



POLICY TITLE	MEMBERSHIP POLICY
AUTHOR	CHRISTINE LEITCH
DATE OF APPROVAL	24 MARCH 2015
DATE FOR NEXT REVIEW	MARCH 2020
REVIEW BODY	MANAGEMENT COMMITTEE
POLICY ON WEBSITE	YES
SCOTTISH HOUSING REGULATOR STANDARDS	<p>STANDARD 1 : The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users</p> <p>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.</p> <p>STANDARD 4 : The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisations purpose</p> <p>STANDARD 5 : The RSL conducts its affairs with honesty and integrity</p> <p>STANDARD 6 : The governing body and senior officers have the skills and knowledge they need to be effective.</p>

Contents

- 1 Introduction
- 2 Equal Opportunities Promotion of Membership Applying for Membership
- 3 Member Participation and Involvement Termination of Membership 4 Monitoring Membership
- 5 Policy Review
- 6 Appendix A- Model Rules (will be issued with membership certificate)
- 7 Appendix B - Membership
- 8 Application Form

1 Introduction

Cathcart & District Housing Association is a membership organisation, and aims to attract people from the groups and communities we serve to become members of the association. Furthermore Cathcart & District intends to ensure that it is inclusive to all members of society and seeks to establish a wide and active membership by offering membership to individuals living out with our communities who may have a particular expertise in areas of our work .

Members of Cathcart & District hold a share in the association and their names are entered into a Register of Members. It is a requirement of membership that members are supportive of the aims and objectives of Cathcart & District.

The overall aim of this policy is to ensure we have a membership which is as open, inclusive and widely reflective of the communities we serve as possible.

The Association is a registered Industrial & Provident Society and a registered charity. We are constituted under the SFHA Model Charitable Rules.

This policy document should be read in conjunction with the Association's Rules which can be found at Appendix A.

2 Equal Opportunities

The concept of Equal Opportunities is central to the entire membership process. It is our desire to ensure that the barriers to membership arising from ethnicity, race, nationality, colour, gender, marital status, special needs, language difficulties, age, religion, sexual orientation, or disability are removed by providing a range of opportunities for people with an interest in the association to become members.

3 Membership Policy Objectives

Cathcart & District Housing Association aims to be accountable to its tenants and the wider community in general.

The membership policy objectives of Cathcart & District Housing Association are therefore;

- To ensure, above all, community (especially Cathcart & District's tenants and factored owners) participation in the management of the Association;
- To encourage Cathcart & District's tenants and owners within our area of operation (see attached map)

- to take up membership of the Association;
- To encourage high attendance of members at the Annual General Meeting (AGM) and participation in the voting for Committee Members;
- To have a membership of the Association which is appropriately balanced when judged against the geographical mix of our stock and in terms of tenant/owner-occupier mix.
- To encourage other interested parties, such as professional persons, local representatives and appropriately skilled persons to become members of the Association.

4 Promotion of Membership

Cathcart & District will promote membership of the association in a number of ways which ensures people have the opportunity to make an informed decision about whether or not to become a member.

We will promote membership of the association by circulating information on membership to tenants, owners and the local community.

Information on membership will be provided via newsletters, website, new tenant visits, tenancy sign-up and other general contact with our residents and service users.

Committee members and staff will actively encourage eligible people to join.

We may utilise the services of EVH's Register of Committee Members or advertise externally to ensure that we can have access to suitably qualified and experienced people who may have an interest in joining the Management Committee. This is subject to Cathcart & District identifying a need to attract committee members with specific skills and expertise.

5 Applying for Membership

Cathcart & District seeks to ensure broad representation in our membership and we particularly welcome applications from:

- Tenants of the association
- Owner occupiers whose properties are factored by the association
- Other residents within our geographical areas of operation
- Other persons who can contribute particular community, business or professional experience and skills.

Applications for membership shall be forwarded to the Association's registered office either on-line or in writing and should include the sum of one pound. An example of our existing membership application form is included at Appendix B to this document.

Every application is considered by the Governing body of the Association at its next meeting after the application is received, or as soon thereafter as is practicable. Applications from persons wishing to become a member will require to give reasons for wishing to join the Association.

If we approve your application, you will immediately become a member of the Association and your name will be included in our Register of Members within seven working days. You will then be issued one share in the Association, which is non-refundable and non-transferable.

Whilst it is the Association's intention to encourage membership, the Management Committee has absolute discretion in deciding on applications for membership, taking full account of this Policy and Rules of the Association.

An indication of areas where there may be grounds for refusal are as follows:-

- a) Where the Association rules or policies prevent membership (e.g. Applicant is under 16, Applicant is a member of staff);
- b) Where a conflict of interest may exist which would, even allowing for the disclosure of such an interest may adversely affect the work of the Association.

It is considered that this ground may extend to individuals with an occupational or financial interest in property development or speculation, or an employee or committee member of another Housing Association with a competing interest.

- c) Where the Management Committee suspects that the application is part of an organised attempt by narrowly defined interest groups who are hostile to the principles of local accountability, equality of treatment and tolerance or has grounds for believing that the applicant does intend to participate in normal membership activities. Examples of this are attempts by a local political party grouping, or sectarian or racist groupings which do not support the overall aims and objectives of the Association. The Committee recognises that the refusal of membership applications on this ground must be made in an open and accountable fashion and should not be used to undermine attempts to make the Association locally accountable and representative.

Where an application is unsuccessful a statement of the reasons for refusal will be given. An applicant will then have one further opportunity to request membership, and to give reasons why the decision should be changed; this should normally be made in writing. The Governing body will consider the reasons at its next practical meeting and its decision on that occasion will be final.

Other provisions relating to membership are as follows;

- i. If the membership application is agreed a share certificate will be issued to the applicant and his/her name will be entered in the register of members; and
- ii. No member shall hold more than one share in the Association, however a household may have more than one member within it.

6 Member Participation and Involvement

The Association wishes to ensure its members are informed and can actively participate in the organisation. To this end, the Association will:

- i. Publicise any general meetings (AGM) at least 14 days before the date of the meeting
- ii. Circulate information to members so they can make informed decisions at the Annual General Meeting. Where information in particular format or language is requested, the Association will endeavour to provide this
- iii. Make every effort to hold general meetings (Annual and Extraordinary) at times and locations suitable for membership, and which is accessible to all
- iv. Keep members informed on all major developments affecting the Association
- v. Actively promote the opportunities that exist, through election, for serving on the Management Committee
- vi. Make a copy of our annual accounts available for all our members
- vii. Provide all members with a copy of our Annual Report

7 Termination of Membership:

Membership will cease when a member:

- a) Resigns by giving written notice to the secretary
- b) Becomes an employee of the Association
- c) Is expelled in accordance with the rules
- d) Changes address, but fail to notify the Association.
- e) Fails to attend or to submit apologies for five consecutive Annual General Meetings, as set out in our rules.
- f) In the case of a body corporate ceases to be a body corporate.
- g) Dies

The Management Committee will end the membership and cancel the share. The £1.00 membership is non-refundable on termination of membership. The value of this share will then belong to the association and transferred to our revenue reserves.

8 Monitoring Membership

Annually the association collates various pieces of information relating to membership. This information outlines:

- a) Whether there has been an increase or decrease in the Association's membership;
- b) Percentage of people who attended the last Annual General Meeting in comparison to total membership.

From time to time the association may undertake a membership survey which asks existing members various questions regarding their membership to ensure that it is meeting their expectations and identifying any gaps within our existing membership, for example, underrepresented groups, accessibility of AGM, quality of written communication materials etc.

9 Policy Review

The Membership Policy will be reviewed every three years, or earlier as required at the request of the Management Committee.

APPENDIX B

APPLICATION FOR MEMBERSHIP

Cathcart & District Housing Association is a registered Housing Association. It is owned and controlled by its members.

You can apply for membership of Cathcart & District Housing Association if:

You are 16 years or over. (please note that in order to stand for Committee legislation deems you must be 18 years of age)

You agree with the Association's aims and objectives.

The Associations aims and objectives are:

- a) To provide houses for persons in need.
- b) To provide housing or other services to aged, infirm or disabled persons.
- c) To provide any other services such as maintenance and improvement to the homes of aged persons.
- d) Not to trade for profit.

Cathcart & District's vision is:

Investing in our People, Homes and Communities

From this vision we have identified **5 Strategic Objectives**:

- To continuously improve our services to our tenants and customers by designing services that meets their needs.
- To ensure financial sustainability and compliance. We will maximise income and seek efficiencies in line with our longer term objectives. We will meet our regulatory, governance and financial requirements.
- To develop our people through training, education, coaching and leadership.
- To develop effective partnerships which maximise the benefits to Cathcart & District and our communities.
- To develop a clear asset management strategy and housing demand assessment, to better direct our available resources

Life membership costs £1. Although the shares do not have a right of interest, dividend or bonus they can give you a powerful voice in the way in which the Association is controlled. All members can vote at the Annual General Meeting and become eligible to stand for election to the Management Committee.

All applications for membership must be approved by the Association's Management Committee. When approved each new member is issued with a share certificate.

To apply for membership you should complete the form overleaf and return to:

The Director
Cathcart & District Housing Association
3-5 Rhannan Road
Cathcart
Glasgow G44 3AZ

Membership Application Form

Personal Details

Title: _____

First Name: _____

Surname: _____

Address: _____

Postcode: _____

Home Telephone number _____

Mobile Telephone number _____

E-mail address (if applicable) _____

Date of birth: _____

Are you:

A tenant of CDHA Yes ☐ No ☐

Resident within our geographical area of operation Yes ☐ No ☐

A person interested in the work of the Association Yes ☐ No ☐

If so please state the nature of your interest

.....

.....

A professional person wishing to become involved Yes ☐ No ☐

If so please state the expertise you can bring to our Organisation

.....

.....

.....

Are you related to a tenant of CDHA Yes ☐ No ☐

If so please provide details.....

.....

Are you related to a Committee member of CDHA Yes ☐ No ☐

If so please provide details

.....

Are you related to a member of staff of CDHA Yes ☐ No ☐

If so please provide details

.....

Are you involved either as staff or committee of another
Housing Association

Yes ☐ No ☐

If so please state where.....

Reasons for application

Do you agree with the Association's aims and objectives listed at the front of this application:

☐ Yes ☐ No

Please detail your reasons for wishing to become a member of the association, what skills you would bring to the organisation and what level of input you wish to have in the association.

I wish to apply for membership of the Association because:

As a member I wished to be involved in the following ways:
(please tick all boxes which apply)

- ☐ Attend the Annual General Meeting
- ☐ Receive the Annual Report of the Association
- ☐ Become an elected member of the Management Committee
- ☐ Other, please specify _____

Membership fee

Please enclose £1 to cover the membership fee. This will be refunded in the event that the application is not successful.

Signed: _____

Print Name: _____

Date: _____

Equalities Monitoring Form

The Association's Equalities Policy aims to ensure that individuals are not discriminated against on the ground of gender, disability, race, colour, nationality, ethnic origin, religion, age, sexual orientation or any other ground that cannot be justified. In order to monitor the effectiveness of the policy, all persons applying for membership are asked to complete this form. The information contained within this section will only be used for the purposes of identifying the composition of our members and designing systems to ensure all members of the community are afforded the opportunity to be members of the Association.

Statistical and anonymous reports are produced for monitoring purposes from the information contained in this document.

Please complete all sections by placing a (✓) in the box applying to you by providing information where appropriate. Please return this form with your application form.

Section 1 – Gender	Section 2 – Age					
	16-25	26-30	31-40	41-50	51-60	Over 60
	Male <input type="checkbox"/> Female <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 3 – Disability

The Disability Discrimination Act 1995 makes employers, companies and service providers legally liable for discrimination against disabled people. Under this Act you are regarded as having a disability if you have a long term physical or mental impairment which **affects your ability carry out normal day to day activities**. Long term is defined as lasting 12 months or more.

Disabled ☐

Not Disabled ☐

Section 4 – Ethnic Group

Individuals should determine with which of the under noted Scottish Census 2001 categories they most closely associate themselves having regard to their ethnic or cultural background.

White Scottish <input type="checkbox"/> Irish <input type="checkbox"/> English <input type="checkbox"/> Welsh <input type="checkbox"/> Any Other <input type="checkbox"/>	Black Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any Other <input type="checkbox"/>	Asian Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Any Other <input type="checkbox"/>	Any Other Ethnic Background <input type="checkbox"/>
---	--	---	--