

Membership Policy

Category	Governance
Lead	Chief Executive Officer
Committee / Approver	Board of Management
Action	Review & Approve
Review Date	August 2026
Review Due	August 2029
Purpose	To set out how membership is managed in line with our Rules
Internal/External	External

Introduction

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 Association’s Rules, legislation and expectations for governance.

Aims

The aims of this policy are to set out:

- Why Angus Housing Association requires members
- Who is eligible to become a member
- How to become a member
- How membership is recorded
- What are the rights of members
- What are the responsibilities of members
- How membership can be ended

Why Angus Housing Association requires members

Organisations have different legal forms and underpinning legislation. Legally, Angus Housing Association is a Community Benefit organisation. This means that Angus Housing Association is legally an incorporated body with limited liability, and not a registered company. This form means that Angus Housing Association can be a registered charity, can employ people, enter into leases and can hold property. From this, Angus Housing Association operates as a Registered Social Landlord and a Scottish Registered Charity. Angus Housing Association has Rules of Association (referred to as Rules) which set out the structure and powers and at the centre of this are members. Members are needed to exercise the powers outlined in the Rules, and the organisation cannot legally function without them. The minimum number of members is 7 and there is no upper limit.

Who is eligible to become a member

The Rules outline eligibility for becoming a member:

People we work with	External People	Organisations
Tenants who are over 16 years old	Supports the objects of the Association	Sympathetic to the objects of the Association
Service Users		

How to become a member

The Association will promote membership online, through newsletters and tenancy packs, via the Tenant Participation Team, at events or media opportunities.

Those interested in becoming a member of the Association can apply by completing a Membership Application form along with a membership fee payment of £1.00. Applications are considered by the Board of Management as soon as reasonably practicable after receipt. Applications are considered all year round, except in the fourteen days before the AGM. Applications cannot be considered during that period.

For organisations, the organisation becomes the member, not the person on the application. When the organisation's application is approved, the organisation must appoint a representative to act on its behalf as a member and confirm their appointment in writing to the Board of Management.

The confirmation from the organisation must be signed by their Chief Executive Officer or Director, Secretary or Authorised Signatory of the organisation and the signature must be witnessed. If the organisation is a local authority, the signature must be from the Chief Executive or an authorised Officer of the local authority.

All applications are considered fairly and on their own merit and are normally accepted. When 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.

The following circumstances are defined in the Rules for refusing an application, but as the Board of Management have absolute discretion in deciding on applications, this list is not exhaustive:

- 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 Committee considers that accepting the application would not be in the best interests of the Association

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.

How membership is recorded

When the Board of Management approve membership, the applicant will immediately become a member. Their details will be recorded in the Register of Members within 7 working days at which point a Share Certificate will be issued along with a copy of the Rules of Angus Housing Association. The register is held and maintained by the Association in accordance with the 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.

What are the rights of members

Members have the following rights:

- To attend, speak and participate in Annual General Meetings and Special General Meetings, including putting decisions to a vote
- To vote at Annual General Meetings and Special General Meetings in person, by proxy, or by post
- To appoint a proxy to vote on their behalf
- To vote on the election/removal of committee members, or changing the Rules
- To receive at least 14 days' notice of meetings
- To be able to inspect their own account, the register of members, and the accounts
- To receive a copy of the Rules
- To trigger a special general meeting
- To apply to the Financial Conduct Authority to investigate the Association
- To stand or be nominated to become a Board Member if they are 18 or over

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 Board of Management.

What are the responsibilities of members

Members are expected to uphold the following responsibilities:

- Engage in AGMs and voting
- Behave in Association's interests
- Follow Rules and meeting procedures
- Maintain up-to-date details
- No personal gain from membership

How membership can be ended

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
- If you are not a tenant, you must inform the Association if you change address within 3 months or membership automatically ends
- 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.





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