

DEVELOPMENT TRUSTS ASSOCIATION SCOTLAND

Membership Criteria

Overview of the membership criteria for Full and Provisional
Membership with DTA Scotland

Updated January 2026

Membership Criteria

Below is a list of the criteria we use when assessing an organisation for membership.

Some criteria are essential for membership, while others reflect good practice that we expect members to be working towards. If you have any questions about this, please get in touch with us at info@dtascot.org.uk.

Criteria for Provisional Membership (£50 per year)

(Important note: Provisional membership is only available for up to 3 years with a possible 1-year extension)

Statement about our organisation	Essential or Working Towards	Examples
Our organisation is incorporated	✓ Essential	Either as a Scottish Charitable Incorporated Organisation (SCIO), a Company Limited by Guarantee (CLG), or a Community Benefit Society (CBS or BenCom)
Our governing document shows that our organisation has a broad set of purposes including a community development or regeneration related charitable purpose	✓ Essential	
Our governing document shows a defined geographical area of benefit	✓ Essential	Defined by postcode, community council area, or map
Our governing document shows that our board is not allowed to refuse membership	✓ Essential	Must not have a clause or article allowing board to decide to refuse membership
Our membership fee, if we have one, would be considered reasonable	✓ Essential	Membership fees must not be so high as to create a financial barrier

Our governing document reflects that our organisation will have a minimum of at least 20 members at all times	✓ Essential	
Our governing document shows that the majority of our <u>members</u> must be from within our defined community, and that they have the main voting power at general meetings (because we have either a majority Ordinary Members clause including quorum at AGM, or only Ordinary Members can vote, or we only have Ordinary members)	✓ Essential	It should be clear that an AGM can't be held only by trustees. For the quorum, it's generally recommended that it be set at 5 % or 10% of membership, or 10 members, whichever is higher
Our governing document shows that the majority of our <u>board</u> must be from within our defined community, and that board meetings can only be quorate if majority Ordinary Members are present	✓ Essential	Quorum requirements, and the minimum and maximum number of directors should be realistic and flexible enough to reflect future growth or a reduction in membership
Our organisation has had an AGM and now has elected board members in place	✓ Essential	
Our accounts show that we are independent of personal, political, religious, outside agency, local authority, corporate or funder interests or agendas	✓ Essential	
Our accounts show that we are financially solvent	✓ Essential	
Our organisation has an ambition to develop diverse income streams	✓ Essential	

Our organisation has delivered a small amount of activity and has ambitions to deliver projects in broad range	✓ Essential	
Our organisation has some form of active public presence or means of communication with our community	✓ Essential	E.g. website, social media, or newsletter
Our organisation is building relationships with other organisations in community	✓ Essential	
Our organisation has completed some consultation activity in the area where the community have been involved	✓ Essential	
Our organisation is working towards a Community Action plan	○ Working towards	
Our organisation is working towards building unrestricted reserves and having a policy in place	○ Working towards	
Our organisation has some form of active public presence or means of communication with our community	✓ Essential	E.g. website, social media, or newsletter
Our organisation is building relationships with other organisations in community	✓ Essential	
Our organisation has completed some consultation activity in the area where the community have been involved	✓ Essential	

Criteria for Full Membership (£90 per year)

Statement about our organisation	Essential or Working Towards	Examples
Our organisation is incorporated	✓ Essential	Either as a Scottish Charitable Incorporated Organisation (SCIO), a Company Limited by Guarantee (CLG), or a Community Benefit Society (CBS or BenCom)
Our governing document shows that our organisation has a broad set of purposes including a community development or regeneration related charitable purpose	✓ Essential	
Our governing document shows a defined geographical area of benefit	✓ Essential	Defined by postcode, community council area, or map
Our governing document shows that our board is not allowed to refuse membership	✓ Essential	Must not have a clause or article allowing board to decide to refuse membership
Our governing document clearly lists the requirements for membership (i.e. resident in area, entitled to vote in local government elections, supports the purposes of the organisation)	✓ Essential	
Our membership fee, if we have one, would be considered reasonable	✓ Essential	Membership fees must not be so high as to create a financial barrier

Our governing document reflects that our organisation will have a minimum of at least 20 members at all times	✓ Essential	
Our governing document shows that the majority of our <u>members</u> must be from within our defined community, and that they have the main voting power at general meetings (because we have either a majority Ordinary Members clause including quorum at AGM, or only Ordinary Members can vote, or we only have Ordinary members)	✓ Essential	It should be clear that an AGM can't be held only by trustees. For the quorum, it's generally recommended that it be set at 5 % or 10% of membership, or 10 members, whichever is higher
Our governing document shows that the majority of our <u>board</u> must be from within our defined community, and that board meetings can only be quorate if majority Ordinary Members are present	✓ Essential	Quorum requirements, and the minimum and maximum number of directors should be realistic and flexible enough to reflect future growth or a reduction in membership
Our organisation has had an AGM and now has elected board members in place	✓ Essential	
Our accounts show that we are independent of personal, political, religious, outside agency, local authority, corporate or funder interests or agendas	✓ Essential	
Our accounts show that we are financially solvent	✓ Essential	

Our organisation has an ambition to develop diverse income streams	✓ Essential	
Our organisation has some form of financial reporting is available at board level	✓ Essential	
Our organisation has some form of active public presence or means of communication with our community	✓ Essential	E.g. website, social media, or newsletter
Our organisation is building relationships with other organisations in community	✓ Essential	
Our organisation is involved in a Community Action Plan that is in place	✓ Essential	
Our organisation is delivering projects from the Community Action Plan	✓ Essential	
Our organisation has some kind of organisational strategy document in place	✓ Essential	Like a vision statement, mission statement, values statement, and/or a business plan
Our organisation is working towards building unrestricted reserves in line with our policy	○ Working towards	
Our organisation has a budget setting process and management accounts	○ Working towards	