

<u>KNOWES HOUSING ASSOCIATION LTD</u>	
Policy Name	Membership
Policy Category	Governance
Policy Number	G13
Date to Management Committee	October 2019
Previous Review	February 2017
Next Review Date	October 2022

1. INTRODUCTION

Knowes 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 Association and to make effective use of the skills, experience and views of its members.

Members of the Association are those people who hold a share in the Association and whose names are entered into the Register of Members. It is a requirement of membership that members are supportive of the aims and objectives of the Association.

While the Association's rules are the benchmark for membership eligibility and approval it is of benefit to the Association in terms of its accountability and long term development to have a pro-active membership policy.

2. POLICY AIMS AND OBJECTIVES

The aim of this Policy is to ensure that the Association attracts a healthy membership from the communities it serves, and that members are recorded in accordance with the Association's rules.

3. EQUALITIES STATEMENT

Through this policy, nobody will be discriminated against on grounds of sex or marital status, on racial grounds, or on grounds of disability, age, sexual orientation, language or social origin, or of other personal attributes, including beliefs or opinions, such as religious beliefs or political opinions.

4. THE UNDERNOTED ARE KEY TASKS TO BE FULFILLED WITH RESPECT TO DEVELOPING MEMBERSHIP

- 4.1 The Association will promote membership by circulating information on membership to tenants, local community and representative groups, local authority departments, housing advice agencies with the only

caveat being that their interest is based on the best interests of the Association.

4.2 In order to promote membership the Association will employ the undernoted methods.

- a) New Tenants will be encouraged to become members when signing for their tenancy.
- b) A membership advert will be in every Association newsletter, which is produced four times per year.
- c) Membership application forms will be available in the Association's office with assistance provided and information given on the completion of the form.
- d) At Association public events such as Open Days, Public Meetings and Gala Days membership recruitment will be undertaken.
- e) Membership will be encouraged during day to day contact with residents.

5. WHO CAN JOIN

- Tenants and factored owners of the Association
- Other residents of Faifley, Duntocher, Clydebank in which the Association operates
- Others who can contribute particular community, business or professional experience or skills.
- Applicants must be at least 16 years old.

The Association seeks to ensure that its membership reflects the communities it serves and that all sections of the community are represented.

The Association also seeks to recruit as members 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
- Business Management
- Community care issues
- Working in the local community

The Association accepts applications from organisations as well as individuals, in accordance with the rules relating to representing an organisation.

6. PROCEDURES FOR APPLYING FOR MEMBERSHIP

Those who want to apply for membership should complete a membership form and send it with £1 to the Secretary at 10 Field Road, Faifley.

Every application is considered by the Management Committee of the Association at its next meeting after the application is received, or as soon thereafter as is practicable.

Once approved, the Association will, within seven working days, write to the new member to confirm their membership and issue them with a Share Certificate, a copy of the Association's Rules, latest Annual Report, Newsletter and details of how members can participate in the organisation including the AGM and how to stand for election to the Committee of Management.

The Association will also ensure members are kept up to date with Association activities by providing the following three areas of information.

- a) A copy of the Associations Annual Report
- b) A copy of the Associations quarterly newsletter.
- c) Notification of the Associations Annual General Meeting and the option to attend such a meeting in line with the Associations rules.

While 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 the membership policy and rules of the Association.

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 practical meeting, and its decision on that occasion will be final. However in the event that an applicant is still dissatisfied with a decision, the applicant can raise their complaint through the association's complaints policy should they remain dissatisfied they can then contact the Scottish Public Services Ombudsman, which is a free independent service.

7. MEMBER PARTICIPATION

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 the meeting
- Circulate information to members so they can make informed decisions at the general meetings. Where information in 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.

8. TERMINATION OF MEMBERSHIP

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.
- Fails to attend 5 consecutive Annual General Meetings and does not submit apologies.
- Dies

The £1.00 membership fee is not refundable on termination of membership but is in accordance with Rule 15 (pertaining to the transfer of shares) transferable under certain circumstances.

9. SUMMARY

The above methods employed by the Association will be used to encourage membership of the Association and the Management Committee.

Full details of membership are covered by the Rules of the Association Section 6 Membership.