



## **Clydebank Housing Association Ltd.**

### Membership Policy

Management Committee submission:	23 February 2010
Approved:	23 February 2010
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This policy can be made available on request in a variety of different formats, such as on tape, in large print and translated into other languages.

# CLYDEBANK HOUSING ASSOCIATION LTD

## MEMBERSHIP POLICY

This policy intends to comply with Performance Standards sections GS4.1 (independence and accountability) and in relation to supporting tenants to take an active interest in managing their homes; GS2.2 is also relevant to this policy.

The Management Committee shall encourage applications for share membership from all sectors of the community served by the Association subject to compliance with the Rules of Clydebank Housing Association (Model HSA Scotland). The objectives of this policy are therefore to:

- Positively involve and empower residents in the Association's area of operation through various forms of participation
- Encourage people to become members of the Association, to participate in General and Special meetings in order to vote on key issues and to stand for election to the Association's Management Committee

### Membership

Membership of the Association is open to anyone aged 18 or over (or aged 16 or 17 if the individual has a tenancy agreement with Clydebank Housing Association) and who is interested in housing in Clydebank. It is open to everyone in the community regardless of colour, race, nationality, ethnic or national origin, gender, disability or illness, age (provided the minimum has been reached), religious or political belief, or sexuality. At the time of writing, the Association's Committee has never refused membership to any applicant and it hopes never to have to do this. In principle, however, it has to reserve the right to refuse membership to any applicant who might bring the Association into disrepute or otherwise harm the Association.

Regular analyses of our membership will be carried out to monitor and address underrepresentation of certain groups.

The Association accepts applications from organisations as well as individuals, in accordance with the rules relating to representing an organisation.

### Benefits of Membership

The benefits of membership include having a say in key constitutional issues, being able to vote for Committee members, and being able to stand for election to the Committee at the Annual General Meeting.

### Promotion

The Association will promote membership by circulating information on membership to tenants, local community and representative groups, local authority departments and housing advice agencies. All new tenants will be advised of the benefits of membership as part of the tenancy sign-up process and will be encouraged to join.

Information on membership will be disseminated periodically through local newspapers, contact with tenants and applicants, leaflets, posters, meetings with residents and newsletters and through our website at [www.clydebank-ha.org.uk](http://www.clydebank-ha.org.uk).

## **Procedure**

1. A member of staff will give anyone wishing to apply for membership the appropriate share membership application form. Assistance in completing the form is available if required and a copy can be provided in another language or format upon request. On completion and return to the Association, staff members will pass same to the Secretary who will in turn present the application at the next full Management Committee meeting. (All applications must be accompanied by the £1.00 cost of the share membership).
2. The application will be considered at said meeting and either accepted and approved or rejected for a bone-fide reason.
3. If accepted, the share certificate will be drawn up and signed by the Secretary and two other Committee members. In the absence of the Secretary another Committee member shall be appointed to sign the certificate.

Once approved, the Association will, within seven working days, write to the new member to confirm their membership, and issue them with a Share Certificate, a copy of the Association's Rules and details of how members can participate in the organisation, including the AGM and how to stand for election to the Committee of Management.

Members will receive an annual report and regular newsletters.

4. The share certificate shall then be logged in the Share Register/Duplicate share register.
5. In the unusual event of an application being refused, the Association will refund the £1.00 and the reason for refusal will be given to the applicant, in writing, within seven working days. The applicant will then have one further opportunity to appeal against the original decision and give reasons why the decision should be changed. The Management Committee will consider the reasons at its next meeting, and its decision on that occasion will be final.

## **Membership Participation**

The Association wishes to ensure its members are informed and can actively participate in the organisation. The Association will therefore ensure that

- General meetings are publicised within the timescales detailed within the Association rules
- Circulate information to members so they can make informed decisions at the general meeting. Where information in particular format or language is required, the Association will provide this
- Make every effort to hold general meetings at times and locations suitable for membership and in venues, which are accessible to all

- Keep members informed on all major developments affecting the Association through publication of its Annual Report and Newsletters
- Actively promote the opportunities that exist, through election, for serving on the Management Committee

### **Opportunities for Involvement**

Members are entitled to:

- Attend the Annual General Meeting (AGM) and any other general meetings of the Association
- Elect Management Committee members at the AGM
- Stand for election to the Management Committee
- Appoint the Association's external independent auditors at the AGM
- Request co-option to the Management Committee or any Sub-Committee of the Association

### **Termination of Membership**

In line with the Association's Rules, membership ceases when a member:

- ♦ Resigns by giving written notice to the Secretary
- ♦ Misses 3 AGM's in a row without submitting apologies
- ♦ Becomes an employee of the Association
- ♦ 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

The £1 membership fee is not refundable or transferrable on termination.

### **Membership of the Management Committee**

The Association will seek to attract from within its membership, persons with the requisite abilities to oversee the efficient running of a Housing Association. The Management Committee will annually, or at earlier intervals if necessary, review its own membership within the context of the following objectives: -

- ♦ To achieve balanced representation within the geographical area of operation of the Association.
- ♦ To achieve the broadest range of relevant skills and expertise.
- ♦ To use co-options as a method of introducing specialism or expertise.