



MEMBERSHIP POLICY

DATE APPROVED: August 2019

NEXT REVIEW: August 2022

1.0 INTRODUCTION

- 1.1 Copperworks Housing Association Ltd (The Association) is a membership organisation, and aims to attract people from the groups and communities it serves to become members of the Association.
- 1.2 The Association is a Registered Social Landlord with charitable status and is a not for profit organisation. The Association aims to reflect the communities it serves and welcomes membership applications from tenants and service users of the Association, other persons who support the objects of the Association and members of the local community.
- 1.3 Members of the Association are those people who hold a Share Certificate in the Association, and whose names are entered in the Register of Members. It is a requirement of membership that members are supportive of the aims and objectives of the Association.
- 1.4 The Association seeks 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.

2.0 PROMOTION OF MEMBERSHIP

The Association will promote membership by a number of methods;

- 2.1 Circulating information on membership to tenants, owners, sharing owners and local residents. Information on membership will be shared through local newsletters, contact with tenants and applicants, leaflets, flyers, the Association's website and social media.
- 2.2 Providing information on membership throughout the allocation process and at tenancy 'sign up'.

3.0 WHO CAN BECOME A MEMBER

3.1 The Association seeks to ensure broad representation in its membership of the groups and communities that it serves. To this end, the Association will particularly welcome applications from;

- Tenants of Copperworks Housing Association
- Other residents of Roystonhill
- Others who can contribute particular community, business or professional experience or skills

3.2 The Association seeks to ensure that its membership reflects the communities it serves and that all sections of the community are represented. Membership is open to all sections of the community regardless of colour, race, nationality, ethnic or national origins, gender disability, age or sexuality. To this end, the Association particularly welcomes applications from;

- Black and ethnic minority community members
- Individuals who have experience of disability
- Young people over the age of 16 years

3.3 The Association also seeks to recruit as members those with a particular interest in the running of the organisation. To this end, the Association welcomes applications from those with experience or interest in:

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

Skills gaps are assessed on an annual basis and more information provided within the Committee Succession Plan.

3.4 The Association accepts applications from organisations as well as individuals, in accordance with the rules relating to representing an organisation.

4.0 PROCEDURES FOR APPLYING FOR MEMBERSHIP

Membership application forms are available from the Association office and can be downloaded from the website. The following procedures for applying for membership of the Association are as detailed in the Charitable Model Rules (Scotland) 2013, as adopted by Spire View.

4.1 Those who wish to apply for membership should send an application form and £1 to the Secretary at our registered office at 43 Tharsis Street, Royston, G21 2JF. The Committee will consider the application as soon as reasonably practicable. If the application is not approved, the £1 will be returned to the applicant.

An application for membership will not be considered by the Committee within the 14 day period occurring before the date of a general meeting.

- 4.2 Once an application is approved, the applicant will immediately become a member of the Association and their name included in the Membership Register in accordance with the Rules. The new member will then be issued with a Share Certificate, a copy of the Association's Rules and details of how members can participate.
- 4.3 In deciding on applications for membership the committee will take full account of this membership policy and the Association's Rules, and membership will not be refused without good cause or explanation. Membership will not be refused, restricted or withheld, and members may not be expelled on the basis of gender, age (subject to section 4.5 below), ethnic background, disability, caring responsibilities, sexual orientation, religious belief, or marital status.
- 4.4 Where an application is unsuccessful, applicants will be notified in writing and given a reason for the refusal. If they so wish, applicants can make one further written request for membership, giving reasons why the decision should be changed. The Management Committee will give this request consideration at their next meeting and the decision made in this instance will be final.
- 4.5 Applicants must be at least 16 years of age.
- 4.6 Members can only hold one share in the Association.
- 4.7 If you change your address, you must notify the Secretary in writing within 3 months. This does not apply if you transfer or exchange within the Association.

5.0 MEMBERSHIP PARTICIPATION

The Association wishes to ensure its members are informed and can actively participate in the organisation. Therefore the Association 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. Where information is required in a particular format, the Association will endeavour to provide this.
- Make every effort to hold general meetings at times and locations suitable for membership, and which is accessible.
- Keep members informed on all major developments affecting the Association.
- Actively promote the opportunities that exist, through election, for serving on the Management Committee.

6.0 TERMINATION OF MEMBERSHIP

Membership will cease when a member;

- Resigns by giving seven days written notice to the Associations Secretary (Rule 11.1.1).
- Changes their home address but does not notify the Association of their new address within 3 months, unless the new address is also a property of the Association (Rule 11.2.2)
- Does not attend, submit apologies or appoint a representative for five consecutive Annual General Meetings (Rule 11.1.3)
- Is expelled in accordance with the Rules.

The £1 membership fee is not refundable on termination of membership.

If a member becomes an employee of the Association, their membership will be suspended for the duration of their employment.

7.0 AREA OF OPERATION

The Association operates within the Royston area of Glasgow. This area of operation can generally be defined as;

- To the North – Charles Street
- To the South – M8 Motorway
- To the East - Blochairn Road
- To the West – Castle Street

August 2019



Application for Membership

Full Name: _____

Full Address: _____

Telephone Number: _____

Date of Birth: _____

Why do you want to become a member of Spire View Housing Association?

I can confirm that I fall into the following category *;

- I am a tenant of Copperworks Housing Association
- I reside within the Roystonhill area
- I can contribute particular community, business or professional experience or skills.

* Please tick at least one box.

Declaration;

I wish to become a member of Copperworks Housing Association.

I agree to notify in writing to the Registered Office, my change of address within 3 months of moving. I understand that if I do not notify the office of my change of address within 3 months then my membership will be terminated.

I understand that I can withdraw from membership by giving 7 days notice in writing to the Secretary of the Association.

I enclose the sum of one pound (£1) to purchase my SHARE which is non-refundable.

Signed: _____ Date: _____

For Office Use Only;

Date Received: _____ Entered in Share Register _____
Date Approved: _____ Share Certificate Issued: _____
Receipt Issued: _____