**2025 NALA Membership Form – Organisational**

This document sets out the:

* Responsibilities of being a member
* Benefits of being a member
* Cost of being a member
* The Application form for you to complete and return to us on pages 2 to 5
* The Code of Conduct for a member on pages 6 and 7.

**Responsibilities of a Member**

**Legal responsibilities:**

* Pay the membership fee
* If NALA has to close down, pay a maximum of €1.00 towards NALA’s debts.
* Agree to the Code of Conduct for NALA Members that is on pages 5 and 6
* Have their organisation’s 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
* Get discounts on our Plain English editing and training services.

**Cost**

* Membership is €50 for a full year for a Category A Organisation – Local.
* Membership is €150 for a full year for a Category B Organisation – Large.
* Membership runs from 1 February 2025 until 31 January 2026. You will then be invited to renew each year.

**2025 NALA Membership Form – Organisational**

Please write your answers in BLOCK CAPITALS

**Part 1 Your Organisation**

|  |  |  |
| --- | --- | --- |
| **Organisation Category** | | **Please Tick one** |
| **A** | **Local:** For example, Adult Literacy, Youthreach or local National Learning Network centres, city libraries or small non-profits |  |
| **B** | **Larger:** County, Regional, National or International Operations. For example, Education and Training Boards, County libraries, larger non-profit organisations and corporate members |  |

**Please give your:**

|  |  |
| --- | --- |
| Organisation Name: |  |
| Organisation Address: |  |
|  |  |
|  |  |
|  |  |
| Contact Name: |  |
| Contact telephone number: |  |
| Contact email address: |  |

The contact person should be the person to be contacted in relation to Membership administration, invoicing and legal notifications.

**Is your organisation a…?**

|  |  |
| --- | --- |
| Adult Literacy Service |  |
| Community Education or Training Centre |  |
| County Library |  |
| Disability Organisation |  |
| Education and Training Board |  |
| Education focused national organisation |  |
| Family Resource Centre |  |
| Garda or Probation Organisation |  |
| Homeless Organisation |  |
| National Learning Network |  |
| Partnership Company |  |
| Prison |  |
| School |  |
| Special School |  |
| Traveller Organisation |  |
| Youthreach Centre |  |
| Other Educational Organisation |  |
| Other Commercial Organisation |  |
| Other Not for Profit Organisation |  |

**Part 2 Payment**

**How much do you have to pay?**

|  |  |
| --- | --- |
| **Organisation Category** |  |
| **Local:** For example, Adult Literacy, Youthreach or local National Learning Network centres, city libraries or small non-profits | **€50** |
| **Larger:** County, Regional, National or International Operations. For example, Education and Training Boards, County libraries, larger non-profit organisations and corporate members | **€150** |

**How would you like to pay?**

Please tick one

|  |  |
| --- | --- |
| **Cheque**  Please make cheques payable to: NALA |  |
| **Bank Transfer**  NALA  AIB, 126-128 Capel Street, Dublin 1  IBAN: IE33 AIBK 9311 3663 5060 60  BIK: AIBKIE2D  **Please use your Invoice number as a reference** |  |
| **Card**  If you wish to pay by card, we will contact you after you send us this form |  |

**Do you require an invoice? (Yes or No) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part 3 Contacting You**

**What NALA must send to you**

If you have provided NALA with an email address, from time to time NALA will send you an email to inform you about activities related to your membership such as:

* the notification of an Annual General Meeting (AGM)
* expiration of your membership or
* other membership administration matters.

NALA is required by law to tell you about these and therefore by becoming a Member you must agree to receive these.

|  |
| --- |
|  |

If you would prefer to receive these legally required communications by post instead, please tick the box.

**What you can choose to receive**

|  |
| --- |
|  |

Sometimes, NALA sends emails to our Members about news, events and publications. Please tick this box to let us know you agree to receiving these emails.

|  |
| --- |
|  |

We also occasionally send updates by post.

Please tick this box to let us know you agree to receiving these updates by post.

If you choose to receive these updates and want to stop them in the future, you can opt out anytime by:

* following the instructions in the email to unsubscribe
* contacting [membership@nala.ie](mailto:membership@nala.ie) **or**
* calling 01 412 7900.

**Part 4 Confirmation**

By signing this form, you are confirming that:

* the information you have provided is correct and
* you agree to the Code of Conduct for NALA Members (which is on pages 5 and 6 below)

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please send this form:**

By email to: [membership@nala.ie](mailto:membership@nala.ie) **or**

By post to: Membership

National Adult Literacy Agency

Sandford Lodge, Sandford Close

Ranelagh

Dublin 6

D06 YF65

**Code of Conduct for NALA Members**

**As a Membe**r 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 a €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.