



Membership Policy

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Last Review: October 2020

Next Review: October 2023

Policy Number: G17

Our Vision, Our Mission, Our Values

Our Vision

Elderpark Housing will lead the way in delivering outstanding customer services and great places to live.

Our Mission

To provide quality, affordable homes and excellent services which place a focus on our customers and enhancing our communities.

Our Values



Equality and Diversity Statement

Elderpark Housing are committed to ensuring people or communities do not face discrimination or social exclusion due to any of the following protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief; sex or sexual orientation.

This document complies with the Associations Equality and Diversity Policy.

The Association will regularly review this Policy for equal opportunities implications and take the necessary action to address any inequalities that result from the implementation of this Policy.

Executive Summary

Policy Author

This Policy has been developed by the Corporate Governance Officer with the responsible department being Finance and Corporate Services together with the Chief Executive Officer.

Purpose of the Policy

The purpose of this policy is outline how we will promote membership of the Association to our tenants, sharing owners, owner occupiers and other parties who have an interest in the Associations activities. To provide details of eligibility, how to apply to for membership and the benefits of being a member of the Association.

Aims and Objectives of the Policy

The aims and objectives of the policy are to ensure membership of the Association is administered in accordance with our Rules and the membership is open, inclusive and representative of our local communities ensuring wide representation.

Staff and the Management Committee of the Association will promote membership to those eligible to become shareholders to ensure wide and inclusive membership.

Legislative and Regulatory Compliance

The Association is a company under the Co-operative and Community Benefit Societies Act 2014, and a company regulated by the Financial Conduct Authority (FCA).

The Association must administer its membership in accordance with our Rules, which are based upon the SFHA Model Rules 2020

As a Registered Social Landlord (RSL) the Association must also comply with the Scottish Housing Regulator's (SHR) Regulatory Framework, including the seven Standards of Governance and Financial Management. Particularly relevant to this Policy are:

Regulatory Standard 1 (RS1) – *'The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.'*

Specifically 1.6 – *'Each governing body member always acts in the best interests of the RSL and its tenants and service users, and does not place any personal or other interest ahead of their primary duty to the RSL.'*

Regulatory Standard 2 (RS2) – *The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these priorities.*

Specifically 2.3 – ‘The governing body is open and transparent about what it does, publishes information about its activities and, wherever possible, agrees to requests for information about the work of the governing body and the RSL.’

Regulatory Standard 6 (RS6) – ‘The governing body and senior officers have the skills and knowledge they need to be effective.’

Specifically – 6.4 – ‘The RSL encourages as diverse a membership as is compatible with its constitution and actively engages its membership in the process for filling vacancies on the governing body.’

Equalities

An Equalities Impact Assessment has been carried out while developing this Policy and it has been evaluated that there is no direct or indirect discrimination against any of the protected characteristic groups under the Equalities Act 2010.

The Association promotes membership to all tenants, sharing owners, owner-occupiers and anyone else who is committed to the aims and objectives of the Association and therefore the Policy is wholly inclusive to all groups.

Privacy

This policy is required to be published on our website under the terms of the Freedom of Information Act under Governance Documents and Corporate Policies.

Information obtained by anyone who becomes a member of the Association or its Management Committee will be handled in compliance with General Data Protection Regulations and information on this can be obtained from our Privacy Policy, this is especially relevant to information about the governing body being published on our website.

Related Policies

Policy Title	Location
Equality and Diversity	V:\Elderpark Policy Suite\Governance Policies\G13 Equality and Diversity Policy.pdf
Rules	V:\Elderpark Policy Suite\Governance Policies\Model Rules 2020.pdf
Privacy Policy	V:\Elderpark Policy Suite\IT Policies\IT1 Privacy Policy.pdf

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1 Introduction

- 1.1 Elderpark Housing Association is Charitable Housing Association and under the terms of our Rules has membership criteria for Shareholders. The Association believes it is important to encourage a broad and representative membership of the Association and will actively encourage membership to those meeting the criteria.
- 1.2 We are accountable to the community we serve and we will seek to ensure a balance of representation in our general membership and on our Management Committee from tenants, sharing owners, owner-occupiers and other interested parties to ensure that no organisation or group has undue influence. The Members of the Association are those persons who hold a share in the Association and whose names are entered in the Register of Members which will be available for inspection.
- 1.3 The Association operates in the Govan, Ibrox, Cessnock and Kinning Park areas of Glasgow, however membership is open to anyone individual who is committed to the overall aims and objectives of the Association or who may be affected by the Associations activities.
- 1.4 Members have a right and are encouraged to participate in the Associations activities, in particular members are advised of their right to attend the Annual General Meeting and stand for election to the Management Committee.
- 1.5 This policy document should be read in conjunction with the Association's Rules

2 Purpose of the Policy

- 2.1 The purpose of this policy is outline how we will promote membership of the Association to our tenants, sharing owners, owner occupiers and other parties who have an interest in the Associations activities. To provide details of eligibility, how to apply to for membership and the benefits of being a member of the Association.

3 Aims and Objectives

- 3.1 The aims and objectives of the policy are to ensure membership of the Association is administered in accordance with our Rules and the membership is open, inclusive and representative of our local communities ensuring wide representation.

4 Legal and Regulatory Framework

- 4.1 Elderpark Housing Association Limited, a company under the Co-operative and Community Benefit Societies Act 2014, a registered social landlord and a company regulated by the Financial Conduct Authority (FCA). The Association must administer its membership in accordance with our Rules, which are based upon the SFHA Model Rules 2020. The Rules set out who is eligible to become a shareholding member, the process for this and the process for becoming a member of our Governing Body, referred to as our Management Committee.
- 4.2 The Association is regulated by The Scottish Housing Regulator (SHR). Their Regulatory Framework 2019, sets out seven Standards of Governance and Financial Management. Relevant to this Policy are particular elements under these Standards:
- **Regulatory Standard 1** – *‘The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.’*
 - **Regulatory Standard 2** – *‘The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these priorities.’*
 - **Regulatory Standard 6** – *‘The governing body and senior officers have the skills and knowledge they need to be effective.’*

5 Promoting Membership

- 5.1 The Association will actively promote membership opportunities in a number of ways which ensures people have the opportunity to make an informed decision about whether or not to become a member. Membership will be promoted to tenants, sharing owners and owner-occupiers throughout the communities it serves to ensure all sections of the community are represented. This will be done, for example, by promoting membership at the point of signing a tenancy agreement, and through the use of leaflets, newsletters, Facebook, Twitter and our website. It should be noted however, that membership is not a condition of receiving a tenancy with the Association.
- 5.2 The Association will ensure membership information is available in the most appropriate format and other languages on request. This will ensure membership is accessible to everyone who may be interested in becoming a member.

6 Eligibility for Membership

6.1 Membership of Elderpark Housing Association is open to anyone who is over the age of 16 and:

- lives within our communities
- wishes to contribute to Elderpark Housing
- is committed to the overall aims and objectives of Elderpark Housing and to developing, promoting and implementing them and
- meets the criteria set out on our Rules, an extract of the relevant section can be seen in Appendix 1

7 Application for Membership

7.1 Anyone wishing to apply for membership with the Association is required to complete an application form which can be found in Appendix 2, this form is also available to download from our website or by contacting our main office. Completed application forms should be signed and returned to our office along with a one-off payment of £1.10, this is £1.00 for the membership fee and £0.10 for a copy of the Rules.

7.2 The membership application will be considered promptly, normally at the next Management Committee meeting or as soon thereafter as is practicable. An application for membership will not be considered by the Management Committee within the fourteen day period before the date of an Annual General Meeting (AGM). The Management Committee has the power in its absolute discretion to accept or reject the application.

7.3 Once approved by the Management Committee, applicants will immediately become a member and their name and other necessary information will be entered into our Register of Members. Applicants who have been accepted as members will be notified within seven working days of the decision of the Management Committee and will receive a £1.00 share certificate and a copy of our Rules.

8 Refusal of Membership

8.1 Whilst it is the Association's intention to encourage membership, the Board has absolute discretion in deciding on applications for membership and can refuse an application of membership for the following reasons:

- Where membership would be contrary to the Association's Rules or policies
- Where conflict of interest may exist which, even allowing for the disclosure of such an interest, may adversely affect the work of the Association

- Where the Board considers that accepting the application would not be in the best interests of the Association.

8.2 In exceptional cases, where a membership application has been refused, the applicant will be advised in writing of the reason for the decision within seven working days. A refund of the £1.00 paid will be given. An applicant can appeal the decision by following the Association's Complaints procedure, a copy of which is available by contacting our office.

9 Change of address

9.1 If you change your address, you must notify the Association within three months by writing to the Secretary at our main office. This requirement does not apply if you are a tenant of the Association and move to another property owned and managed by us.

10 Participation

10.1 When membership applications have been approved and a share certificate issued, a member can become more involved in the Association's work. All members are invited to the Association's AGM, where there is the opportunity to review the annual accounts and appoint the Association's external Auditors. We expect our members to attend our AGM to ensure that a quorum is achieved and we are able to carry out our legal obligations.

10.2 Members can stand for election to the Management Committee at the AGM and/or take part in the election of members to the Management Committee.

11 Ending Membership

11.1 You can end your membership of the Association by giving the Secretary of the Association seven day's notice in writing.

11.2 The Association can end your membership and cancel your share if the Board is satisfied that:

- you have failed to tell us of a change of address as required by Rule 10, or
- you have failed to attend five annual general meetings in a row and did not submit apologies, exercise a postal vote, or appoint a representative to attend and vote on your behalf by proxy.

The ending of your membership will be recorded in the Register of Members and the value of the share will then belong to the Association.

11.3 The Association may end your membership if we receive a complaint about your behaviour and two-thirds of the members voting at an annual or special general meeting agree to this. More information is available regarding this procedure in our Rules, a copy of which is available from the Association. If your membership is ended this way, any further application for membership by you will need to be approved by two-thirds of members voting at a general meeting.

12 Transferring Shares

12.1 You cannot sell your share but you can transfer it if the Management Committee agrees.

12.2 If you die or end your membership or have your membership ended, or you are a representative of an organisation which no longer exists, the Management Committee will cancel your share (except in those circumstances outlined in Rule 17.1 of the Association's Rules) and the value of the share will then belong to the Association.

12.3 You can nominate the person to whom the Association must transfer your share in the Association when you die, as long as the person that you nominate is eligible for membership under the Association's Rules. On being notified of your death, the Management Committee shall transfer or pay the full value of your share to the person you have identified. Your nomination must be in the terms required by Co-operative and Community Benefit Societies Act 2014.

13 Policy Review

13.1 This policy will be reviewed every three years or earlier should there be any change in legislation, the Association's Rules, or good practice recommendations within the housing sector.

