



<b>GOVERNANCE</b>
<b>MEMBERSHIP</b>
<b>SEPTEMBER 2019</b>
<b>SEPTEMBER 2024</b>

**PAISLEY HOUSING ASSOCIATION**

**MEMBERSHIP POLICY**

## **General Principles**

Paisley HA is a community based Housing Association. This means that anyone with an interest in the Association can become a member of the Association (subject to certain criteria, which can be found in the Association's rules).

The Association aims to encourage as wide a membership as possible amongst the communities we serve.

The Board will therefore not reject any applications if all other membership criteria are met. Should an application be rejected, we will advise the applicant of the reasons for the rejection. In these cases the applicant will be given the opportunity to appeal against the decision by writing to the Chair of the Board. The Chair will put the appeal to the Board.

## **Promotion of Membership**

The Association wishes to encourage as many local people as possible to become members

the following are eligible to become members

- Tenants
- Owners
- Service users
- Other persons supporting the Association
- Organisations sympathetic to the Association

We are particularly keen to encourage tenants to join and will promote the benefits of membership when carrying out the sign-up interviews with new tenants.

To encourage existing tenants and owners who are not already members, at least once a year we will use one of our regular mailings to ask them to think about joining.

## **How to Apply**

Applications for membership must be made to the registered office together with the sum of one pound which is non refundable. Every application shall be considered by the Board at its next meeting, or as soon thereafter as it is practicable. If the application is approved, membership takes effect from that time and within seven working days the name of the applicant is entered in the register of members and one share in the Association issued to the applicant.

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

**Full details on criteria for membership can be found in the Association's rules.**

## **Refusal of Membership**

Indicative grounds for refusal:

- Membership would be contrary to rules or policies
- Conflict of interest adversely affecting the Association
- Not in the best interests of the Association

The Board has the power in its absolute discretion to accept or reject the application.

## **Member Participation**

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

- 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).
- Where information in particular format or language is required 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 to all.
- Keep members informed on all major developments affecting the Association.
- Actively promote the opportunities that exist, through election, for serving on the Governing body.

### **Equal Opportunities**

The Association promotes equal opportunities and will not discriminate between persons on grounds of sex or marital status, on racial grounds, or on grounds of disability, age, sexual orientation, language or social origin, or of other personal attributes, including beliefs or opinions, such as religious beliefs or political opinions.

### **Monitoring and review**

The Chief executive is responsible for the implementation of the policy and encouraging local people to become involved in the Association

### **Data Protection**

Applications for Membership are passed to the Board for approval. All Share Information is confidential. However a Duplicate Share Register is open for public view.

### **Complaints**

If you have a complaint about how you have been dealt with under the Membership Policy please contact the Association and ask for a copy of the Association's Complaints Policy.

### **Review of Policy**

The Association will review this Policy five years from date of approval.