

General & Committee Membership Policy (4)

AS WITH ALL OF OUR PUBLISHED DOCUMENTS, THIS STATEMENT, IN FULL AND IN PART, IS AVAILABLE IN SUMMARY, ON TAPE, IN BRAILLE, AND IN TRANSLATION INTO MOST OTHER LANGUAGES –

**PLEASE ASK A MEMBER OF STAFF IF YOU WOULD LIKE
A VERSION IN A DIFFERENT FORMAT**

Approved By	Committee of Management at the meeting on 5 th May 2004
Reviewed	June 2019
Next Review	June 2024
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1. Introduction

- 1.1 This policy outlines Whiteinch & Scotstoun Housing Association's approach to promoting general membership within its tenants or factored owners, and anyone else who can demonstrate a genuine interest in and contribute to the work of the Association. It also identifies the approach to encouraging Committee Membership

2. Objectives of the Policy

- 2.1 The main objectives of the membership policy are:
- to establish, as practically as possible, a wide and active membership
 - to make effective use of the skills, experience and views of its members
 - to ensure that everyone living in the area is made aware of the benefits of membership and is given an opportunity to join
 - to allow the Association to tap into a wider field of experience and expertise
 - to assist in the promotion of equal opportunities

3. What Is Membership of the Association?

- 3.1 Members of the Association are individuals who hold a share in the organisation and whose names are entered into the Register of Members. The simple requirement is that all members are supportive of the aims and objectives of the Association and membership is open to anyone aged 18 or over (or 16 in the case of a tenant of the Association), although this will generally be confined to residents within the area of the association's housing (see 4.2 below).
- 3.2 Membership is obtained by completing an application form and paying a £1 share. This is a one-off lifetime payment, which is non-refundable.
- 3.3 As a member of the Association you are entitled to:
- attend the Association's Annual General Meeting (and any Special General Meetings called), voting where a vote is required
 - participate in calling a Special General Meeting
 - nominate another member to stand for election to the Management Committee
 - stand for election to the Association's Management Committee.

4. Promotion of Membership

- 4.1 The Association will promote membership by always:
- explaining membership to all new tenants and encouraging them to make an application
 - publicising membership in the Annual Report (and regularly in newsletters and on the Association's website)
 - having a leaflet available in reception to help raise awareness of membership

- 4.2 Generally, the Association will only grant membership to residents within the area of operation (i.e. where the houses are located). However, should anyone from outwith this area apply, they will be considered for membership if they can bring particular experience or expertise to bear that could prove beneficial to the Association and its objectives.
- 4.3 In line with the Association's Equality & Diversity Policy, membership is open to all sections of the community regardless of age, disability, gender, race, religion or belief, sexual orientation or transgender. This will also apply to applicants from outside the area of operation who are members of minority groups who may be the subject of discrimination. In these cases, membership will normally be granted as above, where it is considered they can bring particular experience or expertise to bear that could prove beneficial to the Association and its objectives,
- 4.4 The Association accepts applications from organisations such as residents associations or other local interest groups as well as individuals, in accordance with the rules relating to representing an organisation.

5. Applying for Membership

- 5.1 People wishing to become a member of the Association should contact the office for a membership form. The completed form should be returned to the office with £1.00 and be addressed to the Secretary – staff will be happy to assist in completing forms.
- 5.2 The Management Committee will consider every application at its next meeting after the application is received, or as soon thereafter as is practicable.
- 5.3 Once approved, the Association will, within 10 working days, write to the new member to confirm their membership, and issue them with a Share Certificate and details of how members can participate in the organisation, including the Annual General Meeting and how to stand for election to the Management Committee. In addition, each member has a right to receive a copy of the Association's Rules and this will be provided on request.
- 5.4 Members will receive an annual report and regular newsletters.

6. Refusing an Application for Membership

- 6.1 Whilst it is the Association's intention to encourage membership, the Management Committee has absolute discretion in deciding on applications for membership, taking full account of the membership policy and Rules of the Association.
- 6.2 Where an application is unsuccessful a statement of the reasons for refusal will be given. An applicant will then have one further opportunity to request membership, and to give reasons why the decision should be changed; this should normally be made in writing. The Management Committee will consider the reasons at its next meeting, and its decision on that occasion will be final.

6.3 It is extremely rare that a Registered Social Landlord rejects an application for membership and, indeed, the Association has never exercised this power. It is not possible to be prescriptive about the circumstances when the Committee may decide to reject an application, but an example would be if the potential member was not thought to have the Association's aims and objectives at heart and the Committee believed that their membership could adversely affect the Association – this would, of course, have to be fully evidenced.

7. Member Participation

7.1 The Association wishes to ensure its members are informed and can actively participate in the running of the organisation. To this end, we will:

- publicise general meetings at least 14 days before the day of meeting (this being in accordance with our Rules)
- circulate information to members so they can make informed decisions at the general meetings. Where information in particular format or language is required, the Association will, of course, endeavour to provide this.
- keep members informed on all major issues affecting the Association
- actively promote the opportunities that exist, through election, for serving on the Management Committee.

8. Termination of Membership

8.1 Membership will cease when a member:

- resigns by giving written notice to the Secretary
- is expelled in accordance with the Rules
- changes address but does not notify the Association of their new address within three months unless the new address is also a property of the Association
- dies
- fails to attend five successive Annual General Meetings without submitting apologies; or
- behaves in such a way that a Special general meeting is convened to consider their membership status and at least two-thirds of the members attending elect to end that membership.

9. Committee Membership

9.1 It is considered that the most active way in which any member can participate in the Association is by joining the Management Committee. This is generally done through a nominations process at each Annual General Meeting, the Rules allowing for up to 15 members. However, the Committee can co-opt members at any time so it is feasible to join throughout the course of the year, provided there are spaces.

9.2 As the Committee would wish to be running at full strength at all times, the promotion of membership will be continuous, primarily through newsletters and in flyers and posters in the reception area. In addition, should any resident (or outside person with a genuine concern) express an interest, either through an existing

Committee or Staff member, this will always be followed up and they will be contacted by the Chief Executive in the first instance. Should they wish to pursue this further, a meeting will then be arranged with the Chairperson and/or other Office Bearers.

10. Equal Opportunities Testing

- 10.1 In accordance with the Association's Equality & Diversity Policy, this Policy has been consciously considered to judge whether there is any likelihood that its presentation or operation could in any way lead, no matter how inadvertently, to discrimination. The conclusion of this exercise is that it is believed that the Policy should operate in a non-discriminatory way

11. Policy Review

- 11.1 This policy will be reviewed by the Management Committee every five years or earlier in line with legal, regulatory or best practice requirements.