

CLYDESDALE HOUSING ASSOCIATION LIMITED

Policy:	Membership Policy
Date:	31 August 2022
Lead Officer:	Chief Executive
Review Date:	March 2024
Standards of Governance & Financial Management	<p>1.3 The governing body ensures the RSL complies with its constitution and its legal obligations. Its constitution adheres to [the Standards of Governance and Financial Management for RSLs] and the Constitutional [Requirements for RSLs].</p> <p>5.3 The RSL pays due regard to the need to eliminate discrimination, advance equality and human rights, and foster good relations across the range of protected characteristics in all areas of its work, including its governance arrangements.</p> <p>6.4 The RSL encourages as diverse a membership as is compatible with its constitution and actively engages its membership in the process for filling vacancies on the governing body.</p>
Constitutional Requirements for RSLs	<p>27. It is clear who is eligible to become a member of the RSL and who cannot, and it is clear how to become a member and how membership is ended. Names of the members must be accessible to any other member or anyone with an interest in the RSL's funds.</p> <p>28. Membership of the RSL should reflect the purpose and objects of the RSL.</p> <p>29. There is a clear procedure, including the quorum and voting procedure, for the membership of the RSL to meet and it is clear what business the membership can discuss and what decisions it can make, subject to a minimum of one annual meeting.</p>

Clydesdale Housing Association will provide this policy on request at no cost, in large print, in Braille, in audio or other non-written format, and in a variety of languages.

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1. Policy Statement

- 1.1 Clydesdale Housing Association (CHA) is a not-for profit housing association registered under the Co-operative and Community Benefits Societies Act 2014 (registered number 2237R(S)). It is also recognised by HM Revenue and Customs as a Scottish charity (charity number SC034228) and is registered with The Scottish Housing Regulator under the Housing (Scotland) Act 2010 as a registered social landlord (registration number HAL93).
- 1.2 The objects (purpose) of CHA are as follows:
- to provide for the relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage through the provision, construction, improvement and management of land and accommodation and the provision of care; and
 - any other purpose or object permitted under Section 24 of the Housing (Scotland) Act 2010 which is charitable both for the purposes of Section 7 of the Charities and Trustee Investment (Scotland) Act 2005 and also in relation to the application of the Taxes Acts.
- 1.3 CHA is a Membership organisation and our Membership is made up of people and organisations who hold a share in the Association and whose names are entered into our Register of Members.
- 1.4 CHA aims to establish a wide and active Membership by recruiting people and organisations who:
- are committed to supporting our work, and
 - will serve the best interests of CHA and its tenants, and
 - live, work or have another connection with the communities we operate within.
- 1.5 We aim to make sure membership open to all sections of the community we serve.
- 1.6 We seek to promote and to achieve equality of treatment and opportunity for all groups in society without discrimination or prejudice on any grounds. The Equality Act 2010 introduces the term “protected characteristics” to describe groups against whom any sort of discrimination is unlawful. Section 4 of the Act specifies nine protected characteristics:
- Age
 - Disability
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race
 - Religion or belief
 - Gender (referred to as “sex” in the Act)
 - Gender reassignment
 - Sexual orientation

- 1.7 Whether an individual or group possesses one or more of the protected characteristics, or belongs to a group not specifically mentioned in the Act, we will take all reasonable steps to ensure that no discrimination, whether deliberate or inadvertent, occurs. Particular efforts may be made to encourage Membership uptake from groups that are currently (or have historically been) under-represented in the Association's Membership.
- 1.8 We will collect anonymised equality profiling information from Members on a regular basis to enable us to implement 1.7.
- 1.9 This Membership Policy aims to ensure that CHA has a strong and supportive Membership.

2. Benefits of Membership

- 2.1 Members of CHA enjoy the following benefits:
- Members are invited to the Annual General Meeting (AGM) - usually held in September. The AGM receives the Chairperson's report and the annual accounts for the preceding year, elects the Committee of Management and conducts any other relevant business.
 - CHA will provide transport to and from the AGM venue for Members.
 - Members participate in a vote to appoint CHA's auditors.
 - Members will be informed of vacancies on CHA's Management Committee.
 - Members are entitled to vote at the AGM to elect the members of the Management Committee.
 - Members are eligible to stand for election to the Management Committee (note: an organisation that is a Member is not permitted to stand for election to the Committee).
 - Members are entitled to nominate other individual Members for election to the Management Committee
 - Members receive an Annual Report and a regular newsletter keeping them informed of our performance and major developments affecting CHA.

3. Promotion of Membership

- 3.1 CHA will promote Membership by:
- regularly publishing information on becoming a Member in our newsletter.
 - publishing information on how to get involved in our work through our website and social media.
 - providing information on the benefits of Membership to new tenants and other service users.
 - wider advertising campaigns.

4. Applying for Membership

- 4.1 The following shall be eligible to become Members of CHA:
- Tenants of CHA;
 - Service users of CHA;
 - Other people who support the objects of CHA;
 - Organisations sympathetic to the objects of CHA.
- 4.2 Applicants for Membership must be at least 16 years of age.
- 4.3 Applications for Membership must be made by completing and signing a Membership Application Form (appendix A). This should be returned in person to our offices along with the sum of £1.00 (which will be returned if the application is not approved). Please note that applicants must pay the sum of £1 themselves – CHA will not pay this or loan the sum to the applicant for later repayment.
- 4.4 Applicants will also be required to present proof of identification when returning the Membership Application Form.
- 4.5 Applications for Membership will be considered by the Management Committee as soon as is reasonably practicable after they are received by CHA.
- 4.6 Applications for Membership will not be considered by the Management Committee within the period of 14 days before the date of a general meeting.
- 4.7 Approved applications for Membership:
- will be effective immediately from the point the Management Committee make the decision to approve the application;
 - will have the name and other necessary particulars included in the Register of Members within seven working days;
 - shall receive a share certificate as confirmation of their membership by post.
- 4.8 CHA will provide a free copy of its Rules to any Member who has previously not been given a copy.
- 4.9 Whilst it is CHA's intention to encourage Membership, the Management Committee has absolute discretion in deciding on applications for Membership and the following shall constitute grounds for refusal of an application:
- Where Membership would be contrary to CHA's Rules or policies;
 - Where a conflict of interest may exist which, even allowing for disclosure of such an interest, may adversely affect the work of CHA;
 - Where the Management Committee considers that accepting the application would not be in the best interests of CHA.
- 4.10 No Member can hold more than one share in CHA.
- 4.11 Membership cannot be held jointly. Joint tenants of CHA may become individual Members.

4.12 There will be no interest, dividend or bonus payable on shares.

4.13 Shares in CHA cannot be sold.

5. Representing an Organisation

5.1 An organisation which is a Member is free to nominate any person it considers suitable as its representative to CHA. That person will represent all of the organisation's rights and powers at general meetings.

5.2 The organisation must confirm the identity of its representative to CHA. This confirmation should be signed by an authorised signatory of the organisation and witnessed.

5.3 An organisation can change the identity of its representative by confirming the identity of the new representative and withdrawing the authority of the original representative.

5.4 Representatives of organisations cannot be an individual Member of CHA at the same time. CHA Members who represent organisations on our Membership will have their individual Membership suspended until such time as they are no longer a representative of an organisation.

5.5 Representatives of organisations will not be eligible to stand for election to the Management Committee. Although, like any other Member, an organisation which is a Member can nominate an individual who is a Member to stand for election to the Management Committee.

6. Ending a Membership

6.1 A Membership will end and the Management Committee will cancel a share and record the ending of a Membership in the Register of Members if:

- A Member resigns, giving 7 days-notice in writing to our Secretary;
- The Management Committee reasonably believes that a Member has failed to tell CHA of a change of address as required by our Rules;
- For five annual general meetings in a row a Member has not attended, submitted apologies, or appointed a representative to attend and vote on their behalf by proxy;
- The Member dies and has not nominated a person to transfer their share to in the event of their death (Members can nominate a person that CHA must transfer their share to when they die – our Rules explain how this works in more detail).

6.2 A Membership will also end if CHA receives a complaint about a Member's behaviour and two-thirds of the Members voting at a special general meeting agree to end that Membership. The following conditions will apply to this procedure:

- the complaint must be in writing and must relate to behaviour which could harm the interests of the Association;
- the Secretary must notify the Member of the complaint in writing not less than one calendar month before the meeting takes place (another Office Bearer will perform this duty where the Secretary is involved in the complaint);

- the notice for the special general meeting will give details of the business for which the meeting is being called;
- the Member complained about will be called to answer the complaint at the meeting. The Members present will consider the evidence supporting the complaint and any evidence the Member complained about decides to introduce;
- the Members can vote in person or through a representative proxy;
- if the Member complained about receives proper notice but does not go to the meeting without providing a good reason, the meeting will go ahead without them and the Members will be entitled to vote to end that Membership.

6.3 A Membership ended in accordance with 6.2 will result in them immediately ceasing to be a Member from the date that the decision to end the Membership was taken and any further application for membership by those affected will need to be approved by two-thirds of the Members voting at a general meeting.

7. Membership Review

7.1 CHA will from time to time carry out a review of its Membership to determine how representative it is of the local community and of the Association's client groups. Steps will be taken to encourage new Members in order to redress any imbalances identified.

8. Membership Register

8.1 CHA will keep a Register of Members at its registered office containing the following:

- the names and addresses of the Members and, where provided for the purposes of electronic communication, fax numbers and e-mail addresses;
- details of the share held by each Member and the amount paid for it;
- the date each person was entered in the Register as a Member;
- the date when any person ceased to be a Member;
- a statement of other property in CHA, whether in loans or loan stock held by each Member;
- the names and addresses of CHA's Office Bearers, their positions and the dates they took and left office.

8.2 CHA will also keep a copy of the above Register that will contain the same details as above, but not the statement of shares and property.

8.3 Members can inspect the second copy of the Register of Members and this will be made available for viewing at our offices, during office opening hours, within 7 days of the request.

8.4 General Data Protection Regulations: During the course of our activities CHA will process personal data (which may be held on paper, electronically, or otherwise) about Members. CHA recognises the need to treat Members' data

in an appropriate and lawful manner. Following approval of Membership, all new Members will be provided with a Fair Processing Notice that will make them aware of how CHA will handle their information.

9. Policy Review

9.1 This Policy will be reviewed every three years or sooner if there are changes in legislation or our Rules which affect its content.

Approved by the Committee of Management on:	
Signed:	Signed:
Secretary/Chairperson	Chief Executive/Senior Staff Member

Appendix A: Membership Application Form

For Official Use

Proof of ID checked by (Initials)	
Date Checked	

Application for Membership

Applicant's Name:			
Home Address:			
		Postcode:	
Date of Birth:		Tel. No.:	
Mobile No:		Email:	
<p>Please provide details of your connection with Clydesdale Housing Association and the community we operate within:</p> <p> <input type="checkbox"/> Tenant <input type="checkbox"/> Sharing Owner <input type="checkbox"/> Housing Applicant <input type="checkbox"/> Factored Owner <input type="checkbox"/> I work in the area <input type="checkbox"/> I live in the area <input type="checkbox"/> Other (please provide details): _____ </p>			

<p>What are your reasons for wishing to join Clydesdale Housing Association?</p> <p>_____</p> <p>_____</p>

Declaration

I wish the Management Committee to consider my application for Membership of Clydesdale Housing Association. I confirm that:

- I support the Objects of Clydesdale Housing Association.
- I will serve the best interests of Clydesdale Housing Association, its tenants and service users.
- I know of no reason why my Membership of Clydesdale Housing Association would be contrary to its Rules.
- I know of no conflict of interest concerning me that would adversely affect the work or reputation of Clydesdale Housing Association.
- I enclose my £1.00 payment in respect of my Share Subscription.

Signed:

Date:

Please also complete the Equal Opportunities form attached and return both forms to us at:

Clydesdale Housing Association Ltd
 CHA Community Hub
 39 North Vennel, LANARK
 ML11 7PT
 Phone – 01555 665316 E-Mail – mail@clydesdale-housing.org.uk