

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 the expectations of *Performance Standards for Social Landlords*, which generally expects 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 sharing owners of the Association.
 -  Other residents of Stirling, Bannockburn, Cambusbarron, Plean, Fallin, Cowie, Dunblane and surrounding areas, who are 18 years or older.
- 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.
-  18 - 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

7. The members of the Association shall be those people who hold a share in the Association and whose names are entered in the Register of Members referred to in Rule 67.

Applying for membership

- 8.1 To apply for membership, you must send an application form and one pound to the Secretary at our registered office. Our Committee will consider your application at its next meeting or as soon as possible after that. We will return your money if we do not approve your application.



An application for membership will not be considered by the Committee within the 14 day period occurring before the date of a general meeting.

- 8.2 If we approve your application, you will immediately become a member of the Association and your name will be included in our Register of Members referred to in Rule 67 within seven working days. You will then be issued one share in the Association.
- 8.3 If you are a representative of an organisation which is a member of the Association, you cannot be a member of the Association as an individual yourself. If you are already a member as an individual when you start to represent an organisation which is a member, we will suspend your membership as an individual, until such times as you are no longer a representative of an organisation which is a member.
9. You must be at least 18 years old to apply for membership unless you are already our tenant. If you are our tenant, you can apply for membership from the age of 16.
10. No member can hold more than one share in the Association.
11. If you change your address, you must let us know by writing to our Secretary at our registered office within three months. This rule does not apply if you are our tenant and have moved home by transferring your tenancy or to another property owned and managed by the Association.

Ending your membership

12.1 You can end your membership of the Association by giving the Secretary at our registered office one months notice in writing.






12.2 If the Committee is satisfied that:

-  you have failed to tell us of a change of address as set in Rule 11 or;
-  you have failed to attend and submit apologies for five annual general meetings;

We will end your membership and cancel your share.

The value of the share will then belong to us with effect from the date of a Committee resolution to that effect. The ending of your membership will be recorded in the register of members referred to in Rule 67.

13.1 We may end your membership if we receive a complaint about your behaviour and two-thirds of the members voting at a special general meeting agree to this. The following conditions apply to this procedure:

-  The members can vote in person or through a representative by proxy.
-  The complaint must be in writing and must relate to behaviour which could harm our interests.
-  The Secretary must notify the member of the complaint in writing not less than one calendar month before the meeting referred to at 13.1 takes place;
-  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; and
-  If you receive proper notice but do not go to the meeting referred to at 13.1 above without providing a good reason, the meeting may go ahead without you.

13.2 If we end your membership in this way, 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

14.1 An organisation which is a member is free to appoint any person it considers suitable as its representative to the Association. That person will represent all of the organisation's rights and powers at our general meetings, but must act with regard to the best interests of the Association.

- 14.2 To confirm the identity of a representative, the organisation must send us a copy of the authorisation or appointment of an individual as a representative. This should be signed by the Director, the Secretary or an 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.
- 14.3 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 14.2 and withdrawing the authority of the original representative.

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 _____