



Putting People 1st

Membership Policy

G.01

Reviewed

28 October 2021

Date next due for review:

Oct 2023

This policy document can be produced in various formats, for instance, in larger print or audio-format; and it can also be translated into other languages, as appropriate.

Our equality and diversity policy statement describes our key equality commitments that we use to develop all organisational services; this includes employment services and services to tenants and other customers.

Pineview Housing Association, 5 Rozelle Avenue, Drumchapel, Glasgow. G15 7QR
Tel: 0141 944 3891. Email: mail@pineview.org.uk . Website: www.pineview.org.uk

The Scottish Housing Regulator Reg. No: HAC231; Registered Scottish Charity No: SC038237; FCA Reg. No: 2375R(S); Property Factor Reg. No: PF000151

1. INTRODUCTION

- 1.1 The purpose of this policy is to briefly summarise the criteria for membership of the Association as per our current rules, approved at our Special General Meeting of 16/09/2021 and registered awaiting FCA. Our rules are now based upon the SFHA Charitable Model Rules (Scotland) 2020.
- 1.2 This Policy is solely a supplement to our Rules. Our Rules are binding and supersede anything contained within this Policy.
- 1.3 A copy of our Rules are attached at Appendix A.

2. MEMBERSHIP

- 2.1 The Association is a charitable Housing Association and membership is therefore open to people with an interest in the Association whether or not they are tenants.
- 2.2 Subject to the provisions of Rule 7.1 the following shall be eligible to become members:
 - Tenants of the Association
 - Service users of the Association
 - Other persons who support the objects of the Association
 - Organisations sympathetic to the objects of the Association
- 2.3 Applicants for membership must be 16 years or over.
- 2.4 No member shall hold more than one share and a maximum of two people per household may become shareholders.
- 2.5 Applications for Membership will not generally be refused where applicants meet the eligibility criteria. If membership is refused, the applicant will be notified in writing outlining full reasons for refusal and advising of their right of appeal to the Management Committee.
- 2.6 Those seeking membership will require to complete a Membership Application Form (Appendix B) and return this with the sum of £1 to the Association's registered office.
- 2.7 Whilst the Association will encourage membership, the Committee has absolute discretion in deciding on membership applications and our Rules (Section 7.2) detail the grounds for refusal.
- 2.8 Section 11 of our Rules details the circumstance for ending membership.

3. THE MANAGEMENT COMMITTEE

- 3.1 The Association shall have a Management Committee consisting of not less than seven and not more than 15 members.

- 3.2 A person must be aged 16 or over and a Member to become a Committee Member (including any person appointed to fill a casual vacancy) other than a person appointed as a co-optee or appointed by The Scottish Housing Regulator who must be aged 16 or over but need not be a Member.
- 3.3 An employee of the Association, or a Close Relative of an employee, may not be a Committee Member.
- 3.4 No Committee Member may take office until they have agreed to and signed the Association's code of conduct for Committee Members.
- 3.5 The Committee shall assess annually the skills, knowledge, diversity and objectivity that it needs for its decision making and what is contributed by the Committee Members by way of annual performance reviews. The Committee must satisfy itself that any Committee Member seeking re-election to the Committee after service as a Committee Member for a continuous period in excess of 9 years can demonstrate his/her continued effectiveness as a Committee Member.
- 3.6 Elections for the Management Committee will be held annually when one-third of Committee Members will require to stand down. Anybody appointed as a co-optee under Rule 42.1 or to fill a casual vacancy under Rule 41 and who retires for that reason, shall not count towards the one third provision. The retiring Committee Members should be selected in accordance with Rule 39.2
- 3.7 Nominations for the Management Committee shall be made in writing on the Nomination Form (Appendix C). This form must be delivered to the office not later than 21 days before the date of the AGM.
- 3.8 In terms of family relationships on Committee, the Association will normally allow no more than one person per household to join the Committee and will normally allow no more than two members of the same family but living in separate households to join the Committee. This is to prevent undue influence being exercised by one family in an area.
- 3.9 Sections 43 and 44 of our Rules details who is not eligible to be a Committee Member and details circumstances in which a Committee Member will cease to be a Committee Member.

4. CASUAL VACANCIES

- 4.1 If an elected Committee Member leaves the Committee between the annual general meetings, this creates a casual vacancy and the Committee can appoint a Member to take their place on the Committee until the next annual general meeting.
- 4.2 Members wishing to fill a casual vacancy will be requested to complete an application form (Appendix D). The application will then be considered at the next Management Committee (General Purposes) Meeting for consideration and if acceptable will be proposed and seconded by existing committee members.

- 4.3. Members filling casual vacancies must stand down at the next AGM and seek re-election if they wish to continue on the Management Committee.

5. CO-OPTIONS

- 5.1 The Association may co-opt people, who may be members of the Association or not, onto the Management Committee from time to time and they may be co-opted for any period up until the next AGM. The Management Committee will consider co-options if any requests are made or there are particular issues where a professional input would be beneficial
- 5.2 Co-opted persons can take part and vote on any item of Committee business except membership or election of officers. Co-optees may not stand for election, nor be elected as one of the Association's office bearers.
- 5.2 Co-optees shall not form more than one-third of the Committee at any one time and their presence shall not count towards a quorum.

6. PROCEDURES

- 6.1 When applications for membership are received, a member of staff will take the application and the £1 membership fee and issue the applicant with a receipt.
- 6.2 Applications and the £1 membership fee will then be passed to the Finance & Corporate Services Team who will make up the Share Certificate and pass the application and certificate to the Director who will take them to the next available Management Committee (General Purposes) Meeting for consideration. If approved, membership will take effect immediately.
- 6.3 Once the applications have been approved, they will be passed to the Finance & Corporate Services Team to enter into the Membership Register and to issue the Share Certificate and a copy of the Rule Book with a covering letter (Appendix E)
- 6.4 At the end of each quarter, as a minimum, the Finance & Corporate Services Officer will carry out a reconciliation with the Finance Manager/Agent of the membership fees paid and banked, and the memberships registered.

7. REVIEW

- 7.1 This policy will be reviewed at least every three years to ensure that it continues to meet the requirements of the Association.

APPENDIX A - The Rules of the Association

APPENDIX 1

PROXY FORM

You must use the wording shown below to appoint a representative to vote at a meeting for you. Please see Rule 27.1 for more details.

I (insert name) am a member of (insert name) _____ Limited.

My address is: (please insert).

I hereby appoint (insert name) who lives at (insert address) to be my representative and vote for me at the Association's meeting on (insert date) and any other dates that meeting continue on.

Your name _____

Your signature _____

Date _____

APPENDIX 2

CANCELLATION OF PROXY

You must use the wording shown below to reverse your application to send a representative to vote at a meeting for you. Please see Rule 27.4 for more details.

I (insert name) am a member of (insert name) _____ Limited.

My address is: (please insert).

I hereby revoke the appointment of (insert name) as my representative to vote for me at the Association's meeting on (insert date) made by me on the (insert date).

I no longer authorise the person referred to above to represent me at the meeting referred to above.

Your name _____

Your signature _____

SIGNATURE OF COMMITTEE MEMBERS

Date _____

1. _____

2. _____

3. _____

4. _____ Members

5. _____

6. _____

7. _____

Secretary

INDUSTRIAL AND PROVIDENT SOCIETIES ACT 1965

Registration Number _____ R

Limited has today been registered under
the Industrial and Provident Societies Act 1965.

Date _____

APPENDIX B



5 Rozelle Avenue – Drumchapel - Glasgow - G15 7QR
Tel: 0141 944 3891 - Fax: 0141 944 9881- email: mail@pineview.org.uk -
www.pineview.org.uk

Application for Membership

Pineview is a registered housing association. Subject to the provision of our rules, the following shall be eligible for membership:

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

You can apply for membership of the Association from the age of 16.

To obtain membership, please complete the information box below and send this Application, together with £1, to the Secretary c/o 5 Rozelle Avenue, Glasgow.

All applications will be considered at the next Management Committee following receipt of your application and if membership is granted it will take effect immediately. Your name will then be entered in the Register of Members and your Share Certificate and a Rule Book issued to you.

Membership entitles you to stand for election to the Management Committee and to vote at general meetings of the Association, on the election of the Management Committee and on any other matters set out in the rule book. If you have any queries regarding this please contact Joyce or Isobel at the office on 0141 944 3891 or mail@pineview.org.uk

NAME: _____

ADDRESS: _____

DATE OF BIRTH: _____

I enclose £1 as payment for one share and hereby apply to become a **Member** of Pineview Housing Association Ltd.

My interest in becoming a member is as follows:

Signature: _____ Date: _____

Registered Scottish Charity No : SCO38237

APPENDIX C PINEVIEW HOUSING ASSOCIATION LIMITED

**NOMINATION FOR ELECTION TO THE COMMITTEE OF MANAGEMENT OF
PINEVIEW HOUSING ASSOCIATION LTD.**

SECTION A

To be completed by member making nomination

I _____, hereby nominate
(name of member)

_____, for election
(name of nominee)

onto the Committee of Management of Pineview Housing Association Ltd.

Nominating Member's Signature: _____

Membership Certificate No: _____

Date: _____

SECTION B

To be completed by member accepting nomination

I, hereby agree to be nominated for election onto the Committee of Management of Pineview Housing Association Limited and confirm that I am eligible to join the Committee in accordance with Rules 37 and 43.

Signature: _____

Name: _____

Address: _____

Membership Category
(Tenant, Service User, Other, Organisational) _____

Date of Birth: _____

Occupation: _____

Date: _____

APPENDIX D

PINEVIEW HOUSING ASSOCIATION LTD

APPLICATION TO FILL CASUAL/CO-OPTEE VACANCY ON THE MANAGEMENT COMMITTEE

I understand that you have vacancies on the Management Committee I hereby apply to be considered to fill a casual/co-opted place.

I have the following skills/experience which I can bring to the Committee

I confirm I am eligible to join the committee in accordance with Rules 37 and 43

Name:

Address:

Date of Birth:

Membership Certificate No:

Occupation:

Signature:

Date:

APPENDIX E

Date

«Title» «Forename» «Surname»

«NO»«Alpha» «ADDRESS»

«Town»

«City»

«Postcode»

Dear «Title» «Surname»

SHARE CERTIFICATE & RULE BOOK

Please find enclosed your Rule Book and Share Certificate (No «SHARE_NO») which confirms your membership of the Association.

Membership entitles you to stand for election to the Management Committee and to vote at general meetings of the Association on the election of the Management Committee and any other matters as set out in the Rule Book.

As you will be aware, Pineview Housing Association is a charitable non-profit making community based housing association operating in the Drumchapel area of Glasgow. The Association was set up by local people in 1991 with the purpose of improving local housing provision. Our primary aim is to ensure good quality, affordable homes for rent through the provision of responsive, efficient and effective housing services.

The Association is governed by a governing body (Committee of Management) made up of voluntary committee members. As a Shareholder you can apply to join the Committee of Management. The Committee of Management deal with the strategic decisions of the Association and employ staff to carry out the day to day operational functions. We can operate with a minimum of 7 committee members and a maximum of 15. If Committee membership is something that might be of interest to you please contact me at our offices for an informal chat.

Yours sincerely

Secretary

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