



Policy Name		Membership Policy	
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Committee		Board of Management	
Author		Gail Robertson	
Internal Policy	X	To be published	X

Membership Policy

The Association aims to reflect the demographics and makeup of the area we serve within our membership. Tenants, as direct recipients of the services we provide are encouraged to become members. As per the Association's Rules, the following are eligible to become members:

- Tenants of the Association (over the age of 16)
- Service Users of the Association
- Other persons who support the objects of the Association
- Organisations sympathetic to the objects of the Association

Details of the objects of the Association can be found within the Rules – available on our website.

Our Membership Policy also has strong links to our Tenant Participation and Board Recruitment policies.

This policy sets out how applications for membership of the Association will be dealt with and the criteria for approval by the Board. It aims to ensure that we comply with the Associations Rules and with associated legislative and governance expectations.

The Association will promote membership through the following:

- Information about membership included within new tenancy packs
- Promotion of membership through newsletters
- Promotion of membership to tenants organisations and through the tenant participation policy
- Promotion of the Association at local events/professional events/media opportunities

Those interested in becoming a member of the Association should apply to join using the Membership Application form which should be completed and returned to the Association along with the membership fee of £1.00

Applications for membership will be considered by the Board at the next scheduled meeting, and the prospective member will be advised on receipt of the application form, when the next meet is due. If a membership application form is received less than 7 days before the next meeting, it is up to the Board whether the application is considered at that meeting or held over till the subsequent meeting.

No applications for membership will be considered within 14 days preceding the date of the annual general meeting of the organisation.

All applications will be considered fairly and on their own merit.

Applications will normally be accepted, and it is only in exceptional circumstances that an application will be refused. A list of reasons for refusal is detailed below however this list is not exhaustive and does not cover all circumstances.

- where membership would be contrary to the Association's Rules or policies
- 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
- where the Board considers that accepting the application would not be in the best interests of the Association.

Members attending meetings are entitled to vote in accordance with the procedures laid down in the Association's Rules. Members are entitled to stand for election to the Board and to vote in the election of the Governing Board Members.

Where an application for membership is approved by the Board, the member will be informed in writing. Their name will be added to the Membership Register. They will receive a Share Certificate and a copy of the Rules of the Association.

All members will receive a copy of the Annual Accounts, an invitation to the Annual General Meeting and any Special General Meetings. Invitations to these meeting will be sent in accordance with the Association's rules.

Where an application for membership has been unsuccessful, the applicant will be informed in writing giving the reasons for the refusal and the money returned along with the application. The Board reserves the right to refuse membership should they consider it in the interests of the Association to do so.

An applicant who has been refused membership may appeal the decision. Appeals should be made in writing within 10 days of notification of the decision.

If an applicant requests a hearing, the applicant may be accompanied by an individual of their choice, and such person will have the right to speak on behalf of the applicant. The applicant should state the reasons why the decision should be reconsidered. Appeals will be heard by the members of the Emergency Sub Committee, and their decision shall be final.

Applicants will be informed of the outcome of the decision of the appeal in writing within 10 working days of the appeal being heard. If the applicant has had the appeal refused, no further application for membership will be considered for a period of 12 months or other time period as may be determined by the Emergency Sub Committee.

Register of Members

On approval of membership by the Board, applicants will immediately become a Member and details (noted below) will be recorded in the Register of Members within 7 working days at which point a share certificate will be issued.

The Association maintains a register of members in accordance with the Association's rules. The register lists the name, address, date of membership approval and membership number of each member.

A duplicate copy of the register will be available for inspection by any member or person with an interest in the members of the organisation.

A request to inspect the register must be made in writing to the Secretary, stating the reason for the request. The person requesting the information will be informed in writing if the request has been granted and specify the arrangements for the inspection. The inspection will take place in an appropriate nominated location of the Association at a mutually convenient time with staff in attendance.

Ending Membership

In accordance with the Association's Rules, membership of the Association can be ended in the following ways:

- Writing to the Secretary giving 7 days' notice of the intention to resign
- The Board reasonably believes that you have failed to tell the Association of a change of address as required by the Rules
- For five annual general meetings in a row, you have not attended, submitted apologies, exercised a postal vote or appointed a representative to attend and vote on your behalf or by proxy
- The association has received a complaint about your behaviour and two thirds of the Members voting at a special general meeting agree to end your membership
- If as a result of a complaint, two thirds of the members vote at a SGM to expel the member

In all matters the Association aims to act fairly and within guidance and legislation on equalities. As such, membership is open to all who are entitled to join the Association regardless of their personal characteristics or circumstances.

This policy will be reviewed tri annually by the Board of Management.