

# Organisational Membership Agreement

By applying for organisational membership of The Institute of Customer Service (“The Institute”) you  
<Company Name>  
 (“The Member”) agree to comply with these Regulations

## 1 Interpretation

- 1.1. “Member” means the company who is named on The Institute’s Application For Membership Form and who seeks membership of The Institute in accordance with these Regulations.
- 1.2. “Membership” means the period during which the Member is a member of The Institute.
- 1.3. “Membership Benefits” means the benefits provided by The Institute to the membership of The Institute without further charge as set out in the literature provided with these Regulations or in other literature (including The Institute’s website and electronic communications with the membership of The Institute) published by The Institute from time to time.
- 1.4. “Additional Benefits” are benefits, including training and certification, to which Members are entitled on payment of an additional fee.
- 1.5. “Benefits” means Membership Benefits and Additional Benefits.
- 1.6. “The Institute” means The Institute of Customer Service (registered number 3316394 whose registered office is at Mill House, 8 Mill Street, London SE1 2BA.
- 1.7. “Membership Fee” means the fee due to The Institute at such intervals throughout the Membership Term as may be prescribed by The Institute from time to time until the agreement is terminated by either party in accordance with these Regulations.
- 1.8. “Membership Term” means the period of membership starting on <Start Date> (the “Start Date”) and ending <No.> months later.

## 2. Benefits

- 2.1. The Member will be entitled to the Benefits during the Membership Term subject to these Regulations.
- 2.2. The Institute will use its reasonable endeavours to provide the Membership Benefits within the times notified to Members.
- 2.3. Additional Benefits will be provided on the terms of a separate contract between the Member and The Institute.
- 2.4. The Institute may at any time without notifying the Member make any changes to the Benefits which are necessary to comply with any safety or other statutory requirements or which do not materially affect the

nature of the Benefits.

- 2.5. Any other changes or additions to the Benefits or to these Regulations will be notified to the Member in writing by The Institute by posting a revised version of these Regulations on The Institute’s website and informing Members electronically of the changes in advance of those changes taking place.
- 2.6. The Institute will not change these Regulations in such a way as to extend your obligations in respect of fees payable to us; amend the agreed allocation of Intellectual Property rights; or amend the termination provisions.
- 2.7. The Member will on request provide The Institute with such information as The Institute may reasonably request in order to enable The Institute to provide the Member with Benefits.
- 2.8. The Institute reserves the right to charge you any additional costs incurred in undertaking corrective action should the Member fail to provide the requisite information, provide us with incomplete, incorrect or inaccurate information in order for us to provide the services within your membership

## 3. Membership Term and Payments

- 3.1. Membership of The Institute is for a period of <No.> months from the Start Date. A one-off Registration Fee is due on the Start Date (“Membership Payments”)
- 3.2. The Institute will raise invoices to reflect the Membership Payments due for the Membership Term. Membership will be activated upon the payment of the appropriate invoice within 30 days of the invoice date
- 3.3. Before the end of your Membership Period, details of a renewed Membership will be discussed with you and agreed.
- 3.4. Renewal of Membership should be agreed at least one month prior to the expiry date of your current Membership to ensure continuity and enable the appropriate invoice and renewal to be processed.
- 3.5. All charges quoted to the Member for the provision of Additional Benefits are exclusive of VAT, for which the Member is liable at the prevailing rate, and these must be paid without deduction or set-off.
- 3.6. Where a member organisation cancels the booking made for services of The Institute Academy, The Institute reserves the right to charge for any costs incurred or time spent on preparatory development work, research, venue booking and resource allocation. Where open Workshops, Masterclasses and other one or two-day activities are booked, no refunds will be given however places can be allocated to colleagues within the same organisation.

3.7. The Institute has right to charge the total outstanding balance plus 4% for any late payment for services provided during your membership period

3.8. If overdue Membership Payments are not received within 14 days of The Institute requesting them, debt collection proceedings may be commenced and any fees incurred charged to the Member.

#### 4. Warranties and Liability

4.1. The Member warrants that all information provided by the Member to The Institute, on the Application for Membership form or otherwise, is true and accurate.

4.2. The Institute warrants to the Member that the Benefits will be provided using reasonable care and skill. Where The Institute uses the services of any agent or third party (such as speakers at events) The Institute does not give any warranty, guarantee or indemnity in relation to those services.

4.3. Except in cases of death or personal injury caused by The Institute's negligence, The Institute will not be liable to the Member by reason of any representation (unless fraudulent or negligent) for any loss of profit or any indirect, special or consequential loss, damage costs, expenses or other claims (whether caused by the negligence of The Institute or its agents or otherwise) which arise out of or in connection with the provision of the Benefits and the entire liability of The Institute under or in connection with the Benefits will not exceed twice the amount of the Membership Fee (in respect of Membership Benefits) or of The Institute's charges for the provision of Benefits (in respect of Additional Benefits), except as expressly provided in these Regulations. This warranty is in lieu of all other terms, conditions and warranties, expressed or implied, statutory or otherwise, and any other liabilities whatsoever and howsoever arising.

4.4. The Institute will not be liable to the Member or be deemed to be in breach of these Regulations by reason of any delay in performing, or any failure to perform, any of The Institute's obligations in relation to the Benefits, if the delay or failure is due to any cause beyond The Institute's reasonable control, and time will not be of the essence for the provision of the Benefits.

#### 5. Termination of Membership

5.1. If you wish to cancel your membership, you may do so by informing us of your intention up to 10 working days before the start of the Membership Period, This notice should be provided directly to us, in writing by letter to the Head of Business Development, The Institute of Customer Service, Mill House, 8 Mill Street, London SE1 2BA

5.2. Thereafter Membership may be terminated with no less than three months' notice. Membership fees are non-refundable.

5.3. Following termination of Membership, the Member will not use The Institute's trademarks, trade names and other distinctive signs ("Institute's Signs") in any way that might convey the impression that the Member remains a member of The Institute or otherwise cause confusion about the relationship of the Member and The Institute and will, on request from The Institute, hand over or destroy (and

certify in writing that destruction has taken place) all material bearing any Institute's Signs except where they are granted specific permission to retain use.

#### 6. Insolvency of Member

6.1. This clause applies in the following circumstances:

6.1.1. The Member makes a voluntary arrangement with its creditors or (being an individual or firm) becomes bankrupt or (being a company) becomes subject to an administration order or goes into liquidation (otherwise than for the purposes of amalgamation or reconstruction); or

6.1.2. An encumbrance takes possession, or a receiver is appointed, of any of the property or assets of the Member; or

6.1.3. The Member ceases, or threatens to cease, to carry on business; or

6.1.4. The Institute reasonably believes that any of the above events is about to happen and notifies the Member accordingly.

6.2. If this clause applies then, without limiting any other right or remedy available to The Institute, The Institute may cancel the Contract or suspend Membership, including access to its website and attendance at events and, if Membership Payments are still due, they will become immediately payable notwithstanding any previous agreement or Regulations.

#### 7. Data Protection

7.1. The Institute will process personal data of the Member or its employees in accordance with its data protection policy a copy of which can be found here:

[The Institute of Customer Services Data Protection Policy](#)

The data to be processed under this agreement is contained in the data processing schedules found here:

[The Institute of Customer Service Data Processing Schedule](#)

Changes to these policies will be posted on The Institute's website.

#### 8. Intellectual Property

8.1. All intellectual property rights in all materials, services, products owned, created or provided by The Institute as part of your membership benefit shall at all times belong to and shall remain vested in The Institute and you shall obtain no intellectual property rights whatsoever, save where you have developed bespoke materials or services for use internally to your business ("Bespoke Products"); in such cases all intellectual property rights in the Bespoke Products shall vest in you.

8.2. You are permitted as part of your membership entitlement to make use the supplied Institute Member logo on your website, communications, branding, and publications in line with The Institute's published guidelines

8.3. You are not permitted to use any other Institute logo without written consent from The Institute

9. General

9.1. Notices to The Institute are to be sent to the registered address. Notices to the Member will be sent to the address on the application form, unless The Institute is otherwise informed in writing.

9.2. No failure or delay by either party in exercising any of its rights under these Regulations will be deemed to be a waiver of that right, and no waiver by either party of any breach of these Regulations by the other will be considered as a waiver of any subsequent breach of the same or any other provision.

9.3. If any provision of these Regulations is held by any court or other competent authority to be invalid or unenforceable in whole or in part, the validity of the other provisions of these Regulations and the remainder of the provision in question will not be affected.

9.4. English law will apply to this agreement, and the parties agree to submit to the jurisdiction of the English courts.

9.5. Organisational Membership of The Institute is corporate. An agreed number of approved employees and representatives can enjoy the Benefits of membership, including access to The Institute's website

9.6. Membership allows the Member's approved personnel to access certain areas of The Institute's website. If a Member decides to terminate its Membership, access will be terminated from the termination of Membership

9.7. As a Member of The Institute we expect you to maintain professional ethics at all times.

This includes soliciting to entice away from The Institute members where it impacts on their services offered through their membership entitlement

9.8. The Institute understands that email marketing is a useful tool: however, Members are requested to keep email marketing to other members to a minimum and to include an 'opt- out' facility on every email. The Institute reserves the right to suspend Membership in the event of proven complaints, and such complaints would constitute a breach of these Regulations.

9.9. As a Member of The Institute, the Member agrees to conduct themselves in a professional and business-like manner, treating other members with respect at all times. If The Institute should receive a complaint about any Member's behaviour, it reserves the right to suspend membership. Such complaints would constitute a breach of these Regulations.

9.10. Membership of The Institute is at the sole discretion of The Institute and it reserves the right to refuse or revoke membership.

Signing this document confirms that you agree to the terms and conditions of membership offered by The Institute (as stated above).

<p>Signed on behalf of &lt;Company name&gt;</p> <p>I agree to the terms set out in this Agreement.</p>	<p>Signed on behalf of The Institute of Customer Service</p> <p>I agree to the terms set out in this Agreement.</p>
<p>Full Name:.....</p> <p>Job Title:.....</p> <p>Signature: .....</p> <p>Date of signature: .....</p>	<p>Full Name: .....</p> <p>Job Title: .....</p> <p>Signature: .....</p> <p>Date of signature: .....</p>