



Clydebank Housing Association Ltd.

Membership Policy

Management Committee submission:	26 April 2016
Approved:	26 April 2016
Review date:	April 2019

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 the Scottish Housing Regulator's Regulatory Standards of Governance and Financial Management published in February 2012.

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 (Based upon SFHA Charitable Model Rules (Scotland) 2013). 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

Subject to the provisions of Rule 7.2 of CHA's Rules, the following shall be eligible to become Members:-

Tenants of the Association;
Other persons who support the objects of the Association.
Organisations sympathetic to the objects of the Association.

Membership of the Association is open to anyone aged 16. 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. We will actively encourage applications from under-represented groups. 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 under representation of certain groups.

The membership of the association will also be reviewed at reasonable intervals to ensure that it is representative of the interests the organisation seeks to serve and can thereby properly fulfil its task of electing the Committee.

The membership of the Committee itself will also similarly be considered in the light of possible co-options or the filling of casual vacancies, to ensure both that it can represent the interests of the association that it seeks to serve and that it contains sufficient expertise to handle its duties and control the affairs of the organisation.

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.

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 Associations 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
- Review the Annual Accounts at the AGM

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 AGMs 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 transferable on termination.

Membership of the Management Committee

We have a strong track record and reputation in the community with customers and partners and intend to build on this with our clear, ambitious vision and plans for the future. However none of this can be achieved without the commitment of an experienced voluntary Board of Management to provide leadership and guidance, working with the Management Team to determine the future direction and monitor the performance of the Association.

The Association will seek to attract from within its membership, persons (18 years of age and over) 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 (e.g. housing management and maintenance, human resources, strategic planning, finance, business, wider role, etc.).
- ♦ To use co-options as a method of introducing specialism or expertise.
- ♦ The Association will plan effectively to achieve the appropriate and effective composition and profile of governing body members through ongoing performance evaluation and active succession planning. We will ensure that that any member seeking re-election after nine years of continuous service can demonstrate their continued effectiveness.

Should demand outstrip the number of available places on the Management Committee, applications will be prioritised as follows: -

- 1) An application from a CHA tenant where the number of CHA tenants on the MC has fallen below 50% of the membership
- 2) An application from a shareholder from an under represented geographical area and who is able to bring a particular area of skill/expertise lacking on the Management Committee
- 3) An applicant who is able to bring a particular area of expertise to the Management Committee
- 4) An application from a shareholder from an under represented area
- 5) Date Order

Should membership of the Management Committee at any point dip below 12, then the Association should embark on a recruitment drive via shareholder communication, local press or SFHA news to enlist new members/potential Management Committee members. An assessment of key skill requirements should be carried out and included in the advertisement.

Equal Opportunities

Our commitment to equal opportunities and fairness will apply irrespective of factors such as age, disability, gender reassignment, marriage, and civil partnership, pregnancy & maternity, race, religion or belief, sex, and sexual orientation.

For Office Use Only – Required Actions

Customer Consultation Required/Arranged	No
Intranet Update	Yes
F Drive Update	Yes
Website Update	Yes
Leaflet change required?	Yes
Newsletter Promotion?	Yes

Other information updated, e.g. posters, automatic email responses, post cards, answering machine messages, etc.	No
Equality Impact Assessment completed	Yes