details of Approved Nominations included in agenda of the AGM Notice
- 3.2 The Honorary Life Membership Sub-Group meeting will consider and scrutinise the nomination(s). If a member of the sub-group is related through marriage, relationship or family they shall not take part in the discussions. Honorary Life Membership will only be granted after careful consideration of the merits of each nominee's dedication to the values of the club and will be treated with the strictest of confidence. The Honorary Life Membership Meeting may consult with others to confirm the validity of the nomination and the content of the Nomination Form.
- 3.3 The Honorary Life Membership Meeting will have absolute discretion in deciding whether to recommend award of Honorary Life Membership to the nominee and the reasons for all decisions shall be recorded. If rejected the person making the nomination will be informed as to the reasons why.
- 3.4 Honorary Life Membership awards will be approved at the Club's Annual General Meeting.

## **4. NOMINATION/SELECTION**

- 4.1 The Honorary Life Membership Sub-Group will consider the details as set out in the nomination form and as known to the Sub-Group members. The Sub-Group will be looking for evidence to suggest that the Nominee has made an extraordinary contribution to the Club over many years.
- 4.2 A Nominee will only be considered for Honorary Life Membership if they:
- 4.3 Have been a member of the Club for at least 15 years – this does not need to be continuous but should include a period covering at least the last 10 years.
- 4.4 Provided the criteria at 4.3 is met the committee will consider the evidence provided to show and extraordinary contribution to the club. Factors which may be considered are, but not limited to the following club-related activities in terms of the nominee's commitment, dedication and regard in which they are held:
- Volunteer Club Coach
  - Team Manager
  - Committee Member
  - Competitive Athlete
  - Officiating
  - Contribution to the development and functioning of the club
  - Other contribution
  - Number of years as a first claim member

## **5. OTHER FACTORS**

Selection will be at the absolute discretion of the Sub-Group. If a nomination is rejected the Sub-Group shall set out its reasons and provide a summary to the Nominator.

## **6. REMOVAL OF LIFE MEMBERSHIP**

Honorary Life Membership may be removed from a member where the Sub-Group reasonably considers that the Honorary Life Member has conducted him/herself in a manner that reflects negatively and/or adversely on the reputation of the Club or the Club's activities or has been found guilty of a serious breach of the Club's code of conduct. This provision will only be exercised in exceptional circumstances and will require the full support of the Sub-Group and approval of the Board of Trustees.

## **7. LIFE MEMBERSHIP ENTITLEMENTS**

- Recognition on the Club's website
- Free club membership for life
- By invitation, free attendance to club functions and/or presentations
- Commemorative item to mark the award (e.g. a piece of glassware or a tankard)



# HONORARY LIFE MEMBERSHIP NOMINATION FORM



<b>Date:</b>	
<b>Name of Nominee:</b>	
<b>Nominated By (Name &amp; Signature):</b>	
<b>Seconded By (Name &amp; Signature):</b>	

**SUPPORTING EVIDENCE (max 500 words)**  
 Use this section to summarise in brief the nominee’s achievements and how they meet the honorary life membership criteria and signature. This should include evidence against at least some of the items listed at 4.2 above – for instance:

- Coach – summary of the commitment.
- Committee Member – their position and period of appointment together with summary of contribution.
- Technical Official – details of their contribution / commitment to the club.
- Competitive Athlete – details of achievements e.g. Commonwealth Games, Olympics, World Champs.
- Details of specific strategic assistance given in relation to the club or athletics generally.

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