****

**Membership Policy**

**August 2019**

|  |  |
| --- | --- |
| **Policy Manual Section:** | Governance |
| **Policy Number:** | GO2 |
| **Scottish Social Housing Charter Reference:** | 1. Equality 2. Communication 3. Participation |
| **Date Approved by Management Committee:** | 29 August 2019 |
| **Next Review Date:** | August 2024 |

|  |
| --- |
| **Govan Housing Association can provide this document on request, in different languages and formats, including Braille and audio formats.** |



**1.0 Aims of the Policy**

1.1 The aims of this policy are to clarify the steps for membership of the Association in line with the Rules of the Association.

1.2 This policy will be set, reviewed and published by our Committee to ensure that we maximise access to the membership of the Association.

**2.0 Eligibility and Types of Membership**

|  |  |  |  |
| --- | --- | --- | --- |
| 2.1  2.2 | In line with Rule 6.1, Members of the Association shall be those who hold a share in the Association and whose names are entered in the Register of Members. The following are eligible to become Members:   * Tenants of the Association (Rule 7.1.1); * Service Users of the Association (Rule 7.1.2); * Other persons that support the objects of the Association   (Rule 7.1.3);   * Organisations sympathetic to the objects of the Association (Rule 7.1.4)   Membership is open to individuals or organisations and a copy of the membership application is given in Appendix 1. | | |
| **3.0**  3.1  3.1.2  3.1.3  3.1.4 | **Grounds for Refusal**  Applicants must send a completed and signed application form and the sum of £1.00 (which will be returned to the applicant if the application is not approved) to the Association’s registered office. While 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 application for membership:  Where membership would be contrary to the Association's Rules or policies (Rule 7.2.1);  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 (Rule 7.2.2);  Where the Committee considers that accepting the application would not be in the best interests of the Association (Rule 7.2.3). | | |
| 3.2 | Applications 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. | | |
| 3.3 | If the Committee approve a share application, in accordance with Rule 7.4, the applicant will immediately become a Member and their name and other necessary particulars will be included in the Register of Members within seven working days. They will then be issued one share in the Association. | | |
| 3.4 | Membership of the Association can take effect from the age of 16. | | |
| 3.5 | No Member can hold more than one share in the Association. | | |
| 3.6 | If the applicant changes their address, they must let the Association know by writing to the Secretary at the registered office within three months. This requirement does not apply if the member is a tenant of the Association and has moved home by transferring their tenancy to another property owned and managed by the Association. | | |
| **4.0 Ending Membership of the Association** | | | |
| 4.1 | | Membership of the Association will end and the Committee will cancel shares and record the ending of membership in the Register of Members if: | |
|  | | The Member resigns by giving seven day’s notice in writing to the Secretary at the registered office; | |
|  | | The Committee reasonably believes that the Member has failed to tell the Association of a change of address as required by Rule 10 or; | |
|  | | For five annual general meetings in a row the Member has not attended, submitted apologies, exercised a postal vote or appointed a representative to attend and vote on your behalf by proxy; | |
|  | | The Association receives a complaint about a Member’s behaviour and two-thirds of the Members voting at a special general meeting agree to end their membership. The following conditions apply to this procedure: | |
|  | |  | the complaint must be in writing and must relate to behaviour which could harm the interests of the Association; (Rule 11.1.4.1) |
|  | |  | the Secretary must notify the Member of the complaint in writing not less than one calendar month before the meeting takes place (Rule 11.1.4.2); |
|  | |  | the notice for the special general meeting will give details of the business for which the meeting is being called (Rule 11.1.4.3); |
|  | |  | the member will be called to answer the complaint at the meeting. The Members present will consider the evidence supporting the complaint and any evidence the member decides to introduce (Rule 11.1.4.4); |
|  | |  | the Members can vote in person or through a representative by proxy (Rule 11.1.4.5); |
|  | |  | if you receive proper notice but do not go to the meeting without providing a good reason, the meeting will go ahead without you and the Members will be entitled to vote to end your membership (Rule 11.1.4.6). |
| 4.2 | | If membership is ended in accordance with Rule 11.1.4, the person or organisation will immediately cease to be a Member from the date that the resolution to end the membership was passed and any further application for membership by the person or organisation will need to be approved by two-thirds of the Members voting at a general meeting. | |
| **5.0**  5.1 | | **Representing An Organisation**  An organisation which is a Member is free to nominate any person it considers suitable as its representative to the Association. That person will represent all of the organisation’s rights and powers at general meetings. | |
| 5.2 | | To confirm the identity of a representative, the organisation must send the Association a copy of the authorisation or appointment of an individual as a representative. This should be signed by a Director, Secretary or Authorised Signatory of the organisation which signature must be witnessed, or in the case of a local authority, signed by the Chief Executive, or by a properly authorised Officer of the local authority. | |
| 5.3 | | An organisation can change the identity of the person entitled to represent that organisation at any time by confirming the identity of the new representative in terms of Rule 12.2 and by withdrawing the authority of the original representative. | |
| 5.4 | | If you are a representative in terms of Rule 12.2, of an organisation which is a Member, you cannot be a Member as an individual yourself. If you are already a Member as an individual when you start to represent an organisation which is a Member, the Association will suspend your membership as an individual, until such time as you are no longer a representative of an organisation which is a Member. | |
| **6.0 Shares** | | | |
| 6.1 | | The share capital of the Association will be raised by issuing one-pound shares to Members. Shares cannot be held jointly. Joint tenants of the Association may each become individual Members. | |
| 6.2 | | There is no interest, dividend or bonus payable on shares. | |
| 6.3 Transferring Shares | | | |
| 6.3.1 | | The Member cannot sell their share but they can transfer it if the Committee agrees. | |
| 6.3.2 | | If Members die or end their membership or have their membership ended, or they are a representative of an organisation which no longer exists, the Committee will cancel their share (except in those circumstances outlined in Rule 17.1) and the value of the share will then belong to the Association. | |
| 6.3.3 | | The Member can nominate the person to whom the Association must transfer their share in the Association when they die, as long as the person that they nominate is eligible for membership under the Association’s Rules and in terms of the Association’s membership policy. On being notified of a member’s death, the Committee shall transfer or pay the full value of the share to the person they nominated. Their nomination must be in the terms required by the Industrial and Provident Societies Act 1965. | |
|  | |  | |
| 6.3.4 | | If the member dies or becomes bankrupt and their personal representative or trustee in bankruptcy seeks to claim their share, the Committee (to the extent that their personal representative or trustee in bankruptcy has right) will transfer or pay the value of their share in terms of the member’s representative’s or trustee’s instructions. | |

1. **Review**

7.1 This policy was last reviewed in August 2024and will be reviewed every five years, or as required in line with changes in legislation or good practice.