



MEMBERSHIP OF THE ASSOCIATION POLICY

Policy Classification: Governance

Status: Approved

Policy Lead:	Chief Executive Officer
Date Approved:	August 2019
Last Review Date:	June 2016
Review Due Date:	August 2022
Review Period:	3 years unless required earlier due to changes in the law, regulation, best practice or requirement of the Association

REFERENCE PAGE

Document Title:	Membership to the Association Policy
Aim:	To provide guidelines for membership to the association.
Objective:	1 The Eildon Group will ensure that the highest standards of governance and partnership working are adhered to, including compliance with our regulatory frameworks
Scope of Policy:	All stakeholders
Nominated Officer:	Corporate Services Manager
Approval Source:	Board
Legal & Regulatory References:	Eildon Housing Association Model Rules
Procedural References:	Eildon Housing Association Standing Orders
Consultation Completed:	N/A
Risk Implications:	2- Existing policy, substantial revision
Equalities Assessment:	All Eildon policies and key documents are developed with the clear objective of ensuring that they do not discriminate against any person and have negative impacts for equality groups. We will always welcome comments on the impact of a policy on particular groups of people in respect of, but not limited to, age, disability, gender reassignment, race, religion, sex or sexual orientation, being pregnant or on maternity leave and children's rights and wellbeing.
Accessibility:	Accessible electronically/online and in print. All documents can be translated and made available in audio, braille and large print versions upon request.

PURPOSE

To ensure:

- That information is available to encourage a comprehensive membership of the Association by both individuals and organisations that support the Associations Aims and Objectives.
- The Association complies with relevant legislative and regulatory requirements including, but not limited to, the Rules of the Association.

DEFINITION & ELIGIBILITY

A member of the Association is an individual or organisation who holds a £1 share in the Association and whose name is entered in the Register of Members. There is no interest, bonus, or dividend payable on shares.

Eligibility to membership of the Association is open to:

- Anyone aged 16 years and over.
- A tenant of the Association.
- A service user of the Association.
- Other persons who support the overall objects of the Association.
- Organisations sympathetic to the overall objects of the Association.

APPLICATION PROCESS

Any person or organisation applying for membership of the Association must send a completed and signed application form and the sum of £1 to the Association's Registered office.

Applications shall be considered by the Board as soon as practicable after receipt. An application for membership will not be considered by the Board within a period of fourteen days before the date of a general meeting. The Board has the power in its absolute discretion to accept or reject the application.

Approval

On approval by the Board, applicants will immediately become a member and their necessary details will be entered into the Register of Members within seven working days. One share in the Association will then be issued. No member can hold more than one share. Joint tenants may each become individual shareholders.

Members must inform the Association, in writing, of any change of address within 3 months. This requirement does not apply if the member is a tenant and is transferring their tenancy to another property owned by the Association.

Refusal

The following shall constitute grounds for refusal of an application for membership:

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

If an application is not approved the £1 will be returned to the applicant.

MEMBERSHIP OF AN ORGANISATION

Organisations who are sympathetic to the overall aims and objectives of the Association may apply for membership.

Once approved as a member, the organisation can nominate anyone it considers suitable to be its representative to the Association. That person will represent all of the organisation's rights and powers at general meetings.

The organisation must send the Association a copy of the authorisation or appointment of their representative, to confirm the identity of the individual concerned. This should be signed by an authorised signatory of the organisation and the signature must be independently witnessed. The identity of the representative can be changed at any time by confirming the identity of the new representative, as above, and withdrawing the authority of the original representative.

Any person who is designated as a representative of an organisation cannot also be a member of the Association as an individual.

ENDING MEMBERSHIP

Members can end their membership of the Association by giving the Secretary, at our Registered office, 7 days' notice in writing.

In addition, membership will end where:

- The member has failed to inform the Association of a change of address within 3 months.
- For five annual general meetings in a row the member has not attended, submitted apologies, exercised a postal vote or appointed a representative to attend and vote on their behalf by proxy.
- The Association receives a complaint about a member's behaviour and two-thirds of the members voting at a special general meeting agree to end the membership. The details of this procedure is set out in 11.1.4 of the Rules of the Association.

Membership will also come to an end if the member dies unless, the member has nominated a person to whom the share should be transferred as outlined in 17.1 of the Rules of the Association.

The membership fee of £1 is non-refundable on termination of membership.

MEMBER INVOLVEMENT

During their period of membership, all members should expect to receive:

- A share certificate
- Quarterly Newsletters.
- The Annual Financial Statements.
- Invitations to the AGM and any other general or special meetings held by the Association and the right to vote on any matters at these meetings.

PROXY & POSTAL VOTES

A Member may appoint a representative to vote on their behalf by proxy, by completing the relevant Proxy Form. The document must reach the Association five days prior to the meeting at which the member wishes to be represented.

Members wishing to put in a postal vote at an AGM, where there is to be an election of Board Members, must return the ballot paper to the Secretary at least five days before the meeting.

PROMOTING MEMBERSHIP

The Association will actively promote a diversity of representation within the membership through various means, including:

- Promoting membership on the Associations website, through social media, newsletters and in press/publications.
- Making information available to all those who enquire about membership.
- Advising new tenants and customers, of the Association, on how to become members.

The Association actively encourages the standing of members for election to the Association's Board. Information on joining the Board will be made available on the Association's website and upon request at the Association's Registered office.

REVIEW

This policy should be reviewed within three years unless required earlier due to changes in the law, regulation, best practice or requirements of the Association.



Membership Application Form

Please enclose £1 membership fee with this form.

Name of Applicant: Click or tap here to enter text.

Date of Birth: Click or tap here to enter text.

Address: Click or tap here to enter text.

Post Code: Click or tap here to enter text.

Telephone Number: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Are you a tenant of the Association? Click or tap here to enter text.

If not, why do you wish to become a member? Click or tap here to enter text.

If you are applying as a Corporate Member, please complete the following:

Name of Organisation: Click or tap here to enter text.

Type of Organisation: Click or tap here to enter text.

Regulator: Click or tap here to enter text.

Name of Representative Person: Click or tap here to enter text.

Position Held: Click or tap here to enter text.

DECLARATION

I wish to become a Member of Eildon Housing Association and will abide by its rules and support its Aims and Objectives, namely:

“The Eildon Group is committed to excellence in the provision of housing, care and support services for the individuals and communities we serve.”

I also confirm that I have not been declared bankrupt, or been convicted of arson, criminal deception, fraud, forgery, theft, robbery or the handling of stolen goods or any crime of violence associated with these or other offences against property.

I confirm I have read and understood the above statement

Date: Click or tap to enter a date.

OFFICE USE ONLY: TICK BOX IF PAYMENT ENCLOSED	
SHARE NO:	