Compulsory Purchase Association

Rules of Membership

Set out below are the Rules of the Compulsory Purchase Association ("the CPA"). These have been drawn from the Articles of Association and from resolutions of the Board of Directors ("the Board) from time to time. The Rules summarise the main provisions of direct relevance to Members and their Membership which are not otherwise contained in the Articles of Association.

Rule 1: the current annual membership fees are;

1. Standard members - £90.00 + VAT
2. Public sector organisation members - £70.00 + VAT per person (with up to five free places per public sector organisation).
3. Retired members - £40.00 + VAT
4. Student Members - Nil

Rule 2: payment deadlines and method

1. All subscriptions shall be paid by cheque or BACS
2. Annual subscriptions shall be payable in advance on the fifth day of January in each calendar year.
3. Any person joining the CPA or paying their subscription after 1 August in any given year will not be eligible to take part in the Board elections for that year.
4. By joining the CPA, you form a contractual relationship with the Association. In respect of GDPR regulations, the CPA shall hold and process data as supplied on your membership and which subsequently you update on a contractual basis (GDPR Article 6). Upon joining the CPA and upon annual renewal of membership, consent is sought from members to process data for the purposes of the marketing and organisation of CPA events. It is your responsibility to advise of any errors, omissions and updates required to maintain contact with you. How we manage your data is set out in the CPA Privacy Notice on this website.

Rule 3: non payment of membership fees

1. No member shall be entitled to attend any meetings of the CPA until any annual subscription due has been paid in respect of that member.
2. Any member whose annual subscription is in arrears for five months shall be notified thereof. In the event of non-payment within one month of such notification, they shall cease to be a Member.

Rule 4: benefits of membership

1. Members are allowed to call themselves Members of the CPA. Honorary Members are allowed to call themselves Honorary Members.
2. No person shall call themselves a Member unless and until any annual subscription due has been paid or, where they have been suspended or expelled, so long as that suspension or expulsion continues.

Rule 5: extent of using CPA name and brand

1. No Member, Honorary Member, or Student Member shall use the Association's logo on any literature, website or other media. For the avoidance of doubt, this rule does not prevent a member from referring to the fact they are a member of the CPA on any literature, website or other media in accordance with Rule 4
2. Unless a Director, no Member, Honorary Member, or Student Member shall make any comment or representation to the press/media expressing or purporting to express a view on behalf of the CPA unless they have previously secured the written consent of the Board to do so. Should any such member be approached by the press/media to express such a view or otherwise comment on the business of the CPA, they shall refer the matter to the Honorary Secretary who will liaise with the Board in relation to any response.

3. The CPA is a member interest organisation and no person shall use his or her membership of the CPA to imply that they have a particular level of skill, expertise or qualification in compulsory purchase or compensation law, practice or procedure.

Rule 6: Members can claim expenses for undertaking CPA duties.

Any such claim shall be in accordance with the guidelines below

1. Members undertaking CPA duties are entitled to make a claim to the CPA for the expenses incurred in undertaking that work. CPA duties are those requested by the CPA Board in order to carry out the CPA's functions.
2. Members are encouraged to combine CPA duties with other work commitments so they are able to share the costs whenever possible.
3. Travel expenses will usually be limited to the cost of standard class train travel, using any discount cards available.
4. Unless agreed otherwise, a Member shall send their claim to the CPA Administrator with appropriate written evidence of the expense and confirmation that:
    - the expenses were accrued whilst on CPA duty;
    - (if applicable) the costs are shared and with whom; and
    - if the expense was incurred by a Member as part of a working group, that the CPA Hon Treasurer has authorised the claim (working groups frequently work remotely from the Board and this will help keep an element of control and visibility on such expenses).
5. The Honorary Treasurer shall review all expense claims submitted and approve or decline them as appropriate.
6. Any claim by a Member for expenses shall be made within 6 weeks of the date the expense was incurred. Where any claim is made outside this period, it shall only be payable at the discretion of the Chair.
7. The CPA Administrator will keep an accrued annual log of all expense claims. The Honorary Treasurer can review expense claims and payments at any time. Any concerns of either the CPA Administrator or the Honorary Treasurer in relation to any expense claim or payment shall be raised and discussed with the Board.
8. IRWA accrued costs and expense sums over £200 must be authorised by the Chair in advance of being incurred (save for expenses of the Chair which shall be authorised in advance by the Vice-Chair). Where such expenses are not authorised in advance they shall only be payable at the discretion of the Chair (or, in the case of the Chair's expenses, the Vice-Chair).
9. In construing and following these guidelines, regard shall be had to the interests of the CPA as a whole.
10. These guidelines are not exhaustive and there may be times when departing from them are necessary and appropriate. However, this shall only be permitted with the Chair's authorisation.

Version: October 2026