



**Policy Title:** Membership Policy

**Policy Manual Section:** Governance

**Date Approved by Management Committee:** August 2017

**Next Review Date:** August 2022

This document will be made available in different languages and formats on request, including Braille and audio formats.

## **1.0 Aims of the Policy**

- 1.1 This policy aims to expand on the Association's rules and clarify eligibility for and the process involved in applying for membership of the Association and to become a member of the Management Committee.
- 1.2 It is a requirement of membership that members are supportive of the aims and objectives of the Association.

## **2.0 Definition of Members**

- 2.1. The persons who hold a share in the Association and whose names are entered in the Register of Members shall be Members of the Association.

## **3.0 Equal Opportunities**

- 3.1 Cadder Housing Association aims to promote equal opportunities and to comply with all current legislation
- 3.2 Cadder Housing Association will not discriminate in the operation of its Membership Policy on the basis of age, gender, race, colour, ethnicity or national origin, language, religion or political belief, marital status, family circumstances, sexual orientation or disability.
- 3.3 Cadder Housing Association is a membership organisation, and aims to attract people from the groups and communities it serves to become members of the Association. The Association seeks to establish a wide and active membership by recruiting as members, individuals with an interest in the work of the organisation and to make effective use of the skills, experience and views of its members.
- 3.4 The Director will present a report to the Committee annually comparing the demographic profile and ethnic origin of the Committee against the Members of the Association and the community we serve. This will identify any under represented groups and ensure a pro-active approach to enhance the representation of the Committee in its strategic role and decision making.

## **4. Promotion of Membership**

- 4.1 The Association will promote membership by circulating information on membership to tenants, local community and representative groups, and the local authority.

4.2 Information on membership will be disseminated through contact with tenants, potential tenants, owners, potential owners and other applicants via leaflets, newsletters and any other media form which can stimulate demand for membership.

## **5.0 Types of Membership and Eligibility**

5.1 If you are a representative of an organisation, this allows you to represent all of the organisation's rights and powers at general meetings, which is in accordance with Rule 12.1.

5.2 If you are a representative of an organisation which is a member of the Association, you, as an individual, cannot be a member of the Association. If, as an individual, you are already a member when you start to represent an organisation which is also a member, we will suspend your membership as an individual until such times as you are no longer a representative of an organisation which is a member, this is in accordance with Rule 12.4

5.3 No member can hold more than one share in the Association.

5.4 The Association seeks to ensure broad representation in its membership of the groups and communities that it serves. To this end, the Association will particularly welcome applications from:

- tenants of the Association
- other residents of Cadder
- others who can contribute particular community, business or professional experience or skills.

5.5. You must be at least 16 years old to apply for membership.

## **6.0 Making an Application**

6.1 Membership application forms (Appendix 1) will be made available on an individual basis to applicants be they individuals or bodies corporate.

6.2. To apply for membership, applicants must complete and send an application form and one pound to our Secretary at our Registered Office. Our Committee will consider your application at its next meeting or as soon as possible after that. We will return your money if we do not approve your application.

6.3 An application for membership will not be considered by the Committee within the 14 day period occurring before the date of a general meeting.

- 6.4. Every application shall be considered by the Management Committee at its next meeting after it is made or as soon thereafter as is practicable. The Management Committee has the power in its absolute discretion to accept or reject the application.
- 6.5 The application form for membership asks prospective Members to indicate whether they are interested in joining the Management Committee. The Director will write to the Member once the application form has been approved and discuss the details of the Management Committee membership with a view to observing a meeting of the Committee, thereafter being considered by the Management Committee as a co-option or casual vacancy.

## **7.0 Reasons an Application may be refused**

- 7.1. In considering an application for membership of the Association in terms of Section 7 to 12 of the Rules of the Association, the Committee shall take into consideration:
- a) Whether the applicant has at any time contravened any of the published Rules or Policies of this or any other Registered Social Landlord in relation to the applicant's tenancy with said organisations.
  - b) Whether the applicant, or those residing with him/her has at any time breached any of the obligations of his/her tenancy agreement with the Association or any other organisation as stated in (a) above.
  - c) Whether the applicant has been convicted of a criminal offence and said conviction, may in the opinion of the Committee, affect the applicant's suitability for membership of the Association.

## **8.0 Membership Decision**

- 8.1 If we approve your application, you will immediately become a member of the Association and your name will be included within 7 working days in our Register of Members referred to in Rule 7.4. You will then be issued one share in the Association.
- 8.2 If you change your address, you must let us know by writing to our Secretary at our Registered Office within 3 months. This Rule does not apply if you are our tenant and have moved home by transferring your tenancy to another property owned and managed by the Association.

8.3 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 Management Committee will consider the reasons at its next meeting, and its decision on that occasion will be final.

## **9.0 Member Participation**

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

- publicise general meetings at least 14 days before the day of meeting
- circulate information to members so they can make informed decisions at the general meetings. Where information in a particular format or language is required, the Association will endeavour to provide this.
- make every effort to hold general meetings at times and locations suitable for membership, and which is accessible to all.
- keep members informed on all major developments affecting the association
- actively promote the opportunities that exist, through election, for serving on the Management Committee.

## **10.0 Termination of Membership**

10.1 Membership will cease when a member:

- resigns by giving written notice to the Secretary;
- becomes an employee of the Association;
- is expelled in accordance with the Rules;
- changes address but does not notify the Association of their new address within three months unless the new address is also a property of the Association;
- has not attended an annual general meeting in the last five years;
- dies

10.2 The £1.00 membership fee is not refundable on termination of membership.

10.3 A member's share can be transferred to another person when you die, but you must have nominated that person and they must be eligible for membership as outlined in the Rules.

## **11.0 Transferring Shares**

- 11.1 A member cannot sell their share but can transfer it if the Committee agrees.
- 11.2 In the event of a Member's death the Association will cancel the share and unless it has been transferred to another person (in accordance with Rule 17.1) the value of the share will then belong to the Association.
- 11.3 A Member can nominate the person to whom the Association must transfer their share in the Association in the event of the members death when, as long as the person nominated is eligible for membership under the Rules and in terms of the Association's membership policies. On being notified of a members death, the Committee shall transfer or pay the full value of your share to the person nominated. Such nomination must be in the terms required by the Industrial and Provident Societies Act 1965.
- 11.4 If a Member dies or becomes bankrupt and any personal representative or trustee in bankruptcy seeks to claim the share, the Committee (to the extent that your personal representative or trustee in bankruptcy has right) will transfer or pay the value of the share in terms of the members representative's or trustee's instructions.

## **12.0 Management Committee**

### **Election, Eligibility & Interests**

- 12.1 One third of the Committee or the nearest whole number thereto, must retire at the end of the Annual General Meeting. Anyone appointed a co-option or to fill a casual vacancy shall not count to the one third provision.
- 12.2 The retiring Committee Members should be those who have served the longest on the Committee since the date of the last election. If two or more Committee Members have served equally long and cannot agree who should retire, they must draw lots.
- 12.3 Committee Members retiring from the Committee in terms of Rule 39.1 before or on the date of next annual general meeting allows Committee Members to stand for re-election without nomination.
- 12.4 Committee members must also retire if they have been co-opted onto the Committee (Rule 42.1) or fill a casual vacancy (Rule 41). They can stand for re-election without nomination.
- 12.5 If at the annual general meeting the number of Members standing for election is less than equal to the number of vacant places, The Chairperson will

declare them elected without a vote. If there are more Members standing for election than there are vacant places, those present at the general meeting or those exercising a postal vote will be asked to submit their ballot paper to elect Members onto the Committee.

- 12.6 The Association will post intimation of the annual general meeting and information on nomination procedures to each registered Member at least 28 days prior to the meeting. Nominations for election must be in writing in the application form provided by the Association. A Member cannot nominate himself/herself for election onto the Management Committee. Nominations must be signed by and include a signed statement from the Member being nominated to show they are eligible to join the Management Committee in accordance with Rule 37.4 and Rule 43 And that they are willing to be elected. Nomination forms must be returned 21 days before the annual general meeting.
- 12.6 If a Committee Member leaves the Committee between the annual general meetings, this creates a casual vacancy and the Committee can appoint a Member to take their place on the Committee until the next annual general meeting.
- 12.7 The Management Committee can fill vacant positions on the Committee with co-options they consider suitable to increase the membership levels, enhance the skills and knowledge of the Committee, or improve the representation of Committee. Co-options do not need to be Members of the Association. Co—options will also not count towards the quorum for Management Committee or Sub-Committee meetings.
- 12.8 The Association also seeks to recruit as members, and also as members of the Management Committee, those with a particular interest in the running of the organisation. To this end, the Association welcomes applications from those with experience or interest in:
- housing management
  - building and maintenance
  - financial management
  - management
  - community care issues
  - working in the local community
  - community development
- 12.9 The Association has a Committee of Management which consists of a minimum of 7 and a maximum (including co-optees) of 125 members.

- 12.10 The Association shall keep up to date a register of the names of the Committee Members and this shall be made available to any person at no cost. The Association will publish the names of Committee Members on its website, annual report and other relevant documentation as outlined in Rule 37.1.
- 12.11 To be eligible for membership of the Management Committee you must be at least 18 years old and be a member of the Association.
- 12.12 Committee Members shall in exercising their role as a member of the Management Committee be expected to act in the best interests of the Association, its tenants and service users and will not place any personal or other interest ahead of his/her primary duty to the Association, this is in accordance with Rule 37.7.
- 12.13 Representatives of organisations will not be able to join the Management Committee, which is in accordance with Rule 37.3, where it states, 'A person must be aged 18 or over and be a Member to become a Committee Member' and Rule 12.4, states, 'if you are a representative 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 you are no longer a representative of an organisation that is a Member'.
- 12.14 Committee members will be subject to an annual performance appraisal to assess their skills, knowledge and objectivity, which will inform their training and development needs to make a positive contribution towards the work of the Committee in their role to lead, manage and direct the Association.
- 12.15 Committee members with 9 or more years' continuous service must demonstrate their continued effectiveness as a Committee Member. The Management Committee is required to decide on the effectiveness of long term member with 9 or more years' service for them to stand for re-election at the Annual General Meeting.
- 12.16 You cannot join the Management Committee if you fall into any of the categories below:
- An employee of the Association, or a close relative of an employee, may not be a Committee Member.
  - you are declared bankrupt under the Bankruptcy (Scotland) Act 1985.
  - you have made an arrangement with your creditors.
  - in the opinion of a qualified medical doctor, you are unable to go to Committee Meetings for 12 months because of incapacity due to a physical or mental illness.
  - you are sent to prison for a month or more or have been convicted of a crime of dishonesty for which the rehabilitation period in terms



of the Rehabilitation of Offenders Act 1974 has not expired or for which rehabilitation is excluded in terms of the said Act.

- you are a party to any legal proceedings in any Court of Law by or against us.
- you are or will be away for a period of 12 months and are thus unable to attend the Committee Meetings.
- you have been removed by Communities Scotland from the Committee of another registered social landlord.
- you have been removed from a charity under Section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 (in connection with the power of a Court to remove or suspend any person who is concerned in the management or control of a charity); or
- a Disqualification Order has been made against you under the Company Directors' Disqualification Act 1986 (which relates to the power of a Court to prevent someone from being a director, liquidator or administrator of a company or a receiver or manager of company property or being involved in the promotion, formation or management of a company).

12.17 You will no longer be a committee member if you :

- resign your position in writing; or
- leave the membership of the Association or have your membership withdrawn; or
- miss four Management Committee meetings in a row without special leave of absence previously granted by the Committee
- Are excluded under the categories outlined in Rule 43 or 9.3 of this policy.

12.18 If you serve on the Committee or any sub-committee you must not have any financial interest whether:

- personally; or
- as a member of a firm; or
- as a director or other officer of a business trading for profit; or
- in any other way whatsoever

in a contract or other transaction with the Association except if it is permitted under the Association's Rules.

12.19 The position of a Committee Member is voluntary and any expenses will be payable in accordance with the Committee Expenses Policy and the Regulatory guidance on the Control of Payments and Benefits.

12.20 Committee Members will be required to sign a declaration when they take office and thereafter each year that they agree to and will comply with the

Code of Conduct for Committee Members. They will also be required to disclose any conflicts of interest in the work of the Association.

### **13.0 Monitoring of Membership**

13.1 Membership will be monitored with respect to:-

- members connections with Cadder Housing Association, e.g. tenant, local resident, local councillor or other connection
- Age, gender, ethnicity or disability
- profession and paid and voluntary work experience
- other relevant skills and/or experience

13.3 This information will prove useful where the Association has identified skill gaps on the Management Committee. Members with relevant skills and experience could then be encouraged to stand for election to the Management Committee or be co-opted.

13.4 This information will also allow Cadder Housing Association to monitor how representative the general membership and the Management Committee is of the local community. In addition the Association will be able to gauge the effectiveness of its efforts to promote opportunities for membership

### **14.0 Review of Policy**

14.1 This policy will be subject to review every 5 years unless legislation or best practice guidance dictates otherwise. The next review will be August 2022.

## **Appendix 1**



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# **BECOMING A MEMBER OF CADDER HOUSING ASSOCIATION**

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### **WHAT IS CADDER HOUSING ASSOCIATION?**

We are an association

- Owned by Cadder residents
- To provide a better housing service for Cadder residents
- to secure a better future for Cadder

The Association is owned by the Shareholders. The Shareholders are mainly residents. Therefore the residents effectively own the properties.

### **WHO CAN JOIN CADDER HOUSING ASSOCIATION LIMITED?**

Membership is open to anyone aged 16 years and above.

### **WHAT DOES JOINING ENTITLE ME TO?**

1. If you join, you are issued with a share certificate which proves that you are a shareholder of Cadder Housing Association.
2. As a Shareholder you will be eligible to attend the Association's Annual General Meeting.
3. At this meeting, you can have a say in how the Association looks after its affairs.
4. At the meeting you will be able to vote for the Management Committee members of your choice or alternatively you may wish to sit on the Management Committee and be voted on by fellow Shareholders.

The Management Committee is made up of voluntary members, like yourself who receive no payment but make the decisions which affect the housing and environment of Cadder and who also have responsibility for the recruitment of employed staff who look after the day to day running of the Association.

### **WHAT DO I HAVE TO DO TO JOIN?**

To join, simply complete the Application Form overleaf.

### **MONITORING OF MEMBERSHIP**

Please complete the form and the attached monitoring sheet. This information and the monitoring form is voluntary and is confidential. However these details help us in a number of ways including, filling skills gaps on the Committee; monitoring how representative we are of the community and how we comply with Equal Opportunities.



<b>Have your say in the running of Cadder Housing Association</b>
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Membership is open to any resident aged 16 years of age

All you have to do is complete the following details, and return together with your payment of £1 to:

**CADDER HOUSING ASSOCIATION LIMITED**  
**20 Fara Street**  
**Glasgow, G23 5AE**

Please complete for following details:

Connection with Cadder Housing Association: (i.e. Tenant, Resident, Local Councillor)
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Profession/occupation/previous occupation:
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Relevant Skills and/or experience (including voluntary work):
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Please tick box if you are interested in becoming a member of the Management Committee

To enable the Association to make an informed decision on your application to become a shareholder we would ask you to answer the following questions:

- 1. Have you knowingly broken any rules or policies of the Association or any other Association where you have had a tenancy; Yes  No
- 2. If a tenant or a factored owner of the Association have you breached any obligations of your tenancy or deeds of conditions, for example arrears or action taken against you for anti-social behaviour; Yes  No
- 3. Have you been convicted of any criminal offence which the Committee may feel affects your suitability for membership of the Association; Yes  No
- 3. Have you ever had an application for membership refused by an Association or been deselected as a Committee member, if Yes please give details: Yes  No   


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**I enclose my £1.00 Membership Fee.**

Name: (M<sup>R</sup>,M<sup>RS</sup>,M<sup>ISS</sup>,M<sup>S</sup>).....(BLOCK CAPITALS PLEASE)

Address: (Flat Position).....

.....  
.....Postcode:.....

Signature: .....Date:.....

*Cadder Housing Association Limited is a Registered Scottish Charity - No SC036455*

.....

**For official use only**

Cadder Housing Association acknowledges receipt of £\_\_\_ in payment for membership

Signed:\_\_\_\_\_ Approved by MC Yes / No

Date: \_\_\_\_\_ Date of MC Meeting \_\_\_\_\_

**Equalities Monitoring Form**

Cadder Housing Association is committed to equality of opportunity for the whole community and we would like to monitor our performance in this area. We would therefore be grateful if you could assist us by answering the following questions.

You do not have to provide this information

**Are You                                      Tenant / Owner                                      (please circle)**

**Please Tick ✓ as required**

**1. Gender**

	Person 1	Person 2
Male		
Female		
Female to Male Transgender		
Male to Female Transgender		

**2. Age**

	Person 1	Person 2
16-24		
25-39		
40-49		
50-59		
60+		

**3. What is your ethnicity? How would you describe your household's ethnic origin**

		Person 1	Person 2
<b>White</b>	Scottish		
	Other British		
	Irish		
	Gypsy/Traveller		
	Polish		
	Other, please write in box below		
<b>Asian, Asian Scottish, or Asian British</b>	Indian		
	Pakistani		
	Bangladeshi		
	Chinese		
	Other, please write in box below		
		Person 1	Person 2
<b>Black, Black Scottish, Black British</b>	Caribbean		
	African		
	Other, please write in box below		

<b>Mixed</b>	<b>Any mixed background, please write in box below</b>	
	<b>Person 1</b>	<b>Person 2</b>
<b>Other Ethnic Background</b>	<b>Arab</b>	
	<b>Arab British</b>	
	<b>Arab Scottish</b>	
	<b>Other, please write in box below</b>	

## 4. Do you have a disability?

<b>Yes</b>	
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<b>No</b>	
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## 5. What is your sexual orientation?

	<b>Person 1</b>	<b>Person 2</b>
<b>Heterosexual/Straight</b>		
<b>Gay Woman/Lesbian</b>		
<b>Gay Man</b>		
<b>Bisexual</b>		
<b>Other</b>		
<b>Prefer not to Say</b>		

## 6. Which of the following best describes your household?

	<b>Tick</b>
<b>Couple</b>	
<b>Couple (same gender)</b>	
<b>Single Parent (Male)</b>	
<b>Single Parent (Female)</b>	
<b>Single Male</b>	
<b>Single Female</b>	
<b>Single Pensioner</b>	
<b>Couple – Pensioner</b>	
<b>Other</b>	

## 7. What is your religion or belief?

	<b>Tick</b>
<b>Church of Scotland</b>	
<b>Other Christian</b>	
<b>Roman Catholic</b>	
<b>Jewish</b>	
<b>Buddish</b>	
<b>Muslim</b>	
<b>Hindu</b>	
<b>Sikh</b>	
<b>Other</b>	
<b>None</b>	



