



REIDVALE HOUSING ASSOCIATION

Membership Policy

Policy Approved	30 April 2025
Due for Review	April 2029
Author	Director

POLICY SUMMARY

Purpose:	The purpose of this policy is to outline how we will promote membership of the Association to our tenants, owner occupiers and other parties who have an interest in our activities. To provide details of eligibility, how to apply for membership and the benefits of being a member of the Association.
Legislation/Guidance:	The Association is a company under the Co-operative and Community Benefit Societies Act 2014, and a company regulated by the Financial Conduct Authority (FCA). The Association must administer its membership in accordance with our Rules, which are based upon the SFHA Charitable Model Rules (Scotland) 2020
Regulatory Compliance	We are regulated by the Scottish Housing Regulator (SHR) and comply with the requirements of its Regulatory Framework. The following Regulatory Standards are relevant to this policy: Regulatory Standard 1.3 – <i>The governing body ensures the RSL complies with its constitution and its legal objectives. Its constitution adheres to these (Regulatory) Standards and the constitutional requirements set out (in them).</i> Regulatory Standard 2.3 – <i>The governing body is open and transparent about what it does, publishes information about its activities and, wherever possible, agrees to requests for information about the work of the governing body and the RSL.</i> Regulatory Standard 6.4 - <i>The RSL encourages as diverse a membership as is compatible with its constitution and actively engages its membership in the process for filling vacancies on the governing body.</i>
.Linked policies	Equality & Human Rights Rules
Financial Impact	Low
Risk Assessment	Low
Date Reviewed	April 2025
Date approved by Management Committee	30 April 2025

CONTENTS

Membership Policy

1.	INTRODUCTION.....	Error! Bookmark not defined.
2.	AIMS AND OBJECTIVES	4Error! Bookmark not defined.
3.	PROMOTING MEMBERSHIP	5
4.	ELIGIBILITY FOR MEMBERSHIP	5
5.	MEMBER INVOLVEMENT.....	6
6.	MEMBERSHIP REVIEW.....	7
7.	EQUALITY & HUMAN RIGHTS.....	7
8.	DATA PROTECTION.....	7
9.	POLICY REVISION.....	7

Membership Procedure

1.	APPLICATION FOR MEMBERSHIP.....	6
2.	REFUSAL OF MEMBERSHIP	Error! Bookmark not defined.
3.	ENDING MEMBERSHIP.....	Error! Bookmark not defined.
4.	TRANSFERRING SHARES.....	10
5.	REGISTER OF MEMBERS	Error! Bookmark not defined.

MEMBERSHIP POLICY

1. INTRODUCTION

- 1.1 Reidvale Housing Association (RHA) is a community-based housing association and a membership organisation. The members of the association are those people who hold a share in the association, and whose names are entered in our Register of Members.
- 1.2 We are accountable to the community we serve, and are committed to the involvement of tenants and local residents, and others who support our aims and objectives, in the running of our affairs.
- 1.3 Our Rules require that the management committee should set, review and publish its membership policy for admitting new members, and this policy fulfils that obligation.
- 1.4 The procedures for managing matters relating to membership, according to our Rules, are set out in Appendix 1.

2. AIMS AND OBJECTIVES

- 2.1 We aim to attract people from our local community to become members of the association, and membership will be open to anyone, primarily from the local Reidvale area, but also beyond who supports its aims and objectives, and is interested in being kept informed about, or involved in its work.
- 2.2 We seek to establish a wide and active membership by recruiting as members individuals with an interest in the work of the association, and making effective use of the skills, experience, and views of these members.
- 2.3 We aim to achieve a wide-ranging, diverse and representative membership made up of tenants, local residents and others who wish to participate in the running of the association.
- 2.4 We believe that a healthy membership base is essential to the ongoing vitality and viability of the association as a community-based organisation, and necessary to ensure a good ongoing supply of new management committee members.

3. PROMOTING MEMBERSHIP

3.1 We will actively promote membership opportunities in a number of ways which ensure people have the opportunity to become a member. We will actively promote membership to:

- Tenants
- Factored owners
- Other service users
- Other residents of our local communities, within our area of operation
- Others who support our aims and objectives, and who can fill identified skills gaps on the committee

3.2 This will be done, for example:

- by encouraging new tenants to become members at the point of signing a tenancy agreement; during subsequent settling in or annual inspection visits; and during other staff contact with tenants;
- through promotion in our regular Newsletter, which is distributed not just to tenants, but to all residents living in our area of operation;
- through promotion on our website, via social media contact, and during open days and other events promoted by the Association.

3.3 We will ensure membership information is available in the most appropriate format and other languages on request. This will ensure membership is accessible to everyone who may be interested in becoming a member.

4. ELIGIBILITY FOR MEMBERSHIP

4.1 Membership of Reidvale Housing Association is open to anyone who is:

- A tenant or service-user of Reidvale Housing Association
- Currently living or working in our area of operation
- Living outside our area of operation and supportive of the aims and objectives of the Association.

4.2 Applications for membership can be received from any person aged 16 or over. There is no upper age limit on applying for, or continuing to be a member.

- 4.3 Only individuals can be members of RHA. An organisation cannot become a member. Joint tenants of the Association may each become individual members.
- 4.4 Employees of RHA cannot become members. If a new employee is already a member, their membership will be terminated.

5. MEMBER INVOLVEMENT

- 5.1 Members have important rights under the Rules, including rights to:
- Attend and vote at general meetings;
 - Elect the members of the management committee;
 - Stand for election to the management committee, and nominate other members for election;
 - Appoint the auditors, and receive the annual accounts;
 - Vote on any changes to the Rules.
- 5.2 Members have considerable powers and authority when decisions about significant change are being made. The Association can only change its name with the consent of at least 75% of its members at a special general meeting. It can only agree changes to its Rules with a 75% majority vote, and members can (and did) reject a change proposing a transfer of engagements to another Housing Association because no such majority approval could be obtained.
- 5.3 When membership applications have been approved and a share certificate issued (see Appendix 1), a member can become more involved in the Association's work. All members are invited to the Association's AGM, and we need and expect our members to attend the AGM to ensure that a quorum is achieved and we are able to carry out our legal obligations.
- 5.4 We will ensure that members are well informed and can actively participate in our affairs by:
- Providing all members with an annual report;
 - Providing other information that allows members to make informed decisions at general meetings;
 - Promoting opportunities for serving on the management committee;
 - Holding general meetings at times and locations that maximise opportunities to attend.

- 5.5 Members of the Association are recognised as key stakeholders, and our Communications Strategy will provide for regular and effective communication with each stakeholder group. Members will be included in surveys from time to time, and invited to open days and other events promoted by the Association.

6. MEMBERSHIP REVIEW

- 6.1 RHA seeks to achieve a membership that reflects the communities we serve. We welcome applications for membership from all sections of the community and membership is open to all regardless of colour, race, nationality, ethnic or national origin, gender, disability, age or sexuality. We will from time to time carry out a review of our Membership to determine how representative it is of the local community and of the Association's service users. Steps will be taken to encourage new Members in order to redress any imbalances identified.

7. EQUALITY & HUMAN RIGHTS

This Policy has been reviewed and complies with our Equality and Human Rights Policy.

8. DATA PROTECTION

This policy is required to be published on our website under the terms of the Freedom of Information Act. Information obtained by anyone who becomes a member of the Association or its Management Committee will be handled in compliance with General Data Protection Regulations and information on this can be obtained from our Privacy Policy. The names of all members will be included in a public register.

9. POLICY REVISION

The Association undertakes to carry out a comprehensive review of all aspects of this policy at least every four years. The review will take account of legislative changes, new policy guidance, best practice advice, the views of service users and our performance in managing relevant complaints.

Appendix 1

MEMBERSHIP PROCEDURE

1. APPLICATION FOR MEMBERSHIP

- 1.1 Anyone wishing to apply for membership with the Association is required to complete an application form which is available to download from our website or by contacting our office. Completed application forms should be signed and returned to our office along with a one-off payment of £1.
- 1.2 The Association may take action to validate applications, by contacting the person in whose name the application has been submitted or by seeking proof of identity.
- 1.3 The membership application will be considered promptly, normally at the next Management Committee meeting or as soon thereafter as is practicable. An application for membership will not be considered by the Management Committee within the fourteen day period before the date of a general meeting.
- 1.4 Once approved by the Management Committee, applicants will immediately become a member and their name and other necessary information will be entered into our Register of Members. Applicants who have been accepted as members will be promptly notified of the decision of the Management Committee and will receive a £1.00 share certificate and a copy of our Rules.
- 1.5 Shares cannot be held jointly, and no member can hold more than one share in the Association.
- 1.6 Any member who changes his/her main residence is required to advise the Association in writing as soon as possible thereafter, unless he/she is a tenant who has moved home as a result of a transfer of tenancy.

2. REFUSAL OF MEMBERSHIP

- 2.1 Whilst it is the Association's intention to encourage membership, the Rules give the Management Committee absolute discretion in deciding whether to accept or reject an application.

- 2.2 The Rules set out the following reasons why an application for membership may be refused:
- Membership would be contrary to the Association's Rules or policy;
 - A conflict of interest may exist which, even if disclosed, may adversely affect the work of the Association;
 - The Committee considers that accepting the application would not be in the best interests of the Association.
- 2.3 If the Management Committee has rejected an application, the applicant will be advised of the broad reasons for the decision, and the applicant's £1.00 payment will be returned.
- 2.4 If we reject an application, the Management Committee will offer the applicant one opportunity to request a review of the decision, and give reasons why the Committee's decision should be changed. The Management Committee will then consider the applicant's response at the next suitable meeting, and its decision on that occasion will be final.

3. ENDING MEMBERSHIP

- 3.1 Membership will end if a member:
- Resigns by giving seven days written notice to the Secretary.
 - Fails to attend or submit apologies for five consecutive AGMs or does not exercise a postal vote or appoint a representative to attend and vote on their behalf by proxy.
 - Is expelled and membership revoked in accordance with the Associations' rules (see 3.2 below).
 - Changes address but does not notify the Association of their new address within three months, unless the new address is also a tenancy with us.
 - Dies.
- 3.2 The Association may end a membership if we receive a complaint about a members' behaviour and two-thirds of the members voting at a special general meeting agree to this. More information is available regarding this procedure in our Rules, a copy of which is available from the Association. If a membership is ended this way, any further application for membership by the member in question will need to be approved by two-thirds of members voting at a general meeting.

4. TRANSFERRING SHARES

- 4.1 If a member dies, or resigns, or their membership is ended for other reasons, the Management Committee will cancel their £1 share and the value will belong to the Association.
- 4.2 A member cannot sell their share, but can transfer it, if the Committee agrees.
- 4.3 Rule 17 states that a member can nominate a person to whom the Association must transfer their share when they die, provided that the person nominated is eligible for membership under this policy. Where such a nomination is received, the Secretary will check the nomination to confirm that it does so comply, and report accordingly to the Management Committee, where the nomination will be recorded in the minutes.
- 4.4 On being notified of the death of the member, the Committee will transfer, or pay back the value of the share, to the person identified.

5. REGISTER OF MEMBERS

- 5.1 We will keep a Register of Members in accordance with our Rules. This will include names and addresses of members, a statement of the share held by each member, the date each person was entered in the Register, and the date at which any person ceased to be a member.
- 5.2 The inclusion, or omission, of the name of any person in the Register as a member, in the absence of evidence to the contrary, shall confirm that the person is or is not a member of the Association.
- 5.3 A second copy of the Register must also be kept at our registered office, to be used to confirm the information recorded in the main register.
- 5.4 Any member, or person with a financial interest in the Association, can inspect the second copy of the Register of Members. Requests for access to the Register will be subject to the following conditions:
- Requests to inspect the Register must be made in writing, stating the reason for the inspection.
 - Access to the Register will normally be granted within 7 days. Copying the Register, in whole or in part, is not permitted.
 - The person inspecting the register must be accompanied by a member of the Association's staff, or management committee.