

Membership – Terms & Condition

Members shall be bound during the continuance of membership by these Terms and Conditions including any amendments made in accordance with the details set out below.

1. Membership Applications

1.1 Applications for membership will be considered by the Association of Town & City Management, who have the right to refuse applications.

1.2 By submitting an application form by email, the applicant is deemed to have signed the application form.

1.3 ATCM reserves the right to re-grade any Member to a more appropriate level, if the relevant information appertaining to the membership level applied for is not received, or proves to be inaccurate in any way. Members will be informed of the requirement for re-grade and asked if they wish to continue with their application.

1.4 All information provided by you to us must be true and accurate at the point of applying. In the event of a change of circumstances such as moving jobs, change of contact details you must notify ATCM by phone, email or in writing so that our records are up to date.

2. Membership Payments, Renewals and Cancellations

2.1 Membership is fixed for a period of one calendar year starting 1 January, with proportionate membership charged by quarter if the joining date is after 31 March in any year. Membership will be activated at point at which payment is received.

2.2 Payment can be made by credit card (upon request), cheque or BACS. If membership payment remains outstanding we will notify you by telephone, email or letter and membership will not be activated until payment has been made.

2.3 It is the member's responsibility to advise ATCM of their intention not to renew. Subscription payments not received within one month of becoming due will result in the membership being considered lapsed and all services may be suspended pending payment. However, membership charges will continue to accrue, until resignation is received in writing, subject to the cancellation procedure outlined below.

2.4 To cancel your membership you will need to notify us in writing prior to the commencement of the new membership/calendar year stating a reason which will be recorded for internal use only. Refunds will not be given for cancelled memberships and as stated fees will accrue until cancellation is received in writing.

3. Membership

3.1. Practitioner Membership

3.1.1 Practitioner Membership belongs to the individual and not to the organisation regardless of who pays for the membership. Any dispute arising from this must be resolved by the member and their organisation. Upon receipt of payment you will be issued with log in details to enable you to access information in our member area.

3.1.2 It is the Individual Member's responsibility to keep their log in details confidential. ATCM reserves the right to withdraw Membership or to prevent any Member from renewing if the Member is misusing the membership benefits (for example, allowing someone else to use the benefits of their membership package).

3.1.3 Addition members may be added to membership where there is a fully paid up member within the same organisation, and where there is no outstanding balance on the account.

3.2. Company Membership

3.2.1 Company members are bound by the same conditions for application as Practitioner members, and ATCM reserves the right to refuse any application received.

3.2.2 In addition Company Members will be required to provide relevant information on their company to enable the correct information to be held on our websites company directory.

3.2.3 Company members will only be issued with log in details and information added to the website upon receipt of full payment for membership. It is the responsibility of the company member to provide company logos and all information pertaining to their organisation.

3.2.4 ATCM reserves the right to withdraw membership from Company Members if the work of the organisation is no longer compatible with that of ATCM, or if activity undertaken by the company brings the ATCM into disrepute.

4. Membership Benefits

4.1 Member benefits are only available if subscription payments are up to date.

4.2 Member benefits may change without notice.

5. Terminating Membership

5.1 ATCM reserves the right to withdraw membership or to prevent any Member from renewing membership if the Member brings the Association into disrepute.

5.2 ATCM reserves the right to withdraw membership if the member is deemed to have misused the membership privileges.

5.3 Members are not permitted to use ATCM's logo and/or name for the purposes of self-promotion on any of their organisational materials, including website, unless expressly agreed with ATCM.

5.4 Cancellations must be received in writing prior to the start of the new calendar/membership year. No refunds will be provided and fees are due for all or part of the year up to the date membership is cancelled.

5.5 If a member is found to have contravened the terms and conditions stated above membership may be terminated by ATCM without prior warning.

6. Variation of Terms & Conditions

These terms and conditions may be revised from time to time. If they are revised, we will post or email the revised version to you. It will be your responsibility to keep up-to date with all such changes and your continued membership shall be deemed acceptance of any changes to these terms and conditions.

