



MEMBERSHIP POLICY

Policy Reference: Policy & Procedure/Management/Membership Policy

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The Scottish Housing Regulator Performance Standard GS 2.1, GS 4.1 & GS 4.3

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1. GENERAL STATEMENT

Cordale Housing Association (the Association) is a membership organisation, and aims to attract people from the groups and communities it serves to become members of the Association. The Association seeks 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 its members.

Members of the Association are those people who hold a share in the Association and whose names are entered into the Register of Members. It is a requirement of membership that members are supportive of the aims and objectives of the Association.

2. EQUAL OPPORTUNITIES

In line with the Association's commitment to equal opportunities, this policy can be made available free of charge in a variety of formats, including large print, translated into another language or on audio tape.

3. OBJECTIVES OF POLICY

In accordance with The Scottish Housing Regulator 'Performance Standards', the Association's Membership Policy should focus on outputs and outcomes and be linked to the organisation's broader strategic objectives. The objectives of this policy are: -

- to positively involve and empower residents in the Association's area, through various forms of participation
- to encourage people to become members of the Association and to stand for election to the Association's Management Committee

4. PROMOTION OF MEMBERSHIP

The Association will promote membership by circulating information on membership to tenants, local community and representative groups, local authority departments, housing advice agencies.

Information on membership will be disseminated through local newspapers, contact with tenants and applicants, leaflets, posters, meetings with residents and newsletters.

5. WHO CAN JOIN

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

- Tenants of the Association
- Other residents of Renton, including local authority tenants and owner-occupiers.
- Others who can contribute particular community, business or professional experience or skills

The Association seeks to ensure that its membership reflects the communities it serves and that all sections of the community are represented. Membership is open to all sections of the community regardless of colour, race, nationality, ethnic or national origins, gender, disability, age or sexuality. To this end the Association particularly welcomes applications from:

- Black and ethnic minority community members
- Individuals who have experience of disability
- 18 – 25 year olds
- Any others who 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 participation and social inclusion
- Working in the local community
- Community care issues

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

6. PROCEDURES FOR APPLYING FOR MEMBERSHIP

Those who want to apply for membership should contact the Association for a membership form. The completed form should be sent with £1 to the Chairperson at the registered office.

The Management Committee of the Association at its next meeting considers every application after the application is received, or as soon thereafter as is practicable.

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.

While 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.

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

7. MEMBER PARTICIPATION

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

- Publicise general meetings at least 14 days before the day of the meeting
- 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 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 on all major developments affecting the Association
- Actively promote the opportunities that exist, through election, for serving on the Management Committee

8. OPPORTUNITIES FOR INVOLVEMENT

Members are entitled:

- To attend the Annual General Meeting and any other General Meetings of the Association
- To elect Management Committee Members
- To stand for election to the Management Committee
- To appoint auditors
- Members can also become involved through:
 - Being co-opted to the Management Committee or Sub Committee of the Association

9. TERMINATION OF MEMBERSHIP

Membership will cease when a member:

- Resigns by giving written notice to the Secretary
- 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 on termination of membership.

10. POLICY REVIEW

The membership policy will be reviewed every three years, or earlier as required, by the Management Committee.