



Membership Policy

If you have difficulty with reading this policy, including any difficulties with sight or hearing, or if you require this document translated into another language, please contact us and we will be happy to provide this information in a format that suits your needs.

Our Vision, Our Values, Our Strategic Objectives

Our Vision

A vibrant neighbourhood where everyone can prosper.

Our Values

Caring, Reliable, Fair, Open and Adaptable

Our Strategic Objectives



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 our Equality and Diversity Policy.

We will regularly review this Policy and consider any equalities implications taking the necessary action to address any inequalities (either directly or indirectly) that result from the implementation of this Policy.

Executive Summary

Policy Author

This Policy has been developed by the Governance and Compliance Manager 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
Rules	V:\Elderpark Policy Suite\Governance Policies\Model Rules 2020.pdf
Privacy Policy	V:\Elderpark Policy Suite\IT Policies\IT1 Privacy Policy.pdf
Equality & Diversity Policy	V:\Elderpark Policy Suite\Governance Policies\G13 Equality and Diversity 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

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 £1.00 for the membership fee. Where a former employee becomes a member of the association they will not be entitled to stand for election, co-option or fill a casual vacancy for a minimum period of 12 months from when their employment ended.

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 is a requirement even if you have transferred and remain a tenant of the Association.

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 Associations 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 days' 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.

11.4 Membership of Elderpark Housing will cease immediately should the member become an employee of the association.

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 five years or earlier should there be any change in legislation, the Association's Rules, or good practice recommendations within the housing sector.

Appendix 1 – Eligibility for Membership

Extract from Model Rules 2020

- 7 The Committee shall set, review and publish its membership policy for admitting new Members. Subject to the provisions of Rule 7.2 the following shall be eligible to become Members:-
 - 7.1 Tenants of the Association;
 - 7.1.2 Service users of the Association;
 - 7.1.3 Other persons who support the objects of the Association.
 - 7.1.4 Organisations sympathetic to the objects of the Association.
- 7.2 If you are applying for membership you must send a completed and signed application form and the sum of one pound (which will be returned to you if the application is not approved) to the Association's registered office. Whilst it is the Association's intention to encourage membership, the Committee has absolute discretion in deciding on applications for membership and the following shall constitute grounds for refusal of an application for membership:-
 - 7.2.1 Where membership would be contrary to the Association's Rules or policies; or
 - 7.2.2 Where a conflict of interest may exist which, even allowing for the disclosure of such an interest, may adversely affect the work of the Association; or
 - 7.2.3 Where the Committee considers that accepting the application would not be in the best interests of the Association.
- 7.3 Your application shall be considered by the Committee as soon as reasonably practicable after its receipt by the Association. An application for membership will not be considered by the Committee within the period of fourteen days before the date of a general meeting. The Committee has the power in its absolute discretion to accept or reject the application.
- 7.4 If the Committee approves your application, you will immediately become a Member and your name and other necessary particulars will be included in the Register of Members within seven working days. You will then be issued one share in the Association.
- 8 You can apply for membership of the Association from the age of 16.
- 9 No Member can hold more than one share in the Association.
- 10 If you change your address, you must let the Association know by writing to the Secretary at the registered office within three months. This requirement does not apply if you are a tenant of the Association and have moved home by transferring your tenancy to another property owned and managed by the Association.

Appendix 2 - Equality Impact Assessment

Name of Policy to be assessed	Membership Policy	New policy or revision of existing?	Revision
Person(s) responsible for assessment		Kerry Clayton	
1. Briefly describe the aims, objectives and purpose of the policy.	<p>The purpose of this policy is to 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.</p> <p>Staff and the Management Committee of the Association will promote membership to those eligible to become shareholders to ensure wide and inclusive membership.</p>		
2. Who is intended to benefit from the policy? (e.g applicants, tenants, staff, contractors)	Applicants, tenants, owner occupiers will all benefit from this policy.		
3. What outcomes are wanted from this policy? (e.g. the measurable changes or benefits to members/ tenants / staff)	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. Which groups could be affected by the policy? (note all that apply)			
Age	X	Disability	X
Gender reassignment	X	Marriage and Civil Partnership	X
Pregnancy and Maternity	X	Race	X
Religion or Belief	X	Sex	
Sexual Orientation			
5. If the policy is not relevant to any of the equality groups listed above, state why and end the process here.			
6. Have those affected by the policy / decision been involved?			
No formal consultation has taken place however our Management Committee will have the opportunity to review and have input into this policy.			
7. Describe the likely positive or negative impact(s) that the policy could have on the groups identified above.	Positive Impact(s)		Negative Impact(s)

8. What actions are required to address the impacts arising from this assessment? (This might include: additional data, putting monitoring in place, making adjustments, taking specific action to mitigate any potentially negative impacts)	We will regularly review this Policy and consider any equalities implications taking the necessary action to address any inequalities (either directly or indirectly) that result from the implementation of this Policy.
Signed:	Kerry Clayton
Dated:	23/10/2023

Appendix 3 - GDPR Impact Assessment

Name of Policy to be assessed	Membership	New policy or revision of existing?	Revision
Person(s) responsible for assessment		Kerry Clayton	
Briefly describe the aims, objectives and purpose of the policy.	<p>The purpose of this policy is to 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.</p> <p>Staff and the Management Committee of the Association will promote membership to those eligible to become shareholders to ensure wide and inclusive membership.</p>		
Which type of data will be used by implementation of this policy? (e.g. personal, sensitive or special category)	Personal information in terms of application for memberships. All forms and associated information is stored securely and access limited to authorised personnel only.		
What outcomes are wanted from this policy? (e.g. necessary to meet legal obligations)	To ensure membership of the Association is administered in accordance with our Rules and membership is open, inclusive and representative of our local communities ensuring wide representation.		
Which groups could be affected by the policy? (note all that apply)			
Tenants	X	Committee	
Employees		Contractors	
If the policy is not relevant to any of the data groups listed above, state why and end the process here.			
Have those affected by the policy / decision been involved?			
No formal consultation has taken place however our Management Committee will have a chance to review this policy.			
Describe the likely positive or negative impact(s) that the policy could have on the groups identified above.	Positive Impact(s)		Negative Impact(s)
What actions are required to address the impacts arising from this assessment? (This might include: additional data, putting monitoring in place, making adjustments, taking specific action to mitigate any potentially negative impacts)	We will regularly review this Policy and consider any GDPR implications taking the necessary action to address any issues that result from the implementation of this Policy.		
Signed:	Kerry Clayton		
Dated:	23/10/2023		