



Scottish Charity No. SC025647

Fife Housing Association Ltd

Membership Policy

Issue No: 11
First Approved: August 1996
Last Reviewed: July 2009
Date of Next Review: July 2010
Review Requirement: Annually

This document can also be made available on tape, in Braille, large print and community languages. For information, please contact Corporate Services Department on 01383 606162 or email info@fifeha.org.uk

這份文件亦可以以錄音帶、盲人凸點字、大字體印刷及各種社區語言等型式提供。如需要有關資料請致電 01383 606162 或透過電郵 info@fifeha.org.uk 與“團體服務部門” **Corporate Service Department** 聯絡。

يمكن توفير هذه الوثيقة مسجلة على أشرطة صوتية و مدونة بلغة بريل للعمي و بطباعة كبيرة الحجم و بلغات مختلفة. للحصول على المزيد من المعلومات نرجو الإتصال بقسم خدمات البلدية على رقم الهاتف:

01383 606162

أو بارسال رسالة إلكترونية إلى: Info@fifeha.org.uk

Ten dokument może być dostępny na taśmie audio, w języku Braille'a, dużym drukiem lub w różnych językach narodowych. Aby uzyskać więcej informacji, prosimy skontaktować się z Corporate Services Department (pol. Wydział Usług Korporacyjnych), dzwoniąc pod numer telefonu 01383 606162 lub pod adresem e-mail info@fifeha.org.uk

یہ دستاویز ٹیپ، بریل (ناپینا افراد کیلئے پڑھنے کا طریقہ) بڑی لکھائی اور کیوٹی میں بولی جانے والی زبانوں میں بھی مہیا کی جاسکتی ہے۔
برائے مہربانی مزید معلومات کے لئے کارپوریٹ سروسز ڈپارٹمنٹ سے اس نمبر 01383 606 162 یا ای میل info@fifeha.org.uk کے ذریعے رابطہ کریں۔

1.0 Introduction

- 1.1 The following policy is supplementary to the Association's rules and describes the Association's Policy for promoting membership/ shareholding which is a requirement of Performance Standards.
- 1.2 Membership of the Association is a voluntary decision, as is the decision to stand for election to its Board of Management.

2.0 Accountability

- 2.1 The Association aims to be accountable to its tenants and the wider community in general. It will seek means to ensure that the composition of its general membership and Board of Management is as representative as possible (whilst at all times retaining its 'tenant led' principle).

3.0 Promotion of Membership

- 3.1 The Association will promote membership by circulating information on membership to tenants, displaying posters at libraries and local community offices and including articles in the Association's newsletter.
- 3.2 Board members will also promote membership through talking to individuals and groups about the organisation.
- 3.3 All new clients of the Association whether they be tenants or owners will be automatically encouraged to apply for membership.

4.0 Membership

4.1 Who Can Join?

The Association seeks to ensure a broad representation in its membership of the groups and communities that it serves. Applications are therefore invited from:

- Tenants of the Association;
- Other Residents in the Fife area;
- Others who can contribute particular community, business or professional experience or skills.

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.

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:

- legal experience;
- housing management;
- building and maintenance;
- financial management;
- management;
- community care issues;
- working in the local community.

The Association also accepts applications from organisations as well as individuals.

4.2 Membership

All applications for membership must be made to the registered office of the Association and must be approved by the Board of Management.

The names of members will be entered into a register of members and a duplicate register maintained separately.

Membership is confirmed by the issue of one £1 share. Members are entitled to receive a copy of the Associations annual report, notice of the Annual General Meeting and other General Meetings and to vote at such meetings.

The Association will review its membership from time to time to ensure that it remains representative.

5.0 Criteria

5.1 There are only three criteria relevant to an application for membership. These are:

- i) Age: you can apply for membership of the Association from the age 16.
- ii) Aims and Objectives: applicants must be able to demonstrate that they share the same Aims and Objectives as described in the Association's rule book and be able to commit themselves to representing the best interests of the Association at all times.
- iii) Members should be willing to attend Annual General Meetings.

6.0 Role of Shareholding Members

- 6.1 Fife Housing Association's Board must have a range of skills, knowledge and experience to enable it to control the affairs of the Association. The Association will actively promote membership; this will be the core pool of those interested in being a Board member.

Shareholding members will be kept advised of the Association's activities in a variety of ways, and be invited to participate in consultations on initiatives and policies and in "masterclasses" where a particular matter will be discussed in detail.

Shareholding members play a key role at the Association's AGM and SGM to ensure the meetings are quorate and for the election of the Board and the approval of the annual accounts.

It is also recognised that where a specific gap on the Board is apparent, a targeted approach will be made. This could result in non-shareholding members being co-opted onto the Board.

7.0 Right of Appeal

- 7.1 Any applicant refused membership has the right to appeal. These should be in writing and addressed to the Chairman of the Association who will respond within 10 working days. Applicants who would find this difficult owing to disability or literacy problems should contact the Corporate Services Director at the Association's registered office to make alternative arrangements to appeal.

8.0 Termination of Membership

- 8.1 Membership will cease when a member:

- resigns by giving one months' written notice to the Secretary;
- is expelled in accordance with the Rules;
- changes address but does not notify the Association of their new address within three months, unless the new address is also a property of the Association;
- dies;
- fails to attend or submit apologies for five annual general meetings.

The £1.00 membership fee is not refundable on termination of membership.