



Membership Policy

Policy Ref: G03

Prepared By	Chief Executive
Date of Review	March 2021
Date of Next Review	March 2024
Reviewed By	PHA Board

1. Introduction

As a non-profit distributing organisation run by voluntary Board members, Partick Housing Association Limited (the Association) wishes to ensure that it has a strong and active membership base and an effective Board with the appropriate and necessary skills.

The Association believes that it 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

The aim of this policy is to articulate clearly how tenants and other potential members will be encouraged to join the Association and the benefits of membership, all with a view to furthering the aims, objectives and ambitions of the Association in line with the Association's ethos, responsibilities and regulatory and legal obligations.

3. Corporate Fit

This Policy should be read in conjunction with the Association's Rules, which Rules will be handed over to each applicant applying for membership of the Association. In particular, Rules 6 to 12 of the Association's Rules relate to membership, applying for membership, ending your membership and representing an organisation.

4. Membership

4.1 The members of the Association shall be those people or organisations who hold a share in the Association and whose names and designations are entered in the Associations' Register of members.

4.2 The following persons are eligible to apply for membership of the Association:

- Tenants of the Association;
- Service users of the Association;
- Other persons who support the objects of the Association; or
- Organisations sympathetic to the objects of the Association.

4.3 Applicants for membership must be at least 16 years old (Rule 8).

4.4 It is crucial that potential members share the aspirations and ethos of the Association and have not engaged in activities (for example, through blogs, Facebook, Twitter or social media generally) which a reasonable person would deem not to be conducive or compatible with the aims and objectives of the Association (including its charitable objects) or to be contrary to the Association's interests.

5. Applying for Membership

5.1 To apply for membership, an application form and one pound Sterling (£1) must be sent to the Secretary at the Association's registered office (Rule 7.2) – the form is attached in the Appendix. The Board will consider applications at its next meeting or as soon as possible after that in accordance with this Policy and the Association's Rules. The Association will return money paid for any applications which are not approved.

Please note that applications for membership will not be considered by the Board within the 14 day period occurring before the date of a General Meeting.

- 5.2 The Board has absolute discretion to decide applications for membership. While the Association encourages membership, there are situations where membership will be refused. For example:
- Membership would be contrary to the Association's Rules or policies;
 - A conflict of interest exists which, even if properly disclosed, may adversely affect the Association's work;
 - Accepting the application would not be in the Association's best interests; or
 - Within the previous five years, the applicant has acted contrary to the Association's interests or in such a way as to demonstrate that they do not share the aspirations and ethos of the Association.

6. Once an Applicant is a Member

- 6.1 On approval of an application, the applicant will immediately become a member of the Association and their name will be included in the Association's Register of members (Rule 7.4) within seven working days.
- 6.2 Members must advise the Association's 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 (Rule 10).
- 6.3 Representing an Organisation
- 6.3.1 A member organisation appoints a person as its representative, who will exercise all of the organisation's rights and powers at Association general meetings (Rule 12.1).
- 6.3.2 To confirm their representative, the organisation must send the Association a copy of the authorisation or appointment of the individual as a representative (Rule 12.2).
- 6.3.3 An organisation can change their representative at any time, by confirming a new representative and withdrawing the authority of the original representative (Rule 12.3).
- 6.3.4 If a person already holds membership as an individual when they start to represent an organisation, their individual membership will be suspended until they are no longer a representative of such an organisation (Rule 12.4).

7. Ending Membership

- 7.1 Members wishing to end their membership must give the Secretary, at our registered office, 7 days' notice in writing (Rule 11.1).
- 7.2 The Association will also end an individual's membership and cancel their share if:
- the Board is satisfied that the member failed to tell us of a change of address (see 6.2 above); or
 - the member failed to attend, submit apologies, vote by postal ballot, or appoint a representative for five consecutive Annual General Meetings.

7.3 The Association may end an individual's membership if it receives a complaint about a member's behaviour and two-thirds of the members voting at a Special General Meeting agree to this (Rule 11.1.4). The following conditions apply to this procedure, where the complaint relates to Member A:

- i) The complaint must be in writing and must relate to behaviour of Member A which could harm the interests of the Association;
- ii) The Secretary must notify Member A of the complaint in writing not less than one calendar month before the meeting takes place;
- iii) Notice for the Special General Meeting will give details of the business for which the meeting is being called;
- iv) Member A will be called to answer the complaint at the meeting. The members present will consider the evidence supporting the complaint and any evidence that Member A decides to introduce;
- v) The members can vote in person or through a representative by proxy; and
- vi) On receipt of the proper notice, should Member A not attend the meeting without providing a good reason, the meeting may go ahead in their absence.

7.4 Should a membership be ended by the decision of a Special General Meeting, any further application for membership by the individual concerned must be approved by two-thirds of the members voting at a General Meeting (Rule 11.2).

8. Benefits of Membership

8.1 On approval of an application to join the Association, members will enjoy the following benefits:

- i) A share Certificate evidencing membership of the Association;
- ii) The Association's Annual Report;
- iii) The right to attend the Association's Annual General Meetings and any Special General Meetings;
- iv) The right to nominate, or be nominated, for places on the Board of Management; and
- v) The right to participate in the election of members to the Board of Management.

9. Obligations of Membership

9.1 As a member of the Association, an individual and any representative of an organisation has rights – when exercising those rights a member (or representative) must act with regard to the best interests of the Association and cannot act in their own interests or in the interests of an organisation that appoints them.

9.2 A member must share the aspirations and ethos of the Association. If, after becoming a member, circumstances change and the member no longer shares that ethos then the member should step down.

- 9.3 If there is a conflict of interest between a member's interests (or the interests of the organisation they represent) and the interests of the Association, then they must declare that conflict and not participate in decision making in regard to the matter in question. If the conflict of interest is such that it may adversely affect the Association's work, then the member should step down.
- 9.4 If another member is aware of such a conflict of interest, then if the member in question forgets to declare their conflict, then it is appropriate that the other member reminds them of the issue, so that it may be managed correctly and in line with this policy.

10. Board Membership

- 10.1 All members are entitled to nominate or be nominated for places on the Board of Management. However in addition to meeting the prerequisite ethos and reputation of the Association, due to the complex and significant business of the organisation, consideration will be given to nominees or candidates who demonstrate that they bring a balance of skills and experience required and necessary for the proper and effective running of the Association. Required skills may vary over time depending upon the nature of the Association's business and affairs as the Association evolves. Whilst training will be given to all Board members, all candidates must be able to demonstrate their skills and experience. In some cases professional skills in specific areas may be necessary, e.g. legal or financial background.
- 10.2 For more information about Board membership, please see the separate Board Membership Policy.

11. Promoting Membership

- 11.1 The Association will promote membership by:
- i) advising new tenants at pre-tenancy stage and existing tenants via customer engagement of the option and benefits of membership through promotion by housing staff;
 - ii) liaising with tenants' and residents' associations and focus groups, where the Association has an interest, to encourage membership.
 - iii) publishing information concerning membership in our Newsletters, on our Website and in the reception area of our office.
- 11.2 Members will be reminded annually, prior to each Annual General Meeting, of the opportunity for nomination and election to the Board.

12. Equalities

The Association has an Equality Policy which aims to ensure that access to membership is open to all sections of the community we serve, and we are committed to equality of opportunity for all people irrespective of their gender, marital status, family circumstances, disability, race, ethnic or national origins, age, religion, political or sexual orientation.

13. Policy Review

We will review this policy every three years, but it may be amended from time-to-time to reflect legislative, regulatory or other changes.

Application Form for Membership of Partick Housing Association Limited

Introduction

Partick Housing Association is recognised for providing good quality homes, delivering excellent services and supporting our local communities. We are proud of our historic achievements, but our future plans also look to address the opportunities and challenges ahead.

Our vision is:

Working together, making homes and building communities.

Membership

As a non-profit distributing organisation run by voluntary Board members, the Association wishes to ensure that we have a strong and active membership base and a strong and effective Board with the appropriate and necessary skills.

We believe that we will operate more effectively if a large number of residents are aware of and actively participate in what we do.

The following are eligible to apply for membership of the Association:

- Tenants of the Association;
- Service users of the Association; or
- Other – a person or organisation who supports the objects of the Association

It is crucial that potential members share the aspirations and ethos of the Association and have not engaged in activities that are not conducive or compatible with our aims and objectives of the Association or contrary to our interests. If you become a member of the Association, you must act with regard to the best interests of the Association.

How to apply

To apply for membership of Partick Housing Association Limited, please fill in and return this application form, including £1 membership fee to the *Corporate Services Manager, Partick Housing Association Limited, 10 Mansfield Street, Glasgow G11 5QP*

Name	
Representative's name (if an organisation)	
Address	
Telephone number	
Email address	
Signature	
Date	

Which of these apply to you? (please tick one)		
• Tenant of the Association	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Service user of the Association	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Other – a person or organisation who supports the objects of the Association	<input type="checkbox"/> Yes	<input type="checkbox"/> No

The Board will consider applications at its next meeting or as soon as possible after that in accordance with the Association's Membership Policy and the Association's Rules. The Association will return money paid for any applications which are not approved.

Equality

The Association aims to ensure that access to membership is open to all sections of the community we serve, and we are committed to equality of opportunity for all people irrespective of their gender, marital status, family circumstances, disability, race, ethnic or national origins, age, religion, political or sexual orientation.

Equalities Information

In order to continually monitor equality of access to becoming a member it would be helpful if you could answer the following questions in the attached Diversity & Equal Opportunities Monitoring Form. Your answers are optional, will be treated in confidence and will not in any way affect your application for membership.

Partick Housing Association Limited, 10 Mansfield Street, Glasgow G11 5QP
 (T) 0141 357 3773
 (E) info@partickha.org.uk
 (W) www.partickha.org.uk

**Registered society under the Co-operative and Community Benefit Societies Act 2014.
 Recognised Scottish Charity No. SC033751**

Diversity & Equal Opportunities Monitoring Form

To help us monitor our Equal Opportunities Policy please answer the following questions. **You are under no obligation to answer any of the questions.**

All information will be treated in the strictest confidence, in line with requirement of Data Protection Act 1998 and will not affect your application.

Gender: Female Male Transgender

Ethnic origin: Please choose **ONE** section from A to E, then tick the appropriate box to indicate your cultural background:

A White

- Scottish
- English
- Welsh
- Irish
- Polish
- Gypsy Traveller
- Other white

B Mixed

- Any mixed background

C Asian or Asian Scottish/British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Other Asian

D Black or Black Scottish/British

- Caribbean
- African
- Other Black

E Other Ethnic Group

- Arab, Arab/Scottish British
- Prefer not to say

Any other ethnic group: (please state) _____

Disability: Do you consider yourself to have a disability? By this we mean a condition which has a long term and substantial effect on your ability to carry out normal day to day activities.

- Yes No

If yes, is it

- Physical Mental Ill Health Learning Disability
- Visual Impairment Hearing Impairment Other - please specify

Age: Please indicate your age group:

- 16 – 24 25 – 34 35 – 44 45 – 54 55 – 64 65 and over

Sexual Orientation:

- Bi-sexual Gay/Lesbian Heterosexual/Straight Prefer not to say

Religion: I would describe my religious background/belief as:

- None I prefer not to say