



## NALA Membership Information and Code of Conduct

This document sets out the:

- Responsibilities of being a member
- Benefits of being a member
- Cost of being a member
- The Code of Conduct for Members.

### Responsibilities of a Member

#### Legal responsibilities:

- Pay the membership fee, or ask to have it waived
- If NALA has to close down, pay a maximum of €1.00 towards NALA's debts. This charge will apply even where the membership fee is waived
- Agree to the Code of Conduct for NALA Members that is on pages 5 and 6
- Have your details made available for public inspection and use by other Members

#### Other responsibilities which are not required:

- Support and promote the work of NALA where possible
- Take part in events, meetings and surveys to give views, where possible
- Attend and vote in Annual General and Extraordinary General Meetings where possible

### Benefits

- Demonstrate that you also believe in our vision that literacy is a human right
- Work with us to influence and inform literacy policy, practice and provision in Ireland
- Get updates about developments in literacy in Ireland and our work
- Be involved in NALA's development by attending and voting at our Annual and Extraordinary General Meetings

### Costs

- Membership is €25 for a full year or you can choose to have the fee waived.
- Membership runs from 1 February - 31 January. You will be invited to renew each year.



## Code of Conduct for NALA Members

**As a Member** of NALA, I agree to:

### **Support and advance NALA's work**

I will act to the best of my ability to support and advance NALA's work to promote literacy, numeracy, and digital skills for adults as a human right.

I will give my views on NALA's work, where possible, by participating in surveys, workshops and other events that help to inform and shape NALA's policies and practices.

### **Vote at NALA's General Meetings**

I will take part and vote in, where possible, NALA's:

- Annual General Meetings
- other General Meetings, including Extraordinary General Meetings.

### **Uphold NALA's values**

I uphold the values of NALA (see below) while at our events, either in person or online. I will do this by:

- being considerate and respectful
- following all rules, policies or directions relating to the facility or venue at which any NALA event is being held; and
- alerting a member of NALA staff if I see or hear any behaviour that violates this Code of Conduct;
- not lobbying or promoting any commercial business while at NALA events.

### **Be listed on NALA's Register of Members**

#### **Name and address listed**

I have my name and address included in NALA's Register of Members – a list of Members.

#### **Register may be seen by others**

By law, I know I (along with other Members of NALA and members of the public) have the right to view the Register. (This right is set out under Section 216 of the Companies Act 2014).



### **Other information may be collected**

NALA may also collect additional contact information from me; however, this will not be shared with other Members of NALA or members of the public without my permission.

### **Appeal if removed from the Register**

I know that NALA's Board can remove me from the Register of Members if:

- my actions or those of the organisation I represent conflict with NALA's work and its values (see below)
- I do not follow this Code of Conduct.

If I am removed, a member of NALA's staff will notify me and tell me about my right to appeal the decision to remove me from the Register of Members and how to do this.

### **Pay up to €1 if NALA is wound up**

I will contribute up to €1 to NALA to meet any costs if it is wound up. This requirement is set out in NALA's Constitution. I know I will be charged this amount if I have paid to be a Member or not.

### **NALA's Values**

**Potential:** We aim to make sure that everyone that we work with can achieve their learning and other ambitions.

**Respect:** We listen carefully to everyone's views and treat everyone equally and fairly.

**Inclusion:** We involve different voices and views, perspectives and people in our work.

**Collaboration:** We work creatively and constructively with others to make things happen.

**Equity:** We make sure that everyone has the same opportunities.