

<b>Policy on:</b>	<b>Membership Policy</b>
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<b>Compliant with Performance Standard:</b>	<b>GS1.2 Policies &amp; Procedures GS4.3 Governing Body</b>
<b>Compliant with Tenant Participation Strategy:</b>	<b>Consultation still to take place</b>
<b>Compliant with Equal Opportunities:</b>	<b>Clause included</b>
<b>Compliant with Internal Management Plan:</b>	<b>Policy Review</b>

<b>Date for draft approval:</b>	<b>26<sup>th</sup> November 2009</b>
<b>Date for Final Approval after Consultation:</b>	
<b>Date for Review:</b>	<b>November 2011</b>

<b>Responsible Officer:</b>	<b>Director, Shirley Robison</b>
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DIRECTOR/G&APOL.19/SAR/PB/18.11.09

## **1. Introduction**

- 1.1 Barrhead Housing Association is committed to building and sustaining our communities by developing and maintaining a range of affordable housing. We work with our communities to maximise participation in decision-making, and we involve all our partners in promoting social inclusion.
- 1.2 We are a membership organisation and aim to attract people from the groups and communities we serve to become members of the Association. We aim to establish a wide and active membership by recruiting as members, individuals with an interest in the work of the organisation, and to make effective use of the skills, experience and views of our members.
- 1.3 Members of the Association are those who reside within the local area with an interest in our work, who hold a share in the Association and whose names are entered in the Register of Members referred to in Rule 67 of Barrhead Housing Association. Local councillor nominations by East Renfrewshire Council, or elected members of Parliament or member of the Scottish Parliament can become members of the Association.
- 1.4 The aim of this policy is to promote good governance of the Association and to ensure the proper accountability of our Management Committee by having a membership that is both open and widely reflects the communities and groups that we serve.

## **2. Promotion of Membership**

The Association will promote membership by circulating information on membership to tenants, our service users, local community, and representative groups and housing advice agencies. Information on membership will be disseminated through our annual report, newsletters and other residents meetings, other contact with tenants, prospective tenants and applicants for housing.

## **3. Categories of Membership**

The Association seeks to ensure broad representation in our membership of the groups and communities that we serve. To this end, the Association will particularly welcome applications from:

- ◇ Tenants, aged 16 or over of the Association;
- ◇ Other residents, aged 18 or over who reside within the local area;
- ◇ Others who can contribute particular community, business or professional experience and skills.

Barrhead Housing Association seeks to ensure that its membership reflects the communities it serves, and that all sections of the communities are represented. Membership is open to all sections of the community regardless of colour, race, nationality, ethnic or national origin, gender, disability, religion, age, or sexuality

To this end, Barrhead Housing Association particularly welcomes applications from:

- ◇ Black and minority ethnic community members
- ◇ Individuals who have experience of disability
- ◇ Young people (18-25 yrs or 16 if tenant) and
- ◇ Any others that are under-represented

The Association also seeks to recruit as members those with a particular interest in the running of the organisation. To this end, the Association welcomes applications from those with experience or interest in:

- Housing management
- Building and maintenance
- Financial management
- Management
- Community care issues
- Working in the local community

Barrhead Housing Association accepts applications from organisations as well as individuals in accordance with the Association's Rules relating to representing an organisation.

#### **4. Applying for Membership**

To apply for membership applicants should contact the Association for a membership form. As a safeguard to avoid uncontrolled photocopying of application forms, each one will be recorded and numbered when issued. The completed form should be sent with £1.00 to the Secretary at our registered office.

The Association's Management Committee at its next meeting considers every application after the application is received, or as soon thereafter as is practicable. Applications from person living outside the Associations area of operation, East Renfrewshire, will require to give reasons for wishing to join the Association.

The Management Committee will consider no applications for membership within the 14-day period occurring before the date of a general meeting, in accordance with our Rules. If we approve an application, then membership of the Association is immediate and the name of the new member will be included within 7 working days in our Register of

Members referred to under our Rules. You will then be issued one share in the Association.

Whilst it is the Association's intention to encourage membership, the Management Committee has the absolute discretion in deciding on applications for membership, taking full account of this Policy and Rules of the Association.

**An indication of areas where there may be grounds for refusal are as follows:**

- Where the Association's Rules or policies prevent membership (e.g. applicant is under 18, applicant is a member of staff)
- Where a conflict of interest may exist which would, even allowing for the disclosure of such an interest, may adversely affect the work of the Association. It is considered that this ground would extend to individuals with an occupational or financial interest in property development or speculation, or an employee or Committee member of another housing association with a competing interest.
- Where the Management Committee suspects that the application is part of an organised attempt by narrowly defined interest groups who are hostile to the principles of local accountability, equality of treatment and tolerance or has grounds for believing that the applicant does not intend to participate in normal membership activities. Examples of this are attempts by a local political party grouping, or sectarian or racist groupings which do not support the overall aims and objectives of the Association. The Committee recognises that the refusal of membership applications on this ground must be made in an open and accountable fashion and should not be used to undermine attempts to make the Association locally accountable and representative.

Where an application is unsuccessful a statement of the reasons for refusal will be given. An applicant will then have one 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 practical meeting and its decision on that occasion will be final.

## **5. Member Participation**

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

- Write to every member at least 14 days before the day of the general meeting. This letter will give details of – the time, date and place of the meeting, whether it is an annual or special general meeting and the business for which the meeting is being called.

- Write to every member where they have missed 4 annual general meetings in a row without apologies to confirm that if they do not attend or submit apologies for the next annual general meeting their application will be cancelled.
- Where information is particular format or language is required the Association will endeavour to provide this.
- Make every effort to hold general meetings at times and locations suitable for membership, and which is accessible to all.
- Keep members informed of all major developments affecting the Association
- Actively promote the opportunity that exists, through election, for serving on the Management Committee.

## **6. Termination of Membership**

- Membership will cease when a member:
  - Resigns by giving one month's written notice to the Secretary
  - Fails to tell us of a change of address as set out in Rule 11 of the Association's Rules
  - Fails to attend five annual general meetings in a row and does not submit apologies
  - Is expelled in accordance with the Association's Rules
  - Dies

The £1.00 membership fee is not refundable.

## **7. Policy Review**

This policy will be reviewed at least every three years or earlier should good practice, legislation or operational matters prevail.

**Application Form for Membership**

I wish to become an active, supportive and participative member of Barrhead Housing Association Limited.

I confirm I am:

The tenant or joint tenant of a Barrhead Housing Association house, or

A resident with an interest in Barrhead's local area, aged over 18 years of age, or

An individual with particular community, business or professional expertise or skills

Occupation and details of relevant skills or experience:

I enclose £1.00 for my Share Certificate. In signing this membership form, I understand and agree that my details will be recorded in a public Register, which is kept according to the Rules of Barrhead Housing Association.

Name:
Address:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return to: The Secretary  
Barrhead Housing Association Limited  
60/70 Main Street  
BARRHEAD. G78 1SB  
Tel: 0141 881 0638/enquiries@barrheadha.org  
Scottish Charity No. sc036265  
[www.barrheadha.org](http://www.barrheadha.org)**

## Equalities Monitoring

It would greatly assist our monitoring of equalities if you could complete and return the enclosed form. This will assist us when reviewing our membership information and help us to ensure that all members are dealt with fairly and without discrimination in terms of our Equal Opportunities Policy.

### Ethnic Origin:

White	Black Caribbean	Black African	Black Other	Indian	Pakistani	Bangladeshi

Chinese	Other Asian	Polish	Slovakian	Czechoslovakian	Estonian	Hungarian

Latvian	Lithuanian	Other

Disabled:	Yes/No
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Age:	
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Religion:	
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Sex:	Male/Female
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