



## MEMBERSHIP APPLICATION FORM

(Please complete this section in Block Capitals)

I, , of

hereby apply to become a member of The Plunkett Institute of Co-operative Governance.

First Name:  Surname:

Co-operative Name:

Phone number:  E-mail Address:

Gender: Male ☐ Female ☐ Date of Birth:

Home Address:

Membership level applied for.

Position in Co-op structure; Board, or other representative structure, ordinary member.

Date of election to current position:  Term of office:

What is your current Entry level Training? (Please tick relevant box and outline details below):

Level 1 (2-day Training Event)	Level 2 (4-day Training)	Level 3 (ICOS/UCC Diploma)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date of Completion of course <input type="text"/>	Date of Completion of course <input type="text"/>	Date of Completion of course <input type="text"/>
I attach copy of certificate of completion /proof of qualification Yes <input type="radio"/> No <input type="radio"/>	I attach copy of certificate of completion /proof of qualification Yes <input type="radio"/> No <input type="radio"/>	I attach copy of certificate of completion /proof of qualification Yes <input type="radio"/> No <input type="radio"/>



Please note that if your Society is not paying your Annual Subscription, you are obliged to send us a cheque in the amount of €50 along with your application form. Alternatively you can contact Yvonne Murphy for Paypal details.

Cheques made payable to: Plunkett Institute, The Plunkett House, 84 Merrion Square, Dublin 2

I AGREE TO ABIDE BY THE CODE OF ETHICS AS OUTLINED IN THE ATTACHED DOCUMENT ENTITLED: 'PLUNKETT INSTITUTE MEMBER CODE OF ETHICS', AND I AGREETO COOPERATE AND COMPLY WITH THE OPERATION AND OUTCOME OF ANY DISCIPLINARY PROCEDURES WHICH MAY ARISE RESULTING FROM NON COMPLIANCE WITH THE CODE OF ETHICS.

Name of Director:

Signature:

Date:



## Plunkett Institute Code of Ethics for Members of Co-operative Boards

Code of Ethics (to be signed by applicant)

### PURPOSE AND SCOPE

The main aim of this Code of Ethics is to promote and enhance those standards and principles recognised as necessary for the proper performance of all functions of a Member of the Board of a Co-operative and help to foster a culture of honesty and accountability. The Code of Ethics sets out the standards of ethical conduct and practice based on compliance with the Co-operative ethos, the principles of the Plunkett Institute of Cooperative Governance, ICOS Rules and best corporate governance practice.

No code or policy can anticipate every situation that may arise. This Code of Ethics is intended to supplement not replace the applicable legal obligations of Members of the Board. It does not replace; but is in addition to any Code adopted by individual Boards of Co-operative Societies.

This Code of Ethics recognises Integrity, Confidentiality, Conflict of Interests and Competence as the main guiding ethical principles and values for a Member of a Co-operative Board of Directors.

As a member of the Plunkett Institute of Co-operative Governance and a Director of a Co-operative Society, I hereby agree that:

### INTEGRITY

1. I shall at all times exercise the highest standards of integrity and care and ensure that my conduct is above reproach.
2. I shall carry out my functions honestly, fairly, consistently, impartially and objectively without fear, favour, bias or prejudice.
3. I shall always conduct myself professionally, in accordance with the law, rules and ethics of my position.
4. I shall not engage in conduct that would compromise, discredit, or diminish the integrity of the Board of my Society and this Institute.
5. I shall respectfully consider the opinions of others during deliberations, strive for integration of viewpoints or consensus building decision-making, and will respect the corporate judgement of the Board's decisions.
6. I shall refrain from using Board meetings to advance my personal interests.
7. I recognise the role of the Chief Executive of my Society as provided for in the Rules of the Co-operative and in any policies established, or contract agreed by the Board
8. in all operational and personnel matters.

I shall not expect any special privileges from my Co-operative because I am a Director.

## CONFIDENTIALITY

1. I shall maintain the confidentiality of information entrusted to me by the Co-operative and any other confidential information about the Co-operative that comes to me, from whatever source, in my capacity as a Director, except when disclosure is authorised or legally mandated. Unauthorised disclosure will be considered a gross breach of trust. I shall exercise due diligence to avoid breaches of duty through negligence, intentional action or omission, and unauthorised communications with third parties including public and the media by way of open discussions and/or using of electronic communications devices.
2. I shall not for the period of twelve months after termination of my service as a Director for whatever reason (without the prior written consent of the Board):
  - a. Engage in any activities in connection with the carrying on of any business (similar to or in competition with) the business of the Co-operative on my own behalf or on behalf of any person firm, society company or organisation directly or indirectly.
  - b. Seek to procure orders from or do business with any member, person, society, company, firm or organisation who has at any time during the twelve months immediately preceding such termination done business with the Co-operative.
  - c. Endeavour to entice away from the Co-operative any person who has at any time during the twelve months immediately preceding such termination is a Member of or has been employed or engaged by the Society.

## CONFLICT OF INTEREST

A 'conflict of interest' can occur when a director's personal interest is adverse to or may appear to be adverse to the interests of the Co-operative as a whole. Conflicts of interest also arise when a director, or a member of his or her immediate family, receives improper personal benefits as a result of his or her position as a director of the Co-operative.

1. I shall avoid any conflicts of interests and disclose promptly any situation that involves, or may reasonably be expected to involve a conflict of interest with the Co-operative, to the Chairman of the Board of Directors.
2. I will not vote in respect of any contract or arrangement in which I have an interest, apart from any contract or arrangement made by me in the ordinary course of trading with the Co-operative or any of its subsidiaries.
3. I shall not approve the employment of close relatives of Directors or Executives in the Co-operative where this may result in a conflict of interest or where it may be seen to undermine the credibility of the Board.
4. I owe allegiance to the co-operative and shall act in the best interests of the co-operative while acting in my official capacity.
5. I shall ensure that the co-operative's interests are pursued during the meeting of the Board of Directors.

## COMPETENCE

I shall act with competence and shall take reasonable steps to maintain and enhance my knowledge, skills and the personal qualities necessary for the proper performance of my duties, keeping myself apprised of relevant legislation and regulations and taking advantage for this purpose of those training and other facilities which are available to me.

Non-compliance with the Code may result in sanctions, up to and including expulsion from the Institute, by the Board of the Institute, following due process.

This Code of Ethics has been approved by the Board on xxxxxxxxxxxx 2015.

The Code is subject to a regular view.

I AGREE TO ABIDE BY THE CODE OF ETHICS AS OUTLINED IN THIS DOCUMENT

Name of Director:

Signature:

Date:

Signature of Witness (member of the institute):



## GDPR

This Form is used by the Plunkett Institute Co-operative Society (the “Plunkett Institute”) to collect information required by us to verify your eligibility for admission to membership of the Plunkett Institute and/or verify and manage your continuing compliance with the membership criteria.

We ask you to complete this Form where you will share certain personal details. The data you provide is required for regulatory compliance, to provide you with an accredited record of your training and expertise as a co-operative director.

Plunkett Institute will comply with all applicable Data Protection Legislation in the processing of the information and personal data provided by you in this form. Your data will be processed in line with the Data Protection Acts.

Your information will be shared with third parties in certain specific circumstances:

- 1) for the purposes of administering your membership;
- 2) for the purposes of securely storing participant information with our IT services provider;
- 3) for the purpose of compliance with Plunkett Institute regulatory obligations.

Should you have any queries in relation to this information please email Plunkett Institute at [plunkettinstitute@icos.ie](mailto:plunkettinstitute@icos.ie)