



## **MEMBERSHIP POLICY 2014**

### **1.0 ACCESS AND ELEGIBILITY:**

Membership of Ochil View Housing Association is open to people from the age of 16 years.

The Associations constitution (Rules) makes the following statements about membership;

“Subject to the provisions of Rule 7.2 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.

### **2.0 GROUNDS FOR REFUSAL**

Rule 7.2 gives the Association absolute discretion in deciding on applications for membership and also outlines the following grounds for refusal;

- ✓ 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 Committee considers that accepting the application would not be in the best interests of the Association.

In consideration of new applications for membership Committee will specifically refer to the above grounds for refusal.

### **3.0 REGISTER:**

The persons who hold a share in the Association and whose names are entered in the register of members shall be the members of the Association.

### **4.0 CHANGE OF ADDRESS:**

Any member who changes his/her main residence is required to furnish in writing to the Association's registered office within three calendar months of such change the address of such new main residence. This rule does not apply if you are our tenant and have moved home by transferring your tenancy or to another property owned and managed by the Association.

## **5.0 APPLICATION PROCEDURES:**

To apply for membership an application form and one pound requires to be sent to the Secretary at our registered office. The Management Committee will consider each application at its next meeting or as soon as possible after that. Money will be returned if the application is refused.

An application for membership will not be considered by the Committee within the 14 day period occurring before the date of an Annual General Meeting (AGM).

If the Committee approves an application, the applicant will immediately become a Member and their name and other necessary particulars will be included in the Register of Members within seven working days. The Member will then be issued one share in the Association.

## **6.0 REPRESENTING AN ORGANISATION**

In accordance with Rule 12 an organisation which is a member is free to appoint any person it considers suitable as its representative to the Association. That person will represent all of the organisation's rights and powers at our general meetings, but must act with regard to the best interests of the Association.

To confirm the identity of a representative, the organisation must send us a copy of the authorisation or appointment of an individual as a representative. This should be signed by the Director, Secretary or an Authorised Signatory of the organisation which signature must be witnessed, or in the case of a local authority, by the Chief Executive, or properly authorised officer of the local authority.

An organisation can change the identity of the person entitled to represent that organisation at any time by confirming the identity of the new representative in terms of Rule 12.2 and withdrawing the authority of the original representative.

In terms of Rule 12.2 no representative of an organisation which is a Member, can be an individual Member. Anyone who is already a Member as an individual when nominated to represent an organisation (which is a Member), will have their individual membership suspended until such time as they are no longer a representative member.

No member can hold more than one share in the Association.

## **7.0 SHARE CAPITAL:**

Share capital will be raised by issuing one pound shares to members. Shares cannot be held jointly. Joint tenants of the Association may each become individual members of the Association.

There is no interest, dividend or bonus payable on shares.

## **8.0 ENDING YOUR MEMBERSHIP**

A member can end their membership of the Association the by giving the Secretary at our registered office 7 days' notice in writing.

The Committee can end a person's membership and cancel the relevant share if it is satisfied that:

- ✓ The Member has failed to tell the Association of a change of address (or the Association reasonably feels that this is the case) as set out in Rule 10;
- ✓ for 5 Annual General Meetings in a row a Member has failed to attend, submit apologies, exercise a postal vote or appoint a representative to attend and vote on their behalf by proxy;
- ✓ the Association receives a complaint about the behaviour of a Member and two thirds of the members voting at a special general meeting agree to end the membership.

The value of the share will then belong to the Association with effect from the date of a Committee resolution to that effect. The ending of your membership will be recorded in the register of members referred to in Rule 64.

## **9.0 TRANSFERRING SHARES**

A member cannot sell their share but can transfer it if the Committee agrees.

In the event of a Member's death the Association will cancel the share and unless it has been transferred to another person (in accordance with rule 17.1) the value of the share will then belong to the Association.

A Member can nominate the person to whom the Association must transfer their share in the Association in the event of the members death when, as long as the person nominated is eligible for membership under the Rules and in terms of the Association's membership policies. On being notified of a members death, the Committee shall transfer or pay the full value of your share to the person nominated. Such nomination must be in the terms required by the Industrial and Provident Societies Act 1965.

If a Member dies or becomes bankrupt and any personal representative or trustee in bankruptcy seeks to claim the share, the Committee (to the extent that your personal representative or trustee in bankruptcy has right) will transfer or pay the value of the share in terms of the members representative's or trustee's instructions.

## **10.0 PROMOTION**

The Association will actively promote membership of the Association particularly from tenants, service users or others where the Association has previously identified a skills shortage on the Committee.

Mechanisms to be engaged for promoting membership from tenants and sharing owners are included in the Association's Tenant Participation Strategy.

## **11.0 POLICY REVIEW:**

This policy will be subject to review at least every 5 years.

George Tainsh  
Director

**25<sup>th</sup> October 2014**

**Policy Review and Consultation Process**

Reviewed by the Management Team	24 <sup>th</sup> October 2014
Reviewed by the Finance, Audit and Corporate Governance Committee	<b>3<sup>rd</sup> November 2014</b>
<b>APPROVED BY THE MANAGEMENT COMMITTEE</b>	<b>27<sup>th</sup> NOVEMBER 2014</b>
<b>Date of Next Review</b>	<b>October 2019</b>

APPROVED