



Membership Policy

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Scottish Housing Regulator Guidance:	As Above

MEMBERSHIP POLICY

Ardenglen Housing Association can provide this procedure on request, in large print, in Braille, on tape or in other non-written format, and in a variety of languages.

1. INTRODUCTION

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

Ardenglen seeks to establish a wide, active and inclusive membership by recruiting 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 Ardenglen are those people who hold a share in the Association and whose names are entered into a Register of Members. It is a requirement of membership that members are supportive of the aims and objectives of Ardenglen.

The overall aim of this policy is to ensure we have a membership which is as open, inclusive and widely reflective of the communities we serve as possible.

The Association is a registered Industrial & Provident Society and a registered charity. We are constituted under the SFHA Model Charitable Rules.

2. PROMOTION OF MEMBERSHIP

Ardenglen will promote membership in a number of ways which ensures people have the opportunity to make an informed decision about whether or not to become a member.

We will promote membership of the association by circulating information on membership to tenants, owners and the local community.

Information on membership will be provided via newsletters, website, resident meetings, tenant's conferences, new tenant visits, tenancy sign-up and other general contact with our residents and service users.

Committee members and staff will actively encourage eligible people to join. We may utilise the services of EVH's Register of Committee Members or advertise externally to ensure that we can have access to suitably qualified and experienced people who may have an interest in joining the Management Committee. This is subject to Ardenglen identifying a need to attract committee members with specific skills and expertise.

3. WHO CAN JOIN

Ardenglen 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 Ardenglen
- Other residents living in East Castlemilk
- Others who can contribute particular community, business or professional experience or skills.

Ardenglen 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 application from:

- Black and ethnic minority community members
- Individuals who have experience of disability
- Young people

Ardenglen 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

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

4. PROCEDURES FOR APPLYING FOR MEMBERSHIP

Applications for membership shall be forwarded to the Association's registered office either on-line or in writing and should include the sum of £1.00.

A membership application form will be provided to all new tenants.

Every application is considered by the Governing body of the Association at its next meeting after the application is received, or as soon thereafter as is practicable.

If the application is approved the applicant will immediately become a member of Ardenglen and the name will be included in the Register of Members within

seven working days. The member will then be issued one share in Ardenglen, which is non-refundable and non-transferable.

Whilst 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 this Policy and Rules of the Association.

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

- Where the Association 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 Ardenglen.

It is considered that this ground may 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 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 further opportunity to request membership, and to give reasons why the decision should be changed; this should normally be made in writing. The Governing body will consider the reasons at its next practical meeting and its decision on that occasion will be final.

Other provisions relating to membership are as follows;

- If the membership application is agreed a share certificate will be issued to the applicant and his/her name will be entered in the register of members; and
- No member shall hold more than one share in the Association, however a household may have more than one member within it.

5. MEMBER PARTICIPATION

Ardenglen 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 particular format or language is required, the Association will endeavour to provide this.
- Make every effort to hold general meetings at time and locations suitable for membership, and which is accessible to all.
- Keep members informed on all major developments affecting Ardenglen.
- Actively promote the opportunities that exist, through election, for serving on the Management Committee.

6. 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.
- Fails to attend or to submit apologies for a set number of Annual General Meetings as set out in the Rules
- Dies.

The Management Committee will end the membership and cancel the share. The £1.00 membership is non-refundable on termination of membership. The value of this share will then belong to the association and transferred to our revenue reserves.

7. TRAINING

The Association through its Internal Management Plan is committed to training and developing staff and committee members to their full potential in order to deliver a high quality of service in all areas of its business.

The employee induction programme includes an overview of this policy, including responsibilities for the promotion and delivery of openness and confidentiality as relevant to their job descriptions. Committee members and staff will receive updates on these issues and specific training as required.

8. EQUALITIES AND DIVERSITY

This policy will be implemented in line with our Equality and Diversity Policy and is subject to an Equality Impact Assessment to assess the likely or actual effects of the policy to our customers in respect of their disability, age, gender, race, religion/belief, sexual orientation or gender identity to ensure equal and fair access for all.

9. MONITORING AND REPORTING

The Association will use appeals, complaints, comments or suggestions from users of this policy to monitor its effectiveness. These will also be used to prompt a review of the policy where necessary.

10. REVIEW

This Policy will be approved by the Management Committee. It will be reviewed every three years unless amendment is prompted by a change in legislation, or monitoring and reporting reveals that a change in Policy is required sooner.

11. DISTRIBUTION

This policy will be provided to every employee and committee member and will be made freely available to any tenant, member or interested party.

12. LEGAL FRAMEWORK

- The Rules of Ardenglen Housing Association

13. RELATED POLICIES

- Standing Orders
- Equalities and Diversity

--- END OF POLICY ---