
MEMBERSHIP POLICY

Title: Membership Policy

Purpose of Procedure:

Section: General

Date: April 2018

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BLAIRTUMMOCK HOUSING ASSOCIATION LIMITED

MEMBERSHIP POLICY

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1.0 MEMBERSHIP OF THE ASSOCIATION

1.1 General

The membership of the Association must represent the interests the Association seeks to serve. The Committee of Management acts for and in the name of the Association recruitment drives and review the membership and membership criteria biennially to ensure that this is the case and that the membership can properly fulfil its task of electing the Committee

The outgoing Management Committee shall present a report on membership to the AGM only if there are any recommendations for change to the criteria.

1.2 Membership Criteria

The Management Committee has absolute discretion over membership and will apply guidelines in considering application for membership, which must be made in writing stating full name and address, together with the sum of £1.00 (which shall be returned if membership is not approved) must meet the following criteria.

- i) must not be a member of staff.
- ii) must be over **18** years of age or over **16** years if a Blairtummock Housing Association tenant.
- iii) be resident (as tenant of the Association, or a private landlord or as an owner-occupier) within the general area of activity of the Association.
- iv) be a representative of a "body corporate" as defined in the rules or an incorporated body.

1.3 Consideration of Membership Applications

Every application will be considered at the next Management Committee meeting from when the application was received.

If the application is approved, the name of the applicant shall be entered into the Register of Members of the Association and one share in the Society issued to the applicant in the form of a Share Certificate, sealed with the Seal of the Association. The date of which the member's name is entered in the Register of Members and the share sealed and issued will be the date of start of membership.

1.4 Membership Records

The Management Committee shall ensure that the membership records of the Association are maintained in accordance with the Rules of the Association in the form of:

- i) A Register of Members containing the names and addresses of members and the amount paid thereof, the date in which each person was entered in the Register as a member and the date at which any person ceased to be a member. The Register shall also contain the names and addresses of the Officers of the Association with the offices held by them and the dates on which they assumed and vacated the office.
- ii) A duplicate Register of Members in which shall be entered particular of the members' names and addresses and the date on which they were entered as a member and the date at which any person ceased to be a member. Change of address shall be entered in the duplicate Register.

The original Register is the substantive evidence of membership.

These records shall be made available for inspection to any member or person having an interest in the funds of the Association at all reasonable hours at the registered office of the Association.

The Rules of the Association shall be made available to every person on demand at a cost price.

1.5 Promoting Membership

The Association promotes membership in the following ways:

- During sign up with a new tenant
- At tenant open days
- Tenant scrutiny event
- Articles in the Association newsletters
- Staff discussions with tenants
- Web site

2.0 MEMBERSHIP OF THE COMMITTEE

While membership of the Committee will largely be determined by the members of the Association at the Annual General Meetings, the Committee shall consider periodically its membership to ensure that, through the filling of casual vacancies that occur and the use of the (5) co-optees, it is representative of the interest of the Association which it serves and that it contains sufficient expertise to handle its duties and control the affairs of the Association.

2.1 Filling of Casual Vacancies

The Management Committee shall fill a casual vacancy as soon as is practical after it has occurred. Criteria for selection shall be:

- i) he/she is a member of the Association **and**
- ii) he/she can demonstrate by performance or statement that his/her contribution would represent and further the interest of the Association **and**
- iii) he/she can demonstrate that his/her contribution would bring special skills and/or experience to the work of the Committee **and**
- iv) he/she is prepared to serve, not only on the Management Committee, but also on at least one of the specialist sub-committees **and**
- v) he/she has no duality of interest, particularly of a pecuniary nature.
- vi) he/she is prepared to undertake any necessary training.

2.2 Co-optees to the Management Committee

The Committee shall from time to time, co-opt to serve on the Committee for any period, any persons up to a maximum of 5 at any one time. Such persons do not require to be members of the Association and can vote at meetings.

Criteria for selection of co-optees shall be:

- i) he/she does not require to be members of the Association.
- ii) he/she can demonstrate by performance or statement that his/her contribution would represent and further the interest of the Association **and**
- iii) he/she can demonstrate that his/her contribution would bring special skills **and/or** experience to the work of the Committee **and**
- iv) he/she has no duality of interest, particularly of a pecuniary nature.
- v) he/she is prepared to undertake any necessary training.

The provisions of rules 41 and 42 are to be read in conjunction with the above and apply to casual vacancies and cop-optees.

2.3 Training

All new and existing Committee members should be prepared to participate in ongoing training.

New members will receive some induction training.