

Date Issued	27 October 2005
Last Reviewed:	August 2020
Department	Corporate
Title	Association Membership Policy
Objective	To describe the arrangements for becoming a Member of the Association.
Responsible	Chief Executive
Next Review Date	August 2025

1.0 Introduction

- 1.1 The Membership Policy aims to summarise our Rules around Membership, and to explain the procedure to be followed to make a Membership application.
- 1.2 East Lothian Housing Association is an organisation which is accountable to its Members. We aim to attract people from the groups and communities we serve to become Members of the Association. We aim to establish a wide and active membership by recruiting individuals with an interest in the work of the organisation as Members and to make effective use of the skills, experience and views of our Members.

Association Members are those people who hold a share in the Association and whose names are entered into the Register of Members. It is a requirement of membership that Members are supportive of our aims and objectives. Members are also expected to attend our Annual General Meeting in order to ensure that a quorum is achieved, and we are able to carry out our legal business.

- 1.3 Further information can be found in The Rules of East Lothian Housing Association Limited.

2.0 Promotion of Membership

- 2.1 We will promote membership by circulating information on membership through contact with tenants and applicants, leaflets, newsletters, Facebook and elha.com.

We actively encourage tenant membership as we strongly believe in involving tenants in the running of our organisation. Membership of the Association is promoted with our tenants at the post allocation visit.

2.2 In accordance with the Scottish Federation of Housing Association's Code of Conduct for Governing Body Members, members of the Association's Management Committee will seek to encourage eligible people to join the Association.

3.0 Who Can Join

3.1 We aim to ensure broad representation in our membership of the groups and communities that we serve:

- Tenants of the Association and all other applicants can apply for membership of the Association from the age of 16
- No member can hold more than one share
- Membership is open to all sections of the community regardless of colour, race, nationality, ethnic or national origins, gender, disability, age or sexuality

3.2 We aim to recruit as members those with a particular interest in the running of the organisation. To this end, we welcome applications from those with experience or interest in:

- Housing management / welfare rights
- Building and maintenance
- Financial management
- Management
- Community care issues
- Working in the local community

3.3 We accept applications from organisations as well as individuals.

An organisation which is a member is free to appoint any person it considers suitable as a representative. That person will represent all of the organisation's rights and powers at our AGM, but must act with regard to the best interests of the Association. To confirm the identity of a representative the organisation must send a copy of the signed authorisation or appointment of the representative. An organisation can change their representative by withdrawing the authority of the original representative.

If a representative of an organisation is already a Member, they cannot continue to be a member in their own right. Individual membership will be suspended, until such times as the individual is no longer a representative of the organisation they represent.

- 3.4 Existing members of staff will not be eligible to become Members. If a Member takes up employment with us, they will be required to cancel their membership for their period of employment.

Members of staff will not be eligible to apply for membership of the Association until one year after the date they cease to be an Association employee.

4.0 Applying for Membership

- 4.1 Those who want to apply for Membership should contact us for a Membership Form, or apply at elha.com. The completed form should be returned to us with £1.00 addressed to our Secretary at our Registered Office.

- 4.2 Our Management Committee will consider applications at its next meeting or as soon as possible after that. An Application for Membership will not be considered by the Management Committee within the 14 day period occurring before the date of a General Meeting.

- 4.3 Once approved by Management Committee, new applicants will immediately become a Member, and their name will be included in our Register of Members within seven working days. New members will be issued with:

- A Share Certificate
- A copy of our Rules
- A copy of our most recent Annual Report
- Details of how Members can participate in the Association, including the Annual General Meeting (AGM) and how to stand for election to the Management Committee

5.0 Refusal of Membership

- 5.1 While it is our intention to encourage open membership of the Association, our Management Committee reserves the right to refuse Membership if it feels applicants do not meet our Membership Criteria, or if they feel Membership might compromise the interests or independence of the Association.

- 5.2 If an application is unsuccessful, the Management Committee will write within seven working days of the decision to explain why the application was rejected, and return the applicant's £1.00 membership fee.

6.0 Appeal Against Membership Refusal

- 6.1 If an application is rejected applicants have a right to appeal. Appeals must be made within 14 working days of the notice of rejection.

Appeals should normally be made in writing, if this is not possible the Chief Executive may be contacted directly to receive the details of the appeal. The Management Committee will consider the appeal at the next appropriate Management Committee meeting. A final decision will be confirmed in writing to the applicant within seven working days of the meeting.

7.0 Member Participation

7.1 We aim to ensure our Members are informed and can actively participate in the organisation. To this end, we will:

- Publicise General Meetings at least 14 days before the day of the meeting
- Circulate information to Members so they can make informed decisions at the General Meetings
- Do our best, where appropriate and reasonable, to provide information in the particular format or language required
- Make every effort to hold General Meetings at times and locations suitable to our membership and accessible to all
- Keep members informed on all major developments affecting the Association
- Actively promote the opportunities that exist, through election, for serving on the Management Committee

8.0 Termination of Membership

8.1 Membership will cease when a Member:

- Resigns by giving written notice to the Secretary
- Becomes an employee of the Association
- Is expelled in accordance with the Rule 11.1.4
- Changes address but does not notify us of their new address within three months, unless the new address is also one of our properties
- Fails to attend or submit apologies for five consecutive Annual General Meetings
- Dies

The £1.00 membership fee is not refundable on termination of Membership.

9.0 Policy Review

9.1 The Chief Executive will ensure that this policy is reviewed at least every five years.