

Open Awards Membership Criteria and Application Form

Introduction

Open Awards is a membership organisation. Our Objects and Powers are set out in our Memorandum and Articles of Association, which were last reviewed on 18th June 2026 and contain full details of Membership, their powers and responsibilities. People or organisations seeking to be members of Open Awards must have read a copy of our Memorandum and Articles of Association before making such an application.

Open Awards seeks to advance the education of the public, and in particular by:

- Promoting and widening participation in education, learning and training particularly by those who have previously benefitted least from educational opportunities;
- Improving the quality and flexibility of education, learning and training provision primarily for those who have previously benefitted least from educational opportunities;
- Improving access to learning opportunities and facilitating progression to further learning and in particular through the award of credit and credit based qualifications.

1. Membership

1.1 Membership of Open Awards is open to:

- Trustees (and for the avoidance of doubt is automatic when a person becomes a Trustee and is terminated when that person ceases to be a Trustee)
- Members of the Open Awards Access to Higher Education and Business Development Committee (and for the avoidance of doubt is automatic when a person becomes a member of the Access to Higher Education or Business Development Committee and is terminated when that person ceases to be a member).
- Any person interested in furthering the 'Objects' of Open Awards detailed above in 0.2 and approved by the Trustees.

1.2 Membership is open to individuals, as detailed above and to organisations. However, all applications except for Trustees and members of the Access to Higher Education and Business Development Committee must be on the prescribed form and approved by the Trustees of Open Awards.

- 1.3 The following provisions apply to any organisation that is a Member:
- 1.3.1 a Member organisation may nominate in writing any individual to act as its representative at any general meeting of Open Awards;
 - 1.3.2 the Member organisation must give notice in writing to Open Awards of the name of its authorised representative. The authorised representative will not be entitled to represent the Member organisation at any general meeting of Open Awards unless such notice has been received. The authorised representative may continue to represent the Member organisation until notice in writing is received by Open Awards;
 - 1.3.3 a Member organisation may appoint an authorised representative to represent it at a particular general meeting of Open Awards or at all general meetings until notice to the contrary is received by Open Awards;
 - 1.3.4 any notice in writing shall be conclusive evidence of the authorised representative's authority to represent the Member organisation or that their authority has been revoked. Open Awards is not required to consider whether the authorised representative has been properly appointed by the Member organisation;
 - 1.3.5 an individual appointed by the Member organisation to act as its authorised representative is entitled to exercise (on behalf of the Member Organisation) the same powers as the Member organisation could exercise if it were an individual member;
 - 1.3.6 on a vote on a resolution at a general meeting of Open Awards, the authorised representative has the same voting rights as the Member organisation would be entitled to if it was an individual Member present in person at the general meeting; and
 - 1.3.7 the power to appoint an authorised representative is without prejudice to any rights which the Member organisation has under the Companies Act and the Articles to appoint a proxy or corporate representative.
- 1.4 Membership of Open Awards is not transferable.
- 1.5 Membership shall automatically terminate if the Member concerned:
- 1.5.1 resigns by written notice to the Trustees;
 - 1.5.2 dies, or in the case of a Member organisation, ceases to exist;
 - 1.5.3 is six months in arrears in paying the relevant subscription;
 - 1.5.4 is removed by resolution passed by the Trustees present and voting at a meeting of the Trustees but only after the meeting has invited the written views of the Member concerned and considered the matter in the light of any such views.
- 1.6 Members may also confer on any individual (with their consent) the honorary title of Patron, President or Vice-President.



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2 Associate Membership

2.1 Associate Membership of Open Awards is given to:

- All Providers (including Colleges, training institutions, employers and voluntary organisations) who deliver Open Awards qualifications
- Higher Education Institutions which receive Open Awards Access to Higher Education students and are subscribers to QAA

2.2 Associate Membership is given to organisations, as detailed above and no application is necessary.

2.3 The following provisions apply to any organisation that is an Associate Member:

2.3.1 The Associate Member's representative will be the Open Awards Provider contact unless otherwise notified in writing;

2.3.2 an Associate Member may appoint an authorised representative to represent it at a particular public meeting of Open Awards or at all meetings until notice to the contrary is received by Open Awards;

2.3.3 any notice in writing shall be conclusive evidence of the authorised representative's authority to represent the Associate Member or that their authority has been revoked. Open Awards is not required to consider whether the authorised representative has been properly appointed by the Associate Member; and

2.3.4 the power to appoint an authorised representative is without prejudice to any rights which the Associate Member has under the Companies Act and the Articles to appoint a proxy or corporate representative.

2.4 Associate Members are not entitled to attend Open Awards general meetings, except in observer status and are not entitled to a vote in any proposals made at any general meetings. They are encouraged to participate in the strategic direction of Open Awards and to play an active part in Forums and public meetings.

2.5 Associate Membership of Open Awards is not transferable.

2.6 Associate Membership shall automatically terminate if the Associate Member concerned:

2.6.1 resigns by written notice to the Trustees;

2.6.2 ceases to exist;

2.6.3 ceases to deliver Open Awards qualifications;

2.6.4 is removed by resolution passed by the Trustees present and voting at a meeting of the Trustees but only after the meeting has invited the written views of the Associate Member concerned and considered the matter in the light of any such views.



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3 General Meetings

- 3.1 Open Awards has set out its criteria for General Meetings in section 9 of their Articles of Association, a copy of which is available upon request.
- 3.2 Open Awards must hold an Annual General Meeting (AGM) every year. Members must annually at the AGM:
- 3.2.1 receive the accounts of Open Awards for the previous financial year;
 - 3.2.2 receive a written report on Open Awards activities;
 - 3.2.3 be informed of the retirement of those Trustees who wish to retire or whose terms of office have come to an end;
 - 3.2.4 elect Trustees to fill the vacancies arising;
 - 3.2.5 appoint auditors for Open Awards
- 3.3 A general meeting may be called by the Trustees at any time and must be called within 21 days of a written request from one of more Trustees.
- 3.4 Associate Members may attend general meetings as observers but may not play any part in the formal proceedings. Notice of general meetings will not normally be sent to Associate Members.

4 Limited Liability

- 4.1 The liability of Members is limited.

5 Guarantee

- 5.1 Every Member promises, if Open Awards is dissolved while he, she or it remains a Member or within 12 months afterwards, to pay up to £1 towards the costs of dissolution and the liabilities incurred by Open Awards before the contributor ceased to be a member.

6 Communications

- 6.1 Notices and other documents to be served on Members of Trustees under the Articles or the Companies Act may be served:
- 6.1.1 by hand
 - 6.1.2 by post; or
 - 6.1.3 by suitable electronic means
- 6.2 The only address at which a Member is entitled to receive notices sent by post is an address in the UK shown in the Open Awards Register of Members.



6.3 Any notice given in accordance with the Open Awards Articles of Association is to be treated for all purposes as having been received;

6.3.1 24 hours after being sent by electronic means or delivered by hand to the relevant address;

6.3.2 two clear days after being sent by first class post to that address;

6.3.3 three clear days after being sent by second class or overseas post to that address;

6.3.4 immediately on being handed to the recipient personally; or, if earlier

6.3.5 as soon as the recipient acknowledges receipt.

7 Benefits of Being a Member of Open Awards

7.1 To work with the Trustees and staff of Open Awards to advance the education of the public as set out in Open Awards Articles of Association.

7.2 The ability to be or appoint an authorised representative in the case of a Membership Organisation to attend and vote at Open Awards general meetings.

7.3 The ability to be or to appoint an authorised representative in the case of a Membership Organisation to attend and vote at Open Awards Annual General Meeting.

8 Subscriptions

8.1 There is an annual subscription fee payable for all Members of Open Awards except Trustees and members of the Access to Higher Education and Business Development Committee. This fee is reviewed annually by the Trustees of Open Awards.

8.2 The current annual fee is £100, due on 1st September of each year.

9 Membership Process

9.1 Individuals or organisations seeking to become members of Open Awards must complete the attached application form.

9.2 Applications will be considered by the Trustees of Open Awards three times a year.

9.3 Trustees of Open Awards reserve the right to refuse applications and there is no right of appeal, although organisations can re-apply 12 months later.

10 Partnership Working

10.1 Open Awards values working with all our Providers, employers, prisons and those



Higher Educational Institutions (HEIs) that support our work and wider aims.

Open Awards has mechanisms in place to engage with those Providers and HEIs who are Associate Members and feel that they do not wish to become Members of Open Awards but still wish to contribute to our strategic direction and development.

Such mechanisms include, but are not limited to:

- Open Awards Committees
- Stakeholder events
- Consultation events

11 Review

Open Awards will review its Membership criteria periodically and certainly at any time when the Articles of Association are reviewed.



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Open Awards Membership Application Form

Name of Organisation or Individual applying for membership:

Address:

If an Organisation – name of authorised representative:

Email address:

Contact telephone number(s):

Please detail how you or your organisation, if applying on behalf of an organisation can help Open Awards meet its 'Objects' as set out in our Articles of Association. Please use a separate sheet if required:



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Reason for application:

Please enclose the following:

1: Your last audited accounts (if applicable)



2: Your organisation's Memorandum and Articles of Association (if applicable)



3: Statement of Reputation



Signature:

I declare that I am authorised to apply for membership on behalf of my organisation, if applicable.

Date:



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Trustees Decision:

Signed:

Date:



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Statement of Reputation – to be used solely for the purposes of applying for Membership of Open Awards whether as an individual or the Authorised Representative of an Organisation.

Name.....

Address.....

.....

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Email.....

Contact Number.....

Date.....

I state that I know of no reason why I should not be a Member of Open Awards.

(for example this includes bankruptcy, disqualification from acting as a Charity Trustee, relevant criminal conviction or clear conflict of interest – this is not an exhaustive list)

If there are any doubts as to whether you can sign this statement you must discuss your concerns in complete confidence with the Open Awards Chief Executive, Heather Akehurst.

Please ensure that you have completed all sections of this form and return it to:

**Anita Till
Company Secretary
Open Awards
17 De Havilland Drive
Estuary Commerce Park
Speke
Merseyside
L24 8RN**