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Trust Housing Association

Title of policy:	CE008 Membership Policy
Sign off date:	November 2020
Review date:	November 2023
Lead Officer:	Company Secretary
Scottish Social Housing Charter Outcomes & Standards:	Outcomes 1, 2 & 3
Regulatory Standards of Governance and Financial Management:	Standards 1 & 5

Trust Housing Association Membership Policy

The Members of the Association shall be those persons or organisations who hold a share in the Association and whose names are entered in the Register of Members.

1. Applying for Membership

The Committee shall set, review and publish its membership policy for admitting new Members. 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.

If you are applying for membership you must send a completed and signed application form and the sum of one pound (which will be returned to you if the application is not approved) to the Association's registered office. Whilst it is the Association's intention to encourage membership, the Committee has absolute discretion in deciding on applications for membership and the following shall constitute grounds for refusal of an application for membership:-

- Where membership would be contrary to the Association's Rules or policies; or
- 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; or
- Where the Committee considers that accepting the application would not be in the best interests of the Association.

Your application shall be considered by the Committee as soon as reasonably practicable after its receipt by the Association. An application for membership will not be considered by the Committee within the period of fourteen days before the date of a general meeting. The Committee has the power in its absolute discretion to accept or reject the application.

If the Committee approve your application, you will immediately become a Member and your name and other necessary particulars will be included in the Register of Members within seven working days. You will then be issued one share in the Association.

You can apply for membership of the Association from the age of 16.

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

If you change your address, you must let the Association know by writing to the Secretary at the registered office within three months. This requirement does not apply if you are a tenant of the Association and have moved home by transferring your tenancy to another property owned and managed by the Association.

2. Ending Membership

Your membership of the Association will end and the Committee will cancel your share and record the ending of your membership in the Register of Members if:-

You resign your membership giving seven days' notice in writing to the Secretary at the registered office; or

The Committee reasonably believes that you have failed to tell the Association of a change of address as required by Rule 10; or

For five annual general meetings in a row you have not attended, submitted apologies, exercised a postal vote or appointed a representative to attend and vote on your behalf by proxy; or

The Association receives a complaint about your behaviour and two-thirds of the Members voting at a special general meeting agree to end your membership. The following conditions apply to this procedure:

- the complaint must be in writing and must relate to behaviour which could harm the interests of the Association.
- the Secretary must notify the Member of the complaint in writing not less than one calendar month before the meeting takes place;
- the notice for the special general meeting will give details of the business for which the meeting is being called;
- you will be called to answer the complaint at the meeting. The Members present will consider the evidence supporting the complaint and any evidence you decide to introduce;
- the Members can vote in person or through a representative by proxy;
- if you receive proper notice but do not go to the meeting without providing a good reason, the meeting will go ahead without you and the Members will be entitled to vote to end your membership.

If your membership is ended in accordance with Rule 11.1.4, you will immediately cease to be a Member from the date that the resolution to end your membership was passed and any further application for membership by you will need to be approved by two-thirds of the Members voting at a general meeting.

3. Anti-Bribery

- 3.1 The Association is committed to the highest standards of ethical conduct and integrity in all its activities and, to ensure compliance with the Bribery Act 2010, it has introduced an Anti-Bribery policy and procedures. These must be

adhered to by all employees, Board Members and associated persons or organisations acting for or on behalf of Trust when undertaking any actions referred to in this policy.

4. Data Protection

We will comply with the provisions of the Data Protection Act 2018, which gives individuals the right to see and receive a copy of any personal information that is held about them by the Association and to have any inaccuracies corrected.

5. Equality, Diversity & Inclusion

5.1 The Association aims to promote equality and diversity and operate equal opportunities policies which inform all aspects of its business. It will ensure that it adheres to the Equality Act 2010 by being committed to equal and fair treatment for all and opposed to any form of unlawful discrimination.

5.2 As such, in considering booking requests for guest bedrooms, no one will be treated differently or less favourably than others because of any of the protected characteristics as listed in the Equality Act 2010:

- Age
- Disability
- Gender reassignment;
- Pregnancy and maternity;
- Race
- Religion and belief
- Sex
- Sexual orientation; or

Or because of any other condition or characteristic which could place someone at a disadvantage were it to be considered, unless this can be objectively justified in terms of the legislation. Trust will make reasonable adjustments for disabled people where necessary and possible to do so.

5.3 Upon request, the Association will make information on applying for housing available in alternative formats, such as large print, tape, Braille, and community languages, if required.

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6. Policy Review

- 6.1 This policy will be reviewed on a three-yearly basis. The purpose of the review is to assess the policy's effectiveness and adhering to current legislation and good practice and identify any changes which may be required.

7. Document References

- 7.1 In all of the Association's official documents, where references are made to specific job titles, roles, groups or committees, such references shall be deemed to include any changes or amendments to these job titles, roles, groups or committees resulting from any restructuring or organisational changes made within the Association (or, where this policy also applies to another member of the Trust group, made within that group member) between policy reviews.