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| --- |
| **Nominated Bodies** |
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|  | The following organisations which have been in existence for a year or over can be considered for registration:* Clubs
* Societies
* Charities
* Voluntary organisations

Once formally recognised as a Nominating Body, Groups are eligible to nominate Governors as and when positions become vacant.The following organisation are not eligible for recognition as Nominating Bodies:* Trade Unions.
* Political Parties or organisations affiliated to a political party.
* An organisation whose primary purpose is to promote or oppose any change in law or in the policy or decisions of central government, local authorities or other public bodies.
* Company limited liability partnership or other body corporate or partnership, which carries on a business with the primary purpose of making gains for its members, shareholder or partners.
* Local authorities, NHS Trusts, NHS Foundation Trusts and Clinical Commissioning Groups.

Where there is any question about an organisation’s eligibility to be a Nominating Body, its recognition or not will be determined by the Board of Trustees. |
|  |  |
|  |
| **Your Club** |
|  |  |  |  |
|  |  | Please recognise my Group. I have read and understand Regulation 2.1 to 2.10 as set out in the  |  |
|  |  | Regulations document (*see extract attached*). |  |
|  |  |  |  |
|  |  | Full name of Group: |  |  |
|  |  |  |  |
|  |  | Main address / |  |  |
|  |  | Meeting Location: |  |  |
|  |  |  |  |
|  |  | Group Website: |  |  |
|  |  |  |  |
|  |  | Date Group Formed: |  |  |
|  |  |  |  |
|  |  | Purpose / Objective |  |  |
|  |  | of the Group: |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Number of current membership: |  |  Number of which are Letchworth residents: |  |  |
|  |  |  |  |
|  |  | If number of Letchworth residents are less than 15, please provide a summary of the support or services provided over the last 12 months to people who live within the boundary of Letchworth Garden City and the number of who benefited during that period. |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |
|  | Recognise our Group in up to two of the following categories: |  |
|  |  |  |
|  |  | Artistic & Cultural |  | Education |  | Health |  | Recreational &  |  |
|  |  | Activities |  |  |  |  |  | Leisure Activities |  |
|  |  | Social Welfare &  |  | Sporting |  | Preservation of Buildings |  | Preservation of  |  |
|  |  | the Relief of Poverty |  | Activities |  | & items of Historical |  | the Environment |  |
|  |  |  |  |  |  | Interest |  |  |  |
|  |  |  |
|  | Please explain how the category(s) you have ticked relates to your main purpose / objective: |  |
| 1 |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 2 |  |  |
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|  |  |  |
|  | **The Board of Trustees may request further information to verify whether the organisation meets the eligibility criteria.** |  |
|  |
| **About You** |
|  |  |  |  |
|  |  | Yes, I am the correct person to contact for this Group. My details are: |  |
|  |  |  |  |
|  |  | Title & Name: |  | Surname: |  |
|  |  |  |  |
|  |  | Position in Group: |  |  |  |
|  |  |  |  |
|  |  | Address: |  |
|  |  |  |  |
|  |  | Town: |  | Postcode: |  |
|  |  |  |  |
|  |  | Telephone: |  |  |  |
|  |  |  |  |
|  |  | E-mail: |  |
|  |  |  |  |
|  |  | Tick here to receive our monthly Heritage Foundation e-mail newsletter. |  |
|  |  |  |  |
| **Declaration** |
|  |  |  |  |
|  |  | I declare that I have been appointed by my group to the above position and am authorised on behalf of my group to complete this form. |  |
|  |  |  |  |
|  |  | Signed: |  | Print Name: |  |
|  |  |  |  |
|  |  | Date: |  |  |
|  |  |  |  |
|  |  | **Please return this form signed and dated to The Secretary, Letchworth Garden City Heritage Foundation, One Garden City, Letchworth Garden City, Hertfordshire, SG6 3BF, or by email as signed PDF to jo.walker@letchworth.com.** |  |
|  |  |  |  |

**Regulations 2.1 to 2.10 as per the Regulations Document**

# **Nominated Governors - Rules 27 to 31**

**Nominating Bodies**

## The following organisations who have been in existence for at least one year prior to the date of their application to be recognised as a Nominating Body are eligible to be recognised by the Foundation for the purpose of nominating Governors:

* Clubs
* Societies
* Charities
* Voluntary organisations

## An organisation is eligible for recognition as a Nominating Body if:

### it is a Membership Organisation based within Letchworth Garden City and has at least 15 members who live within the boundary of Letchworth Garden City; or

### it is Membership Organisation based outside Letchworth Garden City and has at least 15 members who live within the boundary of Letchworth Garden City; or

### it provides a significant level of support or services to people who live within the boundary of Letchworth Garden City.

A “Membership Organisation” means an organisation which has:

1. a board or main governing committee of at least 15 people; or
2. a group of at least 15 voting members who are separate from, and in addition to, such board or main governing committee.

## The following organisations are not eligible for recognition as Nominating Bodies:

### Trade unions

### Political parties or organisations affiliated to a political party

### An organisation whose primary purpose is to promote or oppose any change in the law or in the policy or decisions of central government, local authorities or other public bodies

### Company, limited liability partnership or other body corporate, or partnership, which carries on a business with the primary purpose of making gains for its members, shareholders or partners

### Local authorities, NHS Trusts, NHS Foundation Trusts and Clinical Commissioning Groups

## Where there is any question about an organisation’s eligibility to be a Nominating Body, its recognition or not will be determined by the Board of Trustees.

## Organisations may seek recognition by the Foundation in up to two of the following eight nomination categories if they meet the criteria detailed in Regulations 2.1, 2.2 and 2.3 above:

### The Preservation of Buildings and other items of Historical Interest.

### The Preservation of the Environment.

### Artistic and Cultural activities.

### Sporting Activities.

### Recreational and Leisure Activities.

### Social Welfare and the Relief of Poverty.

### Education.

### Health.

## An organisation seeking recognition must provide the following information to the Foundation in the manner and form prescribed by the Secretary which shall be retained by the Foundation:

### the full name of the organisation;

### a statement of the organisation’s objectives and main purposes;

### where the organisation is based;

### the number of those in membership;

### the number of those in membership who are Letchworth Garden City residents;

### for an organisation which does not fall within Regulations 2.2.1 or 2.2.2, a summary of the support or services provided over the last 12 months to Letchworth Garden City residents and the number of them who have benefited during that period;

### the date the organisation was formed;

### the name and contact details of one of the organisation’s duly appointed officers including e-mail address (if he has one);

### the Interest category or categories under which the organisation seeks recognition and how this relates to the organisation’s objectives and main purposes.

### The Board of Trustees may request further information to verify whether the organisation meets the eligibility criteria in Regulations 2.1, 2.2 or 2.3.

## The Board of Trustees shall decide whether to recognise an organisation as a Nominating Body which satisfies the eligibility criteria in Regulations 2.1, 2.2 and 2.3 and has provided to the Foundation all the information required by Regulation 2.6.

## The names of all those organisations who have been recognised as Nominating Bodies shall be entered into a ‘List of Nominating Bodies’ to be retained by the Foundation.

## The Secretary may request Nominating Bodies who have been recognised to update their details in Regulation 2.6.

## The Foundation may by written notice to a Nominating Body immediately withdraw recognition of a Nominating Body if:

### within 30 days of a second request made pursuant to Regulation 2.9 it fails to provide any of the information requested; or

### it fails to continue to comply with any of the eligibility criteria set out in Regulations 2.1, 2.2 or 2.3.