

# MEMBERSHIP POLICY

<b>APPROVED</b>	<b>29 NOVEMBER 2022</b>
<b>REVIEW DATE</b>	<b>25 November 2025</b>

## **1. INTRODUCTION**

The purpose of this policy is to define criteria for membership of the Association and procedures for accepting members, issuing shares, cancelling shares, and expelling members.

## **2. CRITERIA FOR MEMBERSHIP**

- 2.1 Membership of the Association is open to any person over the age of 18 years having an interest in and appreciation of the Association's ethos, its aims and objectives and has a commitment to community controlled and community-based housing associations specifically and more generally the social housing sector.
- 2.2 Membership of the Association will also be considered from any tenant of the Association over the age of sixteen but under the age of eighteen.
- 2.3 In accordance with the Association's Equality & Diversity Policy, membership is open to all regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
- 2.4 No member shall hold more than one share and no more than 2 members per household will be allowed to become share members.

## **3. PROMOTION OF MEMBERSHIP**

- 3.1 The Association will actively promote membership amongst its tenants, residents, and service users and more widely via its website and other media employed where appropriate.

## **4. APPLICATION FOR MEMBERSHIP**

- 4.1 Applications for membership shall be forwarded to the Association's registered office along with the sum of £1.00 for share membership. This sum will be returned if membership is not approved.
- 4.2 Each application received will be considered at the first available Management Committee meeting proceeding date of application. Applicant details will be checked for validity and membership will be proposed and seconded by 2 Committee members.
- 4.3 Applications will not be accepted within 14 days of an annual general meeting of the Association.
- 4.4 Where an application is approved, the applicant will become a Member of the Association. The membership will take effect from the date of the meeting and the name of the applicant shall be entered into the register of members and a share

issued to the new Member within five working days.

## **5. MEMBERSHIP PARTICIPATION**

- 5.1 All Members will receive an annual report and invitation to attend the Annual General Meeting of the Association (AGM).
- 5.2 Members can participate in any vote brought before the AGM including a vote for Management Committee membership.

## **6. THE MANAGEMENT COMMITTEE - CASUAL VACANCIES**

- 6.1 Where membership of the Management Committee is less than 15 following the AGM, the Association can consider filling casual vacancies under Rule 42.
- 6.2 In terms of our rules, a casual vacancy occurring on the Management Committee may be filled by the Management Committee and that person shall be a Management Committee member for the purposes of the rules until the next AGM of the Association.
- 6.3 Any member wishing to fill a casual vacancy should apply in writing to the Secretary of the Association stating their full name, address and occupation. All such applications will be referred to the first available Committee meeting for consideration and any such requests will be proposed and seconded by existing Committee members.
- 6.4 Where application is approved, the Director will write to applicant confirming acceptance onto the Management Committee enclosing the Management Committee timetable.
- 6.5 The member of the Management Committee will thereafter receive an invitation to the meetings of the Management Committee together with all relevant papers for discussion for those meetings.
- 6.6 Where an application is refused, the applicant will be notified in writing, outlining the reason(s) for refusal, and advising of the right of appeal to the Management Committee.
- 6.7 A refusal letter will be issued within five working days of meeting.

## **7. THE MANAGEMENT COMMITTEE - CO-OPTED MEMBERS**

- 7.1 The Management Committee may from time to time co-opt for any period expiring not later than the commencement of the next Annual General Meeting of the Association any suitable persons, whether members of the Association or not, to serve on the Committee and may remove such persons.

- 7.2 Co-opted persons may take part in the deliberations of the Management Committee and vote at any meetings thereof, on all matters excepting those directly affecting membership of the Association or the election of its officers.
- 7.3 Co-opted persons shall not comprise more than one-third of the Committee at any one time and the attendance of such persons at meetings of the Committee shall not count towards determining a quorum as defined under Rule 47.

## **8. THE MANAGEMENT COMMITTEE - MEMBERS**

- 8.1 Members of the Management Committee are elected at the Annual General Meeting.
- 8.2 One third of the members of the outgoing Management Committee must stand down each year.
- 8.3 Any Management Committee Member stepping down at the AGM can seek re-election to the Management Committee for the following year.
- 8.4 A member seeking (re)election to the Management Committee must not;
- have been adjudged bankrupt,
  - have granted a trust deed for or entered onto an arrangement with creditors or his/her estate has been sequestrated and has not been discharged
  - have been convicted of an offence involving dishonesty which is not spent by virtue of the Rehabilitation of Offenders Act 1974
  - have committed an offence under the Charities and Trustee Investment (Scotland) Act 2005;
  - be a party to any legal proceedings in any Court of Law by or against the Association;
  - be unable to attend the Committee Meetings for a period of 12 months
  - have been removed from the Committee of another registered social landlord within the previous five years;
  - have been removed from the Committee in terms of the rules within the previous five years;
  - have been removed or suspended from a position of management or control of a charity under the provisions of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 or the Charities and Trustee Investment (Scotland) Act 2005;
  - have had a disqualification order or disqualification undertaking has been made against that person under the Company Directors' Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002 (which relate to the power of a Court to prevent someone from being a director, liquidator or administrator of a company or a receiver or manager of company property or being involved in the promotion, formation, or management of a company);

- have served as a Committee Member for a continuous period in excess of nine years and the Committee has not resolved to permit him/her to stand again or otherwise be nominated for re-election

## **9. REFUSAL OF MEMBERSHIP**

- 9.1 Where an application is refused, the applicant will be notified in writing, outlining reason(s) for refusal, and advising of the right of appeal to the Management Committee.
- 9.2 A letter will be issued to the share applicant within five working days of the meeting at which the decision was taken.
- 9.3 The Management Committee reserve the absolute right of refusal; membership is at the discretion of the Management Committee.

Grounds for refusal;

- Where membership would be contrary to the Rules of the Association
- Any conflict of interest with the good governance of the Association
- Where the Management Committee deem the application not to be in the interests of the Association.

## **10. TERMINATION OF MEMBERSHIP**

10.1 A membership will terminate;

- on the death of the Member
- on resignation by the Member by giving notice to the Secretary
- change of address where the new address is not communicate to the Association within 3 months of the change taking place
- by failing to attend 5 consecutive AGMs without submitting apologies
- or bad conduct by the Member for which a Special General Meeting (SGM) is held to discuss their membership status and at which two thirds of the Members present vote to cancel the membership
- by expulsion

## **11. EXPULSION OF MEMBERS**

11.1 A member may be expelled by

- a resolution carried by the votes of two-thirds of the members present in person or by proxy and voting on a poll at a special general meeting of the Association of which notice has been duly given,
- a complaint in writing of conduct detrimental to the interests of the Association has been communicated to him by the Secretary not less than one calendar month before the meeting.

- 11.2 Such complaint shall contain particulars of the conduct complained of and shall call upon the member to answer the complaint and to attend the meeting called under this rule. At the meeting the members shall consider evidence in support of the complaint and such evidence as the member may wish to place before them.
- 11.4 If due notice having been served upon him/her the member fails to attend the meeting without adequate reason being provided the meeting at its discretion may proceed in his/her absence.
- 11.3 No person having been expelled from membership shall be re-admitted except by resolution carried by the votes of two-thirds of the members present in person or by proxy and voting on a poll at any general meeting of which notice has been duly given.

## **12. SHARE CAPITAL**

- 12.1 The Share capital of the Association shall be raised by the issue of shares of the value of £1.00 each. Shares shall carry no right to interest, dividend or bonus and shall not be held jointly.
- 12.2 On the death, expulsion, or withdrawal from the Association of a member by giving 7 day's notice in writing to the Secretary, the member's share shall be cancelled, and the amount paid up shall become the property of the Association.
- 12.3 All cancellation of shares shall be recorded in the Register of Members.
- 12.4 A share cannot be transferred or assigned to a third party.
- 12.5 The share register shall be checked annually for accuracy and any cancelled shares, and the amount paid up will become the property of the Association.

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#### **14. EQUALITY & DIVERSITY**

14.1 The Association will actively strive to promote membership to groups being underrepresented.

14.2 The Association will ensure that the adoption of this policy does not in itself discriminate against any group or individual with particular reference to the protected characteristics as contained within the Equality Act 2010.

#### **15. POLICY REVIEW AND MONITORING**

15.1 The Management Committee will receive a report annually on the Register of Members.

15.2 This policy will be reviewed every 3 years, or sooner if there is a change in legislation, regulation and/or guidance.