



## Membership Policy

**Policy Number: G10**

<b>Prepared By</b>	Corporate Services		
<b>Procedure Created</b>	Membership Policy		
<b>Effective Date</b>	December 2022		
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	Full EIA Conducted	Yes	No
			X
<b>Review Date</b>	December 2025		
<b>Posted on Website</b>	Yes		

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## **1. Introduction**

- 1.1. As a non-profit distributing organisation with oversight from a non-executive Board, Clyde Valley Housing Association wishes to ensure that it has a strong and active membership base and strong and effective Board with requisite skills.
- 1.2. The Association believes that Clyde Valley will operate more effectively if a large number of residents are aware of and actively participate in the affairs of the Association. Consequently, the Board wishes to maintain a pro-active membership policy.

## **2. Aim and Objectives**

- 2.1. The aim of this policy is to clearly articulate how tenants, residents and other potential members will be encouraged to join the Association and the benefits of membership. This policy should be read in conjunction with the Association's Rules, Customer Experience Strategy and Equality, Diversity, and Inclusion Policy.

## **3. Corporate Fit**

- 3.1. The degree of compatibility of the Association's Membership Policy with other corporate policies, plans and strategies is as follows: -
  - Equality, Diversity and Inclusion Policy – The Association aims to be accountable to the communities it serves and will seek to ensure that the composition of its membership is as representative as is possible of all sections of the communities in its area. The Association will, whenever necessary, take positive action to achieve a truly representative membership.
  - Association Rules – this Policy ensures that the Association is adhering to all of its Rules in relation to Association Membership and Appointment.
  - Openness & Confidentiality Statement – we are committed to conducting business in an open and accountable manner however, ensuring confidentiality where required.

## **4. Membership Policy**

- 4.1. The members of the Association shall be those people who hold a share in the Association and whose names are entered in the Register of members.

## **5. Eligibility for Membership**

- 5.1. In line with provision of Rule 7.2 the following shall be eligible to become Members.
  - Tenants of the Association;
  - Service users of the Association;
  - Other persons who support the objects of the Association.
  - Organisations sympathetic to the objects of the Association.

## 6. Applying for Membership

- 6.1. To apply for membership, a [Share Membership Form](#) should be completed and one pound must be sent to the Secretary at the Association's registered office (which will be returned to the applicant if the application is not approved). Whilst it is the Association's intention to encourage membership the Board has absolute discretion in deciding on applications for membership and the following shall constitute grounds for refusal of an application for membership:
- Where membership would be contrary to the Association's Rules or policies; or
  - 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
  - Where the Board consider that accepting the application would not be in the best interests of the Association
- 6.2. The Board will consider applications at its next meeting after the application is made or as soon as possible after that. Applications for membership will not be considered by the Board within the 14-day period occurring before the date of a general meeting.
- 6.3. On approval of their application, applicants will immediately become a member of the Association and their name included in the Association's register of members (see Rule 67) within seven working days. Members will then be issued with one share in the Association.
- 6.4. Representatives of an organisation which is a member of the Association cannot be a member of the Association as an individual shareholder. If members already hold membership as an individual when they start to represent an organisation which is a member, the individual membership will be suspended until such times as the shareholder is no longer a representative of such an organisation.
- 6.5. Applicants for membership must be at least 16 years old.
- 6.6. No member can hold more than one share in the Association.
- 6.7. Members must advise the Association Secretary at our registered office, of a change of address within three months. This does not apply to Association tenants who have moved home by transferring their tenancy to another property owned or managed by the Association as staff will ensure that our records are updated.

## 7. Ending Membership

- 7.1. Membership of the Association will end, and the Board will cancel your share and record the ending of your membership in the Register of Members if:
- A Member resigns giving seven days' notice in writing to the secretary at the registered office: or
  - The Board reasonably believes that the member failed to tell the Association of a change of address as required by the Association's Rules Section 10; or
  - Ceased to be a tenant of the Association and had held membership under the Tenant Category set out in the Rules.
  - For five annual general meetings in a row the member did not attend, submit apologies for, exercise a postal vote or appoint a representative to attend and vote on the member's behalf by proxy.

- The Association receives a complaint about a member's behaviour in accordance with the Rules and two-thirds of the members voting at a special general meeting agree to this. 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.
    - The Secretary must notify the member of the complaint in writing not less than one calendar month before the meeting takes place.
    - The notice of the special general meeting will give details of the business for which the meeting is being called;
    - 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; and
    - On receipt of the proper notice, should the member in question not go to the meeting without providing a good reason, the meeting may go ahead in their absence and the Members will be entitled to vote to end your membership
    - The Members can vote in person or through a representative by proxy
- 7.2. If membership is ended in accordance with Rule 11.1.4 the member will immediately cease to be a member from the date that the resolution to end membership was passed and any further application for membership by them will need to be approved by two-thirds of the Members voting as a general meeting.
- 7.3. If membership ends as a result of ceasing to be a tenant of the Association the individual may reapply for membership if they fall eligible under the other categories of membership.

## **8. Representing an Organisation**

- 8.1. An organisation which is a member is free to appoint any person it considers suitable as its representative to the Association. That person will represent all the organisation's rights and powers at the Association's general meetings but must act with regard to the best interests of the Association.
- 8.2. 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 the Director, Secretary or an Authorised Signatory of the organisation which signature must be witnessed, or in the case of a local authority, by the Chief Executive, or properly authorised Officer of the Local Authority.
- 8.3. 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 withdrawing the authority of the original representative.

## **9. Benefits of Membership**

9.1. On approval of an application to join Clyde Valley Housing Association, members will be provided with the following: -

- i) A Certificate of Membership
- ii) A copy of the Association's Rules
- iii) A letter highlighting member's obligations to the Association
- iv) Regular Association Newsletters
- v) The Association's Annual Value for Money Report

10. Members are entitled to attend and vote at General Meetings; to nominate or be nominated for places on the Board of Management; and to participate in the election of members to the Board of Management.

## Clyde Valley Housing Association

### Membership Application Form

I wish to become a member of Clyde Valley Housing Association and enclose £1.00 membership fee for a lifetime share.

PLEASE PRINT IN BLOCK CAPITALS

1.	Name:				
2.	Address:				
3.	Email address:				
4.	Date of Birth:				
5.	Occupation:				
6.	Place of Work				
7.	I am over the Age of 16	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
8.	I am a tenant of Clyde Valley Housing Association	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
9.	I am a service user of the Association	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
10.	I am a person who support the objects of the Association	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
11.	An Organisation sympathetic to the objects of the Association.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
12.	Please briefly tell us why you wish to be a member of Clyde Valley Housing.				
13.	Please briefly tell us of any expertise you may have which would benefit the business of the organisation.				
14.	Please tell us if you would be interested in joining the Board of Management should vacancies arise.				
Signed:				Date:	

*Please Return Form To:*

Lisa Hughes  
Clyde Valley Housing Association Ltd  
50 Scott Street  
Motherwell  
ML1 1PN

(T) 01698 268855

(E) [lisa.hughes@cvha.org.uk](mailto:lisa.hughes@cvha.org.uk)

## Appendix 1

### Policy Change History

Version No:	Substantive Change	Author of Change	Approval	Date	Website
1.0	<p>The policy has been updated and aligned with CVHA Rules. The policy previously was a joint membership and Board members' policy and this has been amended to split these policies and have a separate Share Members Policy.</p> <p>The policy in terms of age of members did not align to CVHA Rules and this has been amended to be 16 and not 18 as previously stated.</p>	Anne Cavinue	Board	30/01/23	