



Dunbritton Housing Association Limited

Name of Policy	Membership
Responsible Officer	Chief Executive
Date approved by Board	11 October 2017
Date of next Review	October 2020
Section	Corporate Services
Reference	G8

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1. Introduction

1.2. Dunbritton Housing Association ('the Association') is a membership organisation. We aim to attract people from the communities we serve to become members of the Association. We seek to establish a wide and active membership by recruiting as members, individuals with an interest in the work of the organisation, and to make effective use of the skills, experience and views of its members.

DHA is a registered society under the Co-operative and Community Benefit Societies Act 2014. Our Rules set out the constitutional arrangements that apply to membership, including the Board's duty to set, review and publish a membership policy for admitting new members.

The Scottish Housing Regulator (SHR) and the Office of the Scottish Charity Regulator (OSCR) have each approved our Rules. The Rules and this Policy will help ensure that we comply with the SHR's Constitutional Requirements.

2. Membership of the Association

2.1 Membership of the Association is open to people and /or organisations sympathetic to the objects of the Association, and to people aged 16 and over who live in our areas of operation (see boundary map attached) and who are:

- Tenants of the Association
- Permanent members of a tenant's household
- Service users of the Association
- Resident within communities we serve

The Association can also accept as members people or organisations from out with our areas of operation who:

- Have knowledge, skills or expertise relevant to the Association
- Are supportive of the objects of the Association.

Everyone applying for membership must fulfil the criteria for membership set by the Association's Board of Management from time to time. Members will hold one share in the Association and their names will be entered in the Register of Members referred to in Association's Rules.

The Association will promote membership by circulating information leaflets and newsletters on membership to:

- Tenants
- Community and representative groups
- The local media

The Association seeks to ensure broad representation within our membership of the groups and communities that we serve. To this end, we particularly welcome applications from:

- Tenants
- Other people who use our services or live in the communities we serve
- Organisations sympathetic to the objects of the Association

The Association also seeks to ensure that membership reflects the communities we serve. We welcome applications from all sections of the community and membership is open to all regardless of colour, race, nationality, ethnic or national origins, gender, disability, age or sexuality. To this end the Association will particularly welcome applications from:

- Black and ethnic minority community members
- Individuals who have experience of disability
- 16-25 year olds
- Any others who are underrepresented.

2.2 Applying for membership

To apply for membership applicants should contact the Association for a membership form. The completed form should be returned to the Corporate Services Department along with the £1.00 fee, at the Association's office; and a receipt will be issued along with a Membership Certificate if the application is approved by the Board of Management.

Each application is considered by the Board as soon after the application is received as is practicable. The Board will not consider applications for membership within the period of 14 days before the date of a general meeting.

If the Board approves an application, the person (or body) will immediately become a member of the Association and their name will be included in our Register of Members referred to in our Rules, within seven working days. They will then be issued one share in the Association.

The Board has absolute discretion in deciding on applications for membership, including the following grounds for refusal:

- Membership would be contrary to our Rules or other policies
- Approving an application would create a conflict of interest that, even if disclosed, might adversely affect the Association's work
- The Board considers that accepting an application would not be in the Association's best interest.

The Board recognises that the refusal of membership applications must be made in an open and accountable fashion and should not be used to undermine attempts to make the Association locally accountable and representative.

Where an application is unsuccessful a statement of the reasons for refusal will be given. An applicant will then have one further opportunity to request membership, and to give reasons why the decision should be changed; this should normally be made in writing. The Board will consider the reasons at its next practicable meeting and its decision on that occasion will be final.

2.3 Member Participation

The Association wishes to ensure its members are informed and can actively participate in the organisation. To this end we will:

- Provide all members with an Annual Report
- Write to every member at least 14 days before the day of a general meeting. (This letter will give details of - the time, date and place of the meeting, whether it is an Annual or Special General Meeting and the business for which the meeting is being called).
- Endeavour to provide information in a particular format or language where this is required.
- Make every effort to hold general meetings at times and locations suitable for members, to maximise opportunities to attend.
- Keep members informed on major developments affecting the Association
- Actively promote the opportunities that exist, through election, for serving on the Board.

2.4 Termination of Membership and Disputes

Membership will cease when a member:

- Resigns by giving seven days written notice to the Secretary
- Fails to tell us of a change of address as set out in Rule 10 of the Association's Rules.
- No longer has their main home in the Association's area of operation
- Fails to attend five annual general meetings in a row and does not submit apologies, or appoint a representative to attend and vote on their behalf by proxy.
- Is expelled in accordance with the Association Rules
- Dies, unless an eligible person is nominated to receive the share
- Is an organisation and the organisation ceases to exist.

The £1.00 membership fee is not refundable.

Disputes regarding any aspect of this Membership Policy or the Rules shall be dealt with in accordance with the Rules. If a member (or someone who has been a member in the previous six months) wishes to challenge a decision made by the Association, he/she will be invited to write to the Board setting out their

concerns, with reference to the Rules. Submissions shall be considered and decided on by the Board. This shall be the final decision-making stage within the Association.

2.5 Monitoring Membership

The Association will keep a Register of Members including the following details:

- The names and addresses of the members and where provided for the purposes of electronic communication, e-mail addresses
- A statement of the share held by each member and the amount each member paid for it
- The date each person was entered in the Register as a member and the date at which any person ceased to be a member of the Association
- A statement of other property in the Association, whether in loans or loan stock held by each member.
- The names and addresses of the Office Bearers of the Association, their positions and the dates they took and left office.

Access to the Register will be in accordance with the Association's Rules.

3. Equality & Diversity

3.1 As a service provider and employer we recognise the requirements of the Equality Act 2010, oppose any form of discrimination and will treat all customers, internal and external, with dignity and respect. We recognise diversity and will ensure that all of our actions ensure accessibility and reduce barriers to employment and the services we provide.

4. Review

4.1. This policy, will be kept under review to ensure compliance with the Association's Equal Opportunities Policy, Openness Accountability and Confidentiality Policy and any other relevant legislation, guidance and best practice.