

BUIDHEANN TIGHEADAS LOCH AILLSE AGUS AN
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LOCHALSH AND SKYE HOUSING ASSOCIATION

Membership of the Association Policy and Procedures

DATE APPROVED:	12 February 2007
APPROVED BY:	Management Committee
REVIEW DATE:	September 2011

MEMBERSHIP OF THE ASSOCIATION POLICY AND PROCEDURES

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MEMBERSHIP OF THE ASSOCIATION POLICY AND PROCEDURES

1. INTRODUCTION

- 1.1 Lochalsh and Skye Housing Association is a registered social landlord first established in October 1983. This Membership of the Association Policy is designed to help us meet our aims and objectives and to ensure that we are accountable to the communities we serve, our tenants, service users and our regulators and funders.

2. PROMOTION OF MEMBERSHIP

- 2.1 The Association will actively promote membership by providing information on membership to residents, tenants, community and representative groups, the local authority and advice groups.
- 2.2 Information on membership is made available in written form and also through the Association's web pages. Written information includes a Membership Information Pack, articles in our Newsletters and Annual Reports and occasional adverts and articles in the local press. Membership Information Packs will be made available in our offices and on request. New tenants, sharing owners and those in shared equity housing will be provided with Membership Information Packs on signing up with the Association.

3. CRITERIA FOR MEMBERSHIP

- 3.1 The Association seeks to achieve the broadest and most representative membership possible regardless of colour, race, nationality, religion, class, mental health, ethnic or national origins, gender, disability, sexual orientation, family circumstances or marital status.
- 3.2 The following categories of individuals and groups are eligible for membership:-
- All tenants, sharing owners and equity sharers of properties owned, provided by or managed by the Association;
 - Individual residents from within the administrative area of The Highland Council who have an interest in social housing or who can contribute particular community, business or professional experience or skills to enable the Association to meet its aims and objectives;
 - Groups representing the community at large, particularly Community Councils, subject to the rules relating to representing an organisation;
 - Employees of the Association but subject to the provisions that they will not be permitted to serve on the Management Committee or vote in any elections to the Management Committee;

- Applicants for membership must be at least 18 years old unless already a tenant who can apply from the age of 16.

4. APPLYING FOR MEMBERSHIP

- 4.1 Applicants will complete the Membership Application Form and return it to the Association with the £1.00 fee. This fee will be returned if the application is not approved.
- 4.2 The Management Committee will consider applications at the meeting following receipt of the application or as soon as possible thereafter. Applications will only be refused on the following grounds:-
- The applicant does not meet the criteria for membership.
 - Acceptance of the application would seriously compromise the interests or independence of the Association.
- 4.3 Approved applications will immediately become Members of the Association and will be written to within 10 working days to confirm their membership. The letter will also enclose:-
- Share Certificate
 - Copy of Rules
 - Management Committee Membership Information Pack
- 4.4 The member will be added to the register and duplicate register of members within 5 working days of their application being approved. The Register of Members is available for inspection by any member or person with an interest in the funds of the Association by request to the Director.
- 4.5 Applicants who are not approved will be written to within 10 working days advising them of the grounds for refusal and the means by which the applicant can submit an appeal. Appeals against a Management Committee decision to refuse an application for membership will be heard by the next scheduled Management Committee meeting. The decision of this meeting will be final.

5. MEMBER INVOLVEMENT

- 5.1 Members will be encouraged to be as involved as possible in the activities of the Association. To this end, the Association will:-
- Actively promote membership of the Management Committee through election and co-option. Information on membership of the Management Committee will be made available in the same way as

information on membership of the Association (see paragraph 2.2 above);

- Keep members informed of all significant developments affecting the Association;
- Effectively publicise all general or special meetings within the timescales set out in the Rules;
- Circulate information to members to enable them to make informed decisions at meetings or in consultation exercises. Where information in particular formats or languages is required, we will make every endeavour to provide this;
- Hold meetings at times and in locations with venues suitable for the membership.

5.2 The Association will monitor its membership to ensure that it is representative of the local community and is in accordance with the Association's Equal Opportunities Policy. A report on this will be presented to the Management Committee each year.

6. **TERMINATION OF MEMBERSHIP**

6.1 Membership will cease when a member:-

- Resigns by giving written notice to the Secretary;
- Is expelled in accordance with the Rules;
- Changes address but does not notify us of the new address within three months, unless the property is also a property of the Association;
- Dies;
- Fails to attend five annual general meetings in a row and did not submit apologies.

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

7. **REVIEW OF POLICY**

7.1 This policy was approved by the Management Committee on 12 February 2007 and will be reviewed by the Management Committee or Sub-Committee set up for that purpose no later than September 2011.
