



## Membership Policy

## Policy Objectives

- To ensure compliance with the Association's formal constitution: SFHA Charitable Rules Model (Scotland) 2013
- To seek appropriate representation from the organisation's customer base
- To promote and implement the Association's commitment to local control and accountability
- To ensure compliance with the Scottish Housing Regulator's Constitutional Requirements for Registered Social Landlords

## Risk Management

This policy reflects the Management Committee's strategies to reduce or minimise the following risks:

- ◆ A governing body that does not include representation from local residents
- ◆ The possibility of a membership that is not community based
- ◆ Approval of membership applications that are not in the interests of the organisation

The Management Committee will monitor the administration of the policy in accordance with its governance responsibilities.

## 1 Constitutional Requirements

The Association is registered with the following regulatory bodies:

Scottish Housing Regulator	10263
Financial Conduct Authority	2302RS
Scottish Government Register of Factors	PF000220
Office of Scottish Charities Regulator	SC040346

Since September 2015, the Association has operated within the provisions of the **SFHA Model Rules (Scotland) 2013 with charitable status**. Compliance with these Rules is a statutory requirement for YHA. This policy reflects these legal obligations and where appropriate, notes specific references to the Rules.

- 1.1 A copy of the Rules will be provided to any person on request within two working days. Normally such copies will be free of charge unless a copy has been provided within the six months period prior to the request. In these circumstances, a charge of £1 will be levied to cover copying costs.

- 1.2 The Association requires to hold a register of shareholders which will comprise the organisation's membership. The names of all members are available to the public through the Association's office.
- 1.3 No member shall hold more than one share in the Association **(Rule 9 )**
- 1.4 All membership applications will be considered for approval by the Association's Management Committee **(Rule 7.2 )**
- 1.5 The minimum age for all categories of membership is sixteen **(Rule 8 )**
- 1.6 The cost of membership is one pound **(Rule 7.2 )**
- 1.7 Each member's share value is for one pound. The share value remains the property of the Association even after cancellation or withdrawal of membership unless you have provided us with a nomination request to have your £1 share transferred in the event of your death.  
**(Rules 16 and 17.1)**
- 1.8 Shares shall carry no right to interest, dividend or bonus and shall not be held jointly. **(Rule 13 )**

## **2. The Association's Area of Operation**

The Association's area of operation is not restricted by the current rule model thus providing scope for an extension of the organisation's business activities in the future.

For the purposes of this policy, local membership will be drawn from the former Yorkhill Local Plan Area. As a guide, the undernoted boundaries will be used:

- Partick Bridge
- Finnieston Cross
- River Clyde
- Argyle Street / Sauchiehall Street

## **3 Membership Eligibility**

Following consultation with the membership and in accordance with current Rules, the Management Committee has approved the following categories of members:

### **3.1 Local Residents**

A local resident is any adult over the age of sixteen whose permanent home is within the Yorkhill area as described in the previous section.

The majority of applicants within this category will receive automatic approval.

Clause 3.4 of this policy sets out the circumstances where applications from local residents may not be approved.

### **3.2 New or Potential Customers**

A new or potential customer is any adult resident in a property outwith the defined local area but where there is a reasonable prospect that the property may be involved in a development or management relationship with the Association at some future date.

Applications within this category will be approved subject to confirmation of the prospect of a business relationship.

### **3.3 Other Applicants**

The Management Committee is aware that from time to time, the Association may benefit from the skills, expertise or knowledge of individuals who fall outwith the categories defined above.

Applicants within this category will require to provide appropriate references and may be required to attend an interview with the Management Committee. The Chief Executive has delegated authority to make recommendations to the governing body in respect of such applications.

### **3.4 Management Committee Approval**

In accordance with the Association's Rules, the Management Committee must formally consider all applications for membership. Decisions on approval or refusal are made within the parameters set out in this policy and are final.

Clauses 3.1 – 3.3 above provide information on the operating framework for membership eligibility and approval. However, applicants within these categories may be refused membership if:

- The Committee considers membership would be contrary to the Association's Rules or policies
- Where a conflict of interest may exist which, even allowing for a disclosure of such an interest, may adversely affect the work of the Association.
- Where the Committee considers that accepting the application would not be in the best interests of the Association.

## **4. Applying for Membership**

The cost of membership for all categories is £1. All approved applicants will be issued with a share certificate which is non transferable.

Membership of the Association is valid for the lifetime of the member within the provisions of the rules as long as the person resides within the prescribed locality or is a serving member of the governing body.

Absences from home for work or holiday purposes are disregarded.

Membership application forms are available from the Association's office during normal business hours or may be downloaded from the website.

Completed forms should be returned to the Association in hard copy with the fee of £1.

Applications will be considered by the Management Committee at the first appropriate meeting following receipt of the application. No applications will be considered for approval or approved during the fourteen day period prior to the Annual General Meeting or any Special General Meeting. **(Rule 7.3)**

Local residents will almost always be granted automatic approval for membership. If there are exceptional circumstances prevailing which prevent such approval, a full explanation will be provided in writing to the applicant and recorded in the minute of the meeting.

All other categories of membership will be considered in accordance with the Association's business needs and objectives. All relevant information exchanged in the decision making process will be recorded in the minute of the meeting and applicants will be notified of the Management Committee's decision in writing within fourteen working days.

## **5. Share Cancellations**

Shares will be cancelled when:

- A local member moves away from the area
- A non-resident member ceases to serve on the Management Committee
- A member dies

Cancellations will be reported to the Management Committee and recorded in the minutes of the meeting prior to the appropriate adjustment to the share registers.

Following cancellation of a membership, the share remains the property of the Association. Share certificates physically remain within the register but are inactive. Details of the cancellation are clearly recorded on the manual and electronic registers.

The Management Committee may cancel a share if the member has failed to attend five consecutive AGMs without submitting apologies or providing proxy votes (Rule 11.1.3)

## **6. Equal Opportunities**

Yorkhill Housing Association Ltd is committed to ensuring that all sections of the community are represented within the membership, and that a fair cross section of the membership is represented on the Management Committee and other representative bodies.

To help achieve this aim and to help avoid unintentional discrimination, the organisation collects and monitors the following membership information:

- Gender
- Age
- Ethnic Origin
- Tenure
- Disability

From time to time, the Association may be required to provide information of this nature to external bodies. Any such information is supplied in statistical format and is not linked in any way to an individual. All personal information retained by the Association is highly confidential and will not be divulged to any third party without the express consent of the individual concerned.

## **7. Data Protection**

Information about membership is treated with respect by the organisation and in accordance with the provisions of current data protection legislation.

The Association's Membership Privacy Statement describes how, why and when members' personal information is used and stored.

Names of members must be accessible to the public in accordance with the Scottish Housing Regulator's Constitutional Requirements for Registered Social Landlords.

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