



Non-renewal/Termination of Membership Policy

Membership of UMHAN normally comes to an end if:

- A member informs us they no longer wish to be a member
- A colleague informs us that they are no longer working in their role.

Additionally, we may conclude that someone is not renewing their membership if:

- We receive multiple 'bounce backs' from an email address
- Payment of fees is outstanding by 6 months.

We will normally try and ascertain whether a member has left their post by using other contact details or by emailing a colleague.

Members can also suspend their membership for up to a year (for maternity/paternity/illness/caring/career break/bereavement etc.) but must let us know in advance so that they are not liable for audit and fee payment. As a small charity we can only refund payment of fees in exceptional circumstances, where there is a genuine reason why a member was not able to contact us in advance.

Suspension of membership

A member should inform us by email if they wish to suspend their membership for up to a year. They will not be able to access member-only resources, training or the Community Forum during this time, but can choose to receive our newsletter. Members are not liable for audit during this period.

At the end of the suspension period, members need to complete our short reapplication form and demonstrate how they've been keeping up to date or plan to refresh their skills with any relevant CPD. For mentors who have applied through accreditation routes 1 & 2, we also ask

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them to commit to having a supervision session before restarting their role and again soon afterwards.

In exceptional circumstances, suspension may be agreed for up to 18 months. After this time a member would need to reapply using the current process and form.

After membership has ended

What we do next

As soon as we ascertain someone no longer wishes to be a member or to renew, we strip their online contact record of all information apart from name and email address and notes (this includes information about event bookings).

Their application form and/or folder with associated documents will be marked with their membership termination date and archived.

All information will be permanently deleted after 3 years. This process will be carried out at 6 month intervals and will include a search of Google Drive and our email inbox to ensure all items are deleted.

Reapplication

If a member wishes to reapply within 18 months of their membership being terminated they can complete our reapplication form and demonstrate how they've been keeping up to date or plan to refresh their skills with any relevant CPD. For mentors who have applied through our accreditation routes 1 & 2, we also ask them to commit to having a supervision session before restarting their role and again soon afterwards.

If a member wishes to reapply after 18 months of their membership being terminated, they will need to complete our current application form and process.

- ❖ For anyone who does not meet our current eligibility criteria/mandatory qualifications (e.g. those who became UMHAN members through accreditation routes 1 & 2) they will

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have to follow our [lapsed membership process](#). This requires proof of similar work in the interim period, as well as ongoing CPD. They will also need to supply evidence of a supervision agreement.

Termination of membership by UMHAN

UMHAN can only proactively terminate someone's membership in very specific circumstances. For example, if a member did not disclose a custodial sentence, or had been disciplined by their employer or other professional body in relation to their work.

Members are also expected to abide by our Audit requirements and Conduct & Capability Framework; any significant deviation from this might result in UMHAN deciding to terminate membership. We would hope that in most instances any issues could be rectified by an action plan as agreed by the member and Trustees (or nominated representatives).

Our constitution states the following:

Termination of membership

(a) Membership of the CIO comes to an end if :

- (i) the member dies, or, in the case of an organisation (or the representative of an organisation) that organisation ceases to exist; or
- (ii) the member sends a notice of resignation to the charity trustees; or
- (iii) any sum of money owed by the member to the CIO is not paid in full within six months of its falling due; or
- (iv) the charity trustees decide that it is in the best interests of the CIO that the member in question should be removed from membership, and pass a resolution to that effect.

(b) Before the charity trustees take any decision to remove someone from membership of the CIO they must :

- (i) inform the member of the reasons why it is proposed to remove him, her or it from membership;
- (ii) give the member at least 21 clear days notice in which to make representations to the charity trustees as to why he, she or it should not be removed from membership;
- (iii) at a duly constituted meeting of the charity trustees, consider whether or not the member should be removed from membership;

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- (iv) consider at that meeting any representations which the member makes as to why the member should not be removed; and
- (v) allow the member, or the member's representative, to make those representations in person at that meeting, if the member so chooses.

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