



Individual Membership Application Form 2021-2022

Please enter a **Y** in this box to indicate that you agree to ADSO collecting and holding your personal information in accordance with its **privacy statement** which can be viewed at www.adso.co.uk/privacy-policy

Title	<input type="text"/>
Forename (s)	<input type="text"/>
Surname	<input type="text"/>

Employer	<input type="text"/>
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Job Title	<input type="text"/>
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Key work area (Tick those that are relevant)	Meetings Support	<input type="checkbox"/>
	Member Support	<input type="checkbox"/>
	Overview and Scrutiny	<input type="checkbox"/>
	Civic Support	<input type="checkbox"/>
	Community Governance	<input type="checkbox"/>

Introduced to ADSO via a current member	<input type="checkbox"/>
Who?	<input type="text"/>

Introduced to ADSO via a campaign	<input type="checkbox"/>
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Type of Membership (Tick One)	Full	<input type="checkbox"/>
	Full (Part Time – under 35 hours/week)	<input type="checkbox"/>
	Past Service	<input type="checkbox"/>
	International	<input type="checkbox"/>
	Not in employment (free)	<input type="checkbox"/>

I am happy to help as a volunteer	<input type="checkbox"/>
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I do not wish to be a member of the IIMC ¹	<input type="checkbox"/>
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Contact Address with postcode	<input type="text"/>
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Contact Telephone	<input type="text"/>
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Contact Email	<input type="text"/>
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	Tick
A Purchase Order (PO) is required for payment	<input type="checkbox"/>
Purchase Order is not required	<input type="checkbox"/>
I am paying for membership personally	<input type="checkbox"/>

→ Purchase Order number	<input type="text"/>
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A copy of the PO should be emailed to caroline@adsoaccounts.co.uk

Amount To Be Paid (See 2 nd Page)
<input type="text"/>

Email Address that invoice should be sent to	<input type="text"/>
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Address to go onto invoice (matching the PO if applicable)	<input type="text"/>
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I HEREBY APPLY to be a member of the above company on Terms of the Memorandum and Articles from time to time in force.
I HEREBY UNDERTAKE, if the company is wound up whilst I am a member or within one year after I cease to be a member, to contribute to the assets of the Company contracted before I cease to be a member and of the costs, charges and expenses of winding up and for adjustment of the rights of contributories among themselves, such amount as required, not exceeding £1.

Signature	<input type="text"/>
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Date	<input type="text"/>
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Types of Membership

Full Members	Any person whose work involves any of the Democratic Services functions. These are meetings support, member support, overview and scrutiny support, community governance, civic support and local democracy as practiced in joint authorities.
Part Time	As above, but for members who work under 35 hours per week. ADSO may ask for evidence of part time work if required.
Past Service Members	Former full members of the Association who have now retired.
International Members	People who currently hold membership of any overseas society, institute, association or any other body concerned with Democratic Services may, on application to the Council, become international members of the Association.
Not in employment but looking for career in relevant services	People not in employment, including students, who are looking for a career in relevant services as defined in the Articles of Association shall be allowed to join the Association for free for up to 12 months. When they become employed such membership shall cease.

- ¹ The ADSO Board has agreed to become a corporate member of the International Institute of Municipal Clerks (IIMC): <http://www.iimc.com>. There is no additional fee for either individual or corporate memberships for ADSO. However, if you do not wish to have the additional benefits of being a member of the IIMC, please place a tick or cross in this box

Subscription

The current subscription is **£66** (£55+VAT) per person for full membership, reduced to £36 (£30+VAT) for part time members (people working under 35 hours per week) and £12 (£10+VAT) for past service (retired) members. Reduction on the overall registration cost is available for Authorities signing up multiple members at the same time as follows:

Number of members	Percent	Full & International	Full (part time)	Past service (Retired members)
1 Member	0%	£66 inc VAT	£36 inc VAT	£12 inc VAT
2 – 5 members	10%	£59.40 each inc VAT	£32.40 each inc VAT	
6 – 10 members	15%	£56.10 each inc VAT	£30.60 each inc VAT	
11 plus members	20%	£52.80 each inc VAT	£28.80 each inc VAT	

Discounts will not be applied retrospectively. Persons applying for membership will be granted membership up to **October 2022**

Authorities wishing to have several new members should complete the multiple membership application form instead.

How to Apply

Email this form to elections@sunderland.gov.uk and we will email you an invoice

Or

Complete the form, print it and post it along with any cheque payment to:

Electoral Services, Sunderland City Council, Room 3.17, Civic Centre, Sunderland, SR2 7DN

If you are paying by BACS and require a Purchase Order number to be put onto the invoice we will generate for you, remember to add it to the bottom of the form. Purchase orders should be addressed to **ADSO Accounts, Barrington House, North Cadbury, Somerset BA22 7DB** and emailed to caroline@adsoaccounts.co.uk

The telephone number for any Membership queries is **0191 561 1144**

In line with the Articles Section 15.5 'Documents required by the Articles to be delivered to or by the Association may be delivered electronically or by any other data transmission process. Such documents include but are not limited to notices of meetings and annual reports and accounts. The Directors may decide which documents may be delivered electronically and may make rules to regulate electronic delivery and no documents will be sent electronically without the consent of the recipient.' If you do not wish to receive documentation electronically as decided by the Directors please confirm with the Association.