



Membership Policy

If you require this policy in a different format please ask a member of staff

Date of Approval
November 2007

Review Due
November 2010

1. Introduction

1.1 Elderpark Housing Association Limited is a Community Based Housing Association and as such, under the terms of their model rules, has membership criteria for shareholders. This policy summarises these rules and shows how membership will be promoted and encouraged.

2. General Principles of Membership Policy

2.1 The Association operates in the Govan, Ibrox, Kinning Park and Cessnock areas of Glasgow, however, Membership is open to any individual :

Who is or may be affected by the Association's Activities
Who is committed to the overall aims and objectives of the Association.

2.2 The Association will maintain a register of members of members in accordance with the Rules. The Register will be available for inspection.

2.3 The Association will actively promote membership opportunities to tenants, sharing owners, owner occupiers and in the community it serves. All staff are expected to be aware and able to promote membership, as appropriate.

3. Promotion of Membership

3.1 Tenants, sharing owners, owner occupiers and all other interested parties will be made aware of the opportunity to become members through the Association's website, Newsletters and all other appropriate publicity e.g. press advertising, if considered appropriate. Tenants will also be made aware of this at tenancy sign-up.

3.2 Tenants will be made aware that membership is not a condition of tenancy.

4. Applying for Membership

4.1 Applicants must complete an application form, pay membership fee of £1 and send the application form to our registered office at 31 Garmouth St., Glasgow, G51 3PR.

4.2 The Management Committee has responsibility for approval of membership applications and this will be done at the next Committee, or as soon as possible thereafter.

4.3 The application for membership will not be considered by the Management Committee within the period of 14 days occurring before the Annual General Meeting.

4.4 Membership shall take effect from that time and the Register updated to reflect this within seven working days. At this time, one share in Elderpark will be issued to the new member.

5. Refusal of Membership

5.1 The Association operates an open Membership Policy and will refuse membership in exceptional cases only, for example:

Where the applicant does not meet the criteria outlined in the Rules.

Where the Committee is satisfied that the applicant has no connection with, or interest in, meeting Housing needs in the Elderpark area of operation.

Where Committee is satisfied that membership may compromise the interests of the Association.

5.2 Written reasons for refusal and the right of appeal will be provided within 14 working days of the Committee meeting at which the decision was made. The £1 membership fee will be returned at this time.

6. Appealing a Refusal of Membership

6.1 Appeals should be made in writing to the Director within 14 working days of receiving notification of refusal of membership. Grounds for the appeal must be clearly set out.

6.2 Applicants who are unable to make the appeal in writing, should contact the Director.

6.3 The Committee will hear appeals within two meetings of the appeal being lodged. The Committee's final decision will be issued in writing within 14 working days.

7. Membership of the Association

7.1 Members have a right and are encouraged to participate in the Association. In particular, members are advised of their right to:

Attend the annual General Meeting
Stand for Election to Committee

8. Forfeiting Membership

8.1 Each year, the Association will review its register of members and a member's share will be forfeited as follows:

Death of Member

In the event of a member moving outwith the area and the address is known, the member will be written to (Appendix 2) and asked if they wish to end their membership.

In the event of the member returning the proforma, advising the Association that they wish to end their membership, the share will be forfeited, in the event of the member not returning the proforma, the share will remain in the name of the shareholder.

8.2 The ending of the membership will be recorded in the Register of Members.

8.3 The value of all shares forfeited in this manner will belong to the Association.

9. Ending Membership

9.1 The criteria for ending membership is governed by Elderpark's Rules, summarised as follows:

A member can withdraw membership by giving the Secretary one month's notice in writing to the Association registered office at 31 Garmouth St., Glasgow G51 3PR.

If a member has failed to tell us of a change of address, the member shall be deemed to have

membership withdrawn.

A member may be expelled by a resolution carried by the votes of two-thirds of the members present in person or by proxy and voting on a poll at a Special General Meeting.

9.2 The ending of the membership will be recorded in the Register of Members.

9.3 The value of all shares forfeited in this manner will belong to the Association.

10 Policy Review

10.1 This policy will be reviewed every three years, the next review being due in November 2010. An interim review may take place in the event of a change to the Association's Rules, changes in good practice or legal requirements.



Membership Application

Name:

Address:

I wish to apply for membership of Elderpark Housing Association Limited.

Signature:

I enclose £1.10p (£1 Membership fee plus 10p for a copy of The Rules). I understand my application will be considered by the Management Committee at its next available meeting.

If approved as a shareholder, any details I have provided on this form will be available in the Register of Members to any other shareholders or those with a financial interest in the Association.

31 Garmouth Street, Glasgow G51 3PR
Tel: 0141-440 2244 Fax 0141-445 5345
Email: admin@elderpark.org
www.elderpark.org

Elderpark is a recognised Scottish Charity No. SCO32823



For monitoring purposes only, please complete this short questionnaire. It has **no** bearing on your application and will be separated from it so you cannot be identified from it.

- 1 Please indicate your main connection with the Association, (e.g. tenant, sharing owner, owner occupier, etc.)

2 Do you consider yourself to have a disability?

Yes/No

3 What is your age?

18-25

26-35

36-45

46-60

60+

4 Are you?

Employed

Unemployed

Retired

5 What is your ethnic origin?

Black Caribbean

Black African

Black Other - please specify

Indian

Pakistani

Irish

Bangladeshi

Chinese

White

Combination of above - please specify

Other - please specify

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Appendix 2



Pro Forma

Elderpark Housing
31 Garmouth Street
GLASGOW
G51 3PR

Name:

Address:

I HEREBY give my consent to the cancellation of my £1 Share in Elderpark
Housing
Association Limited

I understand and accept that the £1 is not returnable.

Signed:

Date: