MEMBERSHIP POLICY
(Ref: G/11)

Purpose of Policy:

Manor Estates Housing Association is a membership organisation and seeks to establish a wide and active membership by recruiting people with an interest in its work. The Association also seeks to make effective use of the skills, experience and views of its members.

Policy Monitoring Details	
Department:	*Corporate / CEO*
Author:	Claire Ironside
Status:	*Association*
Date Approved by SMT	*09 March 2023*
Updated:	
Planned Review Date:	*May 2028*
Regulatory Outcomes being achieved:	*Standard 2: The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these priorities.*
Relevance to Association Values	***Committed*** *to ensuring that we have a wide and active membership of the Association* *Agile* *People-Focused* *Professional*
Tenant Consultation Required:	*No*
Equalities Impact Assessment	*Yes*

Contents:

1. **Introduction**
2. **Scope of this policy**
3. **Membership**
4. **Application Process**
5. **Ending Membership**
6. **Publicising this Policy**
7. **Other relevant and related policies.**

1. Introduction

Manor Estates Housing Association is fundamentally a membership based organisation and seeks to establish and maintain a wide and active register of individuals with an interest in the work of the organisation. The Association will seek to utilise the skills and experience of its membership to further its aims and charitable objectives.

2. Scope of this policy

This policy is designed to enable both prospective and existing members to understand how the Association promotes and monitors membership, defines eligibility and the operation of rules concerning application for and the ending of membership.

This policy is compliant with the rules of the Association in relation to membership.

3. Membership

3.1 Eligibility:

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. The following shall be eligible to become members of the Association:

- Tenants of the Association
- Service Users of the Association
- Factoring customers
- Householders within neighbourhoods where the Association operate
- Other persons who support the aims of the organisation
- Organisations sympathetic to the objects of the association

The Association will seek to ensure as far is practically possible, that its membership reflects the composition of the communities within which it operates and that all sections of society are represented. The Association will particularly welcome applications for membership from underrepresented groups.

Applicants for membership must be at least 16 years of age

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

The Board of the Association retains absolute discretion in deciding if applications for membership are to be accepted, taking full account of its membership policy and the rules of the Association.

3.2 Limitations on Membership:

In order to avoid potential conflicts of interest, applications for membership from anyone having a business or commercial involvement in the affairs of the Association or from current employees will not be considered.

3.3 Promotion:

The Association will actively promote membership amongst tenants, factored customers, service users and other interested parties.

Membership will be promoted via:

- Regular articles appearing in Association communications
- The Associations web – site and social media outlets
- The publicising and promotion of attendance at AGMs
- Promotion and information materials being available to tenants at the commencement of their tenancy.

3.4 The Register of Members:

Following consideration and acceptance by the Board, the details of share membership will be retained in the Associations Register of Members. All members will be provided with a non – transferable share certificate and a copy of the Associations rules.

The Associations share register is a publicly available document and may be inspected or access by members of the general public or other share members.

3.5 Equal Opportunities:

Membership of the Association is open to all regardless of Age, Gender Reassignment, Marital Status, Disability, Race (including colour, nationality, ethnic or national origin), Religion; belief, or lack of religion/belief, Pregnancy & Maternity status, Gender or Sexual orientation.

3.6 Monitoring:

The Association will collect personal information in respect of applicants for share membership in order that it might compare the composition of its membership with that of the wider community within which it operates. This information will be anonymised, used only for this stated purpose and be deleted if and when membership ceases.

3.7 Member Participation:

The Association will ensure members are kept advised of organisational developments and encouraged to participate in activities organised by Manor Estates HA. To this end the Association will:

- Promote its web site to members
- Publicise and invite all members to the AGM, providing them with a minimum of 14 days' notice.
- Keep members informed of major developments affecting the Association.
- Promote the opportunities for members to actively participate in the work of the organisation and seek election to the Board.

4 Application Process

4.2 Making and application for membership:

Applications for membership of the Association can be made from anyone who has attained the age of 16 and who meets the criteria set out in paragraphs 3.1 and 3.2 of this policy.

Application forms permitting membership are available from the office or can be downloaded from the Associations web site and together with £1.00 should be returned to:

The Secretary
Manor Estates Housing Association ltd
Suite 4, 5 New Mart Place
Edinburgh
EH14 1RW

4.2 Considering an Application:

Every application for membership of the Association will be considered by the Board at the next meeting after receipt, or as soon after as is practically possible thereafter. Once approval has been provided, the Associations Secretary will notify the applicant, confirming their membership and providing them with a share certificate and a copy of the Associations rules.

All members will subsequently receive and invitation to the AGM, copies of the Associations annual accounts and a copy of the annual report.

Applications for membership of the Association cannot be considered within the period of fourteen days before the date of the Annual General Meeting.

4.3 Application Refusal:

Whilst the Association encourages membership, the Board has absolute discretion in deciding on applications for membership and the following shall constitute grounds for refusal of a membership applications:

- Where membership would be contrary to the Associations rules and policies;
- Where a conflict of interest may exist which, even allowing for disclosure of such and interest, may adversely affect the work of the Association
- Where the Board considers that accepting the application would not be in the best interests of the Association

Where an application is unsuccessful, the applicant will be advised in writing of the reasons for refusal.

The decision of the Board is binding.

5 Ending Membership

Membership of the Association will cease when a member:

- Resigns by giving seven days written notice to the Secretary
- Fails to attend or submit apologies for five consecutive AGMs or has not exercised a postal vote or appointed a representative to attend and vote on their behalf by proxy.

- Is expelled and their membership revoked in accordance with the Associations rules.
- 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
- There has been a complaint in writing about a member and two – thirds of the membership voting at a Special General meeting agree to end their membership

The £1 share is not refundable on membership ending.

6 Publicising this Policy:

This policy will be made available to all staff and Board members, be published on the Association's web site and notified to contractors, agents and consultants. Alternative formats and languages will be available on request.

Other relevant or related policies:

- G07: Entitlements, payments and benefits
- G17: SFHA Code of Conduct for Governing Body Members
- G18: Standing Orders
- G21: Board Succession Policy

Equalities Impact Assessment

PART 1 – INITIAL ASSESSMENT

Policy	Membership Policy		
Type	~~New~~	Review	Other (please specify)
Author	G. Russell		

Key customer contact points: external (service users)

- Tenants, Factoring Service Customers and Employees

Key customer contact points: external (other stakeholders)

- Contractors and Consultants

Key customer contact points: internal

- Employees, Board Members, Share Holding members

	Identified Potential Impact		
Characteristic	**Negative**	**Positive or No Impact**	**Don't Know**
Age		✓	
Gender Reassignment		✓	
Being married or in a civil partnership		✓	
Disability		✓	
Race, including colour, nationality, ethnic or national origin		✓	
Religion, belief, or lack of religion/belief		✓	
Pregnancy & maternity		✓	
Gender		✓	
Sexual orientation		✓	

If you have answered 'Negative' or 'Don't Know', note here any mitigating action that has already been taken or is already in place to address the issues identified.

Potential Impact	Mitigating Action in Place
Is a full EQIA required?	Yes / No

If you have answered 'No', please give reasons:

- No impact on equalities identified
- ~~Impact identified, but action to address~~
- ~~Other:~~

Signed:_G, Russell

Position: CEO Date: 16th May 2018