

***FORTH HOUSING ASSOCIATION LIMITED***  
***MEMBERSHIP POLICY***

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# **FORTH HOUSING ASSOCIATION LIMITED**

## **MEMBERSHIP POLICY**




### **1. Introduction**

- 1.1 Forth HA is registered under the Industrial and Provident Societies Act 1965, regulated by the Financial Services Authority, and governed by the Scottish Federation of Housing Association's Model (Scotland) Rules 2003.
- 1.2 This Policy seeks to follow and comply with the provisions contained in the Rules for Membership. (See appendix 1.)
- 1.3 Forth HA is also registered with The Scottish Housing Regulator. This Policy, therefore, also complies with their expectations, which generally expect the following:
  -  It must operate within and comply with the law.
  -  It must operate in accordance with the Association's Equal Opportunities Policy.
  -  It must operate in accordance with the provisions in the Association's Rules.
  -  It seeks to ensure as wide a representation as possible of the communities and groups served by the Association.







### **2. Who can join?**

- 2.1 Forth HA seeks to ensure a wide representation in its membership of the communities which it serves. To this end Forth HA will particularly welcome applications from:
  -  Tenants and service users of the Association.
  -  Other residents of Stirling, Bannockburn, Cambusbarron, Plean, Fallin, Cowie, Dunblane and surrounding areas, who are 16 years or older and support the objectives of the Association.
  -  Organisations sympathetic to the objects of the Association.

2.2 Forth HA 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 Forth HA particularly welcomes applications from:

-  Individuals who have experience of disability.
-  16 - 25 year olds.
-  Black and ethnic minority community members.

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

-  Housing management.
-  Building and maintenance.
-  Financial management.
-  Project management.
-  Community care.
-  Voluntary organisation governance.

2.4 Forth HA accepts applications from organisations as well as individuals, in accordance with the rules relating to representing an organisation.

2.5 The Management Committee of Forth HA reserves the right to exercise discretion when considering any application for membership.

### **3. Promotion of membership**

3.1 Forth will promote membership to its tenants by ensuring information is given to all new tenants. It will also publicise membership via its web site.

3.2 In addition it may from time to time circulate information on membership more widely to other residents, local community and representative groups, voluntary and statutory agencies etc. This may be targeted to address specific under representation within the membership.

### **4. Member participation**

4.1 Forth HA 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 meetings. Where information in a 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 are accessible to all.
- Keep members informed on all major developments affecting the Association.
- Actively promote the opportunities which exist, through election, for serving on the Management Committee.
- Issue an annual report and regular newsletters to all members.

## **5. Procedures for applying for membership**

- 5.1 Those who want to apply for membership should complete the attached application form (Appendix 2). The completed form should be sent with £1.00 to the Corporate Services Assistant, on behalf of the Secretary, at the Association's office.
- 5.2 Every application is considered by the Management Committee of the Association at its next meeting after the application is received, or as soon thereafter as is practicable.
- 5.3 Once approved, the Association will write to the new member to confirm their membership, with details of how members can participate in the organisation including the AGM and how to stand for election to the Committee of Management.

## **6 Review**

- 6.1 Management Committee will review this policy at least every 3 years, and Staff are responsible for ensuring that they meet legal and good practice requirements.

**EXTRACT FROM THE RULES OF THE ASSOCIATION**

**MEMBERSHIP**

6 The Members of the Association shall be those persons or organisations who hold a share in the Association and whose names are entered in the Register of Members.

**Applying for Membership**

7.1 The Committee shall set, review and publish its membership policy for admitting new Members. Subject to the provisions of Rule 7.2 the following shall be eligible to become Members:-

7.1.1 Tenants of the Association;

7.1.2 Service users of the Association;

7.1.3 Other persons who support the objects of the Association.

7.1.4 Organisations sympathetic to the objects of the Association.

7.2 If you are applying for membership you must send a completed and signed application form and the sum of one pound (which will be returned to you if the application is not approved) to the Association's registered office. Whilst it is the Association's intention to encourage membership, the Committee has absolute discretion in deciding on applications for membership and the following shall constitute grounds for refusal of an application for membership:-

7.2.1 Where membership would be contrary to the Association's Rules or policies;

7.2.2 Where a conflict of interest may exist which, even allowing for the disclosure of such an interest, may adversely affect the work of the Association;

7.2.3 Where the Committee considers that accepting the application would not be in the best interests of the Association.

7.3 Your application shall be considered by the Committee as soon as reasonably practicable after its receipt by the Association. An application for membership will not be considered by the Committee within the period of fourteen days before the date of a general meeting. The Committee has the power in its absolute discretion to accept or reject the application.

- 7.4 If the Committee approve your application, you will immediately become a Member and your name and other necessary particulars will be included in the Register of Members within seven working days. You will then be issued one share in the Association.
- 8 You can apply for membership of the Association from the age of 16.
- 9 No Member can hold more than one share in the Association.
- 10 If you change your address, you must let the Association know by writing to the Secretary at the registered office within three months. This requirement does not apply if you are a tenant of the Association and have moved home by transferring your tenancy to another property owned and managed by the Association.

### **ENDING YOUR MEMBERSHIP**

- 11.1 Your membership of the Association will end and the Committee will cancel your share and record the ending of your membership in the Register of Members if:-
- 11.1.1 You resign your membership giving seven days notice in writing to the Secretary at the registered office.
- 11.1.2 The Committee reasonably believes that you have failed to tell the Association of a change of address as required by Rule 10 or;
- 11.1.3 For five annual general meetings in a row you have not attended, submitted apologies, exercised a postal vote or appointed a representative to attend and vote on your behalf by proxy;
- 11.1.4 The Association receives a complaint about your behaviour and two-thirds of the Members voting at a special general meeting agree to end your membership. The following conditions apply to this procedure:
- 11.1.4.1 the complaint must be in writing and must relate to behaviour which could harm the interests of the Association.
- 11.1.4.2 the Secretary must notify the Member of the complaint in writing not less than one calendar month before the meeting takes place;
- 11.1.4.3 the notice for the special general meeting will give details of the business for which the meeting is being called;
- 11.1.4.4 you will be called to answer the complaint at the meeting. The Members present will consider the evidence supporting the complaint and any evidence you decide to introduce;
- 11.1.4.5 the Members can vote in person or through a representative by proxy;

- 11.1.4.6 if you receive proper notice but do not go to the meeting without providing a good reason, the meeting will go ahead without you and the Members will be entitled to vote to end your membership.
- 11.2 If your membership is ended in accordance with Rule 11.1.4, you will immediately cease to be a Member from the date that the resolution to end your membership was passed and any further application for membership by you will need to be approved by two-thirds of the Members voting at a general meeting.

## **REPRESENTING AN ORGANISATION**

- 12.1 An organisation which is a Member is free to nominate any person it considers suitable as its representative to the Association. That person will represent all of the organisation's rights and powers at general meetings.
- 12.2 To confirm the identity of a representative, the organisation must send the Association a copy of the authorisation or appointment of an individual as a representative. This should be signed by a Director, Secretary or Authorised Signatory of the organisation which signature must be witnessed, or in the case of a local authority, by the Chief Executive, or properly authorised Officer of the local authority.
- 12.3 An organisation can change the identity of the person entitled to represent that organisation at any time by confirming the identity of the new representative in terms of Rule 12.2 and withdrawing the authority of the original representative.
- 12.4 If you are a representative in terms of Rule 12.2, of an organisation which is a Member, you cannot be a Member as an individual yourself. If you are already a Member as an individual when you start to represent an organisation which is a Member, the Association will suspend your membership as an individual, until such time as you are no longer a representative of an organisation which is a Member.

**APPLICATION FOR INDIVIDUAL MEMBERSHIP OF THE ASSOCIATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please answer all of the following questions:

1. Are you 16 years of age or older? YES/NO  
Note: no person who is a minor shall be admitted to membership

2. Are you seeking to become a member of Forth Housing Association as a representative of an organisation? YES/NO

(If your answer is YES you should return your completed application with a covering letter from the nominating organisation.)

3. Have you enclosed the sum of one pound (£1.00) for membership YES/NO

4. What is your connection with the Association?  
(For example are you a tenant, sharing owner, local resident or someone with another connection/interest?)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Print Name \_\_\_\_\_

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