



Membership Policy

Approved **24 February 2022**

Reviewed **February 2027**

1) OBJECTIVE OF THE POLICY

Calvey Housing Association is a membership organisation that is committed to the involvement of tenants and local residents in the running of its affairs, and to being accountable to tenants and the wider community. Membership of Calvey Housing Association is open to anyone from the local area and beyond who supports its aims and objectives and is interested in being kept informed about its affairs, or helping to further develop these aims and objectives.

2) PROMOTION OF MEMBERSHIP

Calvey Housing Association will promote membership to relevant people in the following ways:

- Encouraging new tenants to become members of the Association at the point when they sign their Tenancy Agreement
- Promotion in the Newsletter and on our website
- Advertising and inviting applications from people with relevant skills, knowledge and experience who may be potential Committee Members, and must first become members of the Association.

The Association will also promote membership opportunities through the Annual Report and, residents or open meetings, and dissemination of promotional material where appropriate.

3) MEMBERSHIP CRITERIA

Applicants for membership must be at least 18 years old unless they are already tenants of the Association. Tenants can apply for membership from the age of 16. There is no upper age limit on applying for, or continuing to be a member. Applicants who have a joint tenancy with the Association should apply individually for membership. The Association cannot accept joint applications for membership.

The Association seeks a balanced representative membership, with no particular group having an undue influence, and comprising persons who have in a personal or professional capacity the requisite knowledge, skills and experience, or a community of interest in the housing and care of older people.

The Association is keen to ensure that its membership is representative of the communities it serves, therefore we will particularly welcome applications for membership from:

- Tenants of the Association and persons occupying a property, owned or managed by the Association
- Residents from the general Barlanark neighbourhood
- Other people who support the aims and objectives of the Association.

The Association seeks to achieve equality of opportunity and to this end membership is open to all sections of the community regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

Applications for membership are particularly welcomed from:

- Black and ethnic minority community members
- Individuals who have experience of disability

The Association welcomes applications for membership from those who have, in a personal or professional capacity, experience of or a particular interest in:

- housing, social work and health
- finance, the law, business and commerce
- voluntary organisations and academic institutions

4) EQUALITY AND DIVERSITY

Membership will be open to all those entitled to apply regardless of their personal characteristics or circumstances. This includes their age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

Membership application forms will include diversity information and Calvay Housing Association may, from time to time, analyse data that it holds on its members, to ascertain whether the membership is representative of the communities that it serves, and whether any initiatives to promote membership to particular sections of the community may be appropriate.

5) MEMBERS' POWERS

Members' powers are usually exercised at general meetings, namely: the receipt of the Annual Accounts and Balance Sheet; the appointment of the Auditor; the election of the Committee of Management; the application of surpluses for particular purposes; amendment of the Rules, and dissolution of the Association. Members are entitled to be present and vote at any General Meeting of the Association. Members receive a copy of the Association's Annual Report and Accounts.

6) APPLICATIONS FOR MEMBERSHIP

An application form can be obtained from the Secretary of the Association or a staff member at the address below. Completed applications should be forwarded to the Secretary at the same address, together with a lifetime Membership fee of £1.

Every application for membership will be considered by the Committee of Management at its next meeting, or as soon thereafter as is practicable. No application can be considered within 14 days preceding the date of a general meeting.

The Management Committee has absolute discretion as to whether to accept or reject an application for membership. Some examples of refusing an application are:

- Membership would be contrary to Calvay Housing Association's Rules or policies.
- The Management Committee considers that accepting the application would not be in the best interests of the Association
- Where a significant conflict of interest may exist.

Applicants will be asked to declare any potential conflicts of interest in their application form. The existence of potential conflicts of interest are not in themselves grounds for the rejection of an application. This would only occur where, even allowing for the disclosure of such a conflict, it may adversely affect the work of the Association.

We wish to encourage membership, and only in rare circumstances would an application be refused. If this should happen, the applicant will be informed of the reasons in writing, and the £1 payment will be refunded.

If the application is approved the applicant will be advised in writing, and will be sent a Share Certificate, together with a copy of the Association's Rules.

7) APPEALS

In the event of an application being refused, a written explanation of the reasons will be provided. An appeal against the decision may be made, in writing, to the Committee of Management at the address below, within a period of 14 days.

8) ENDING YOUR MEMBERSHIP

A member can cancel their membership of the Association by giving the Secretary at the registered office 7 days notice in writing.

Membership will cease automatically if the Committee is satisfied that:

A member has failed to tell the Association of a change of address or; if a member has failed to attend, exercise a postal vote, appoint a representative to attend and vote on your behalf by proxy or submit apologies for five annual general meetings. The value of the share will then belong to the Association with effect from the date of a Committee resolution to that effect.

The Association may end membership if a complaint is received about a members behaviour and two-thirds of the members voting at a special general meeting agree to this. The following conditions apply to this procedure:

- the members can vote in person or through a representative by proxy.
- the complaint must be in writing and must relate to behaviour which could harm our interests.
- the Secretary must notify the member of the complaint in writing not less than one calendar month before the meeting.
- The member 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.

If a member receives proper notice but does not go to the meeting referred to above without providing a good reason, the meeting may still go ahead. If a member is expelled in this way they will immediately cease to be a member from the date that the resolution to expel was passed. Should an expelled member wish to reapply their application would need to be approved by two-thirds of the members voting at a general meeting.

9) STANDING FOR ELECTION TO THE MANAGEMENT COMMITTEE

One third of the longest standing members of the Management Committee must stand down each year. Elections for any available committee places as a result of members standing down or through resignation over the year are carried out at the Annual General Meeting. In order to ensure probity and maintain public confidence in the Management Committee you cannot become a Committee Member if one of the following has happened to you:

- he/she is an undischarged bankrupt, has granted a trust deed which has not been discharged or is in a current Debt Payment Plan under the Debt Arrangement Scheme; or
- he/she has been convicted of an offence involving dishonesty which is not spent by virtue of the Rehabilitation of Offenders Act 1974 or an offence under the Charities and Trustee Investment (Scotland) Act 2005; or
- he/she is a party to any legal proceedings in any Court of Law by or against the Association; or
- he/she is or will be unable to attend the Committee Meetings for a period of 12 months; or
- he/she has been removed from the Committee of another registered social landlord within the previous five years; or
- he/she has resigned from the Committee in the previous five years in circumstances where the resignation was submitted after the date of his/her receipt of notice of a special committee meeting convened to consider a resolution for his/her removal from the Committee in terms of Rule 44.5; or
- he/she has been removed from the Committee in terms of Rules 44.4 or 44.5 within the previous five years; or
- he/she has been removed, disqualified or suspended from a position of management or control of a charity under the provisions of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 or the Charities and Trustee Investment (Scotland) Act 2005; or
- he/she has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commissioners for England and Wales or by Her Majesty's High Court of Justice in England on the grounds of any misconduct in the administration of the charity for which he/she were responsible or to which he/she were privy, or which his/her conduct contributed to or facilitated; or
- a disqualification order or disqualification undertaking has been made against that person under the Company Directors Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002 (which relate to the power of a Court to prevent someone from being a director, liquidator or administrator of a company or a receiver or manager of company property or being involved in the promotion, formation or management of a company); or

- his/her nomination for election to the Committee has been rejected in accordance with Rule 40.3 during the period between the return of the completed nomination form and the commencement of the relevant Annual General Meeting; or
- he/she is the spouse, partner, child, (including adopted child or step child), parent, parent-in-law, grandparent, grandchild or sibling of a Committee Member or of a governing body member of any other organisation in the Group.

**Calvay Housing Association
The Calvay Centre
16 Calvay Road
Barlanark
GLASGOW
G33 4RE**

MEMBERSHIP APPLICATION FORM

I would like to apply to become a member of Calvay Housing Association and enclose £1.00 in payment of the membership fee.

All applications for membership must be approved by the Association's Management Committee. When this application is approved, each new member is issued with a share certificate. Although the shares do not have a right of interest, dividend or bonus they can give you a powerful voice in the way in which the Association is controlled. All members can vote at the Annual General Meeting and are eligible to stand for election to the Management Committee.

Please print in block capitals

Name		
Address		
Telephone	Home:	Mobile:
Email		
I confirm that I am 16 years old or older. <input type="checkbox"/> <i>Please tick to confirm</i>		

I am (please tick)

A tenant of Calvay Housing Association

A member of a tenant's household

A resident living within Calvay Housing Association areas of operation

A shared ownership resident within Calvay Housing Association area of operation

A supporter of Calvay Housing Association, living outside Calvay H.A. area of operation

Please tell us briefly of any expertise you may have which would benefit the business of Calvay Housing Association.

Would you be interested in joining the Association's

Management Committee Yes No

Customer Opinion / Scrutiny Panel Yes No

(must be a Calvay HA Tenant to join Customer Opinion / Scrutiny Panel)

Brief details of all members (name, address etc.) are recorded in the Register of Members. A public copy of the Register, will be made available for inspection by any member and any other person with an interest in the Association. If you are not willing to have such information made available then your membership application cannot be accepted by the association.

DECLARATION:

I wish to become a Member of Calvay Housing Association and will abide by its rules and support its Aims and Objectives.

I confirm that I am not a member of any other Housing Association or Organisation whose interest may conflict with those of Calvay Housing Association. ***(Please give details below of any possible conflicts of interest)***

Details of any possible conflicts of interest:

Signed.....

Date:.....

Membership of Calvay Housing Association will cease when a member:

- (a) Resigns by giving written notice to the Secretary.
- (b) Becomes an employee of the Association.
- (c) Is expelled in accordance with the Rules.
- (d) Changes address, but does not notify the Association of their new address.
- (e) Fails to attend five Annual General Meetings in a row and without submitting apologies.

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

FOR OFFICE USE ONLY

Date received in office:

Initials of staff member receiving :

Confirmation of £1 paid :

Proof of residence checked :

Date passed to Finance Department :

Date received by Corporate Services Assistant :

Date application considered by Board: Application : *approved*
rejected

Date entered in Register

If approved, date share certificate issued

If rejected, date reply issued with £1.00 refund

EQUAL OPPORTUNITIES MONITORING FORM (Membership Application)

Calvary Housing Association is committed to equal opportunities and fair access to its services regardless of race, colour, nationality (including citizenship), ethnic or national origins, religion, social background, disability, marital status, gender, age or sexual orientation.

To ensure we do not discriminate directly or indirectly we need to keep accurate records for all members and Management Committee members. We would therefore ask you to please complete the following questionnaire to help us ensure that we are achieving our objectives and reaching all sections of the community.

All information is for monitoring purposes only and will be treated in the strictest confidence, in line with requirements of the Data Protection Act 1998. This form will be separated from your application form and held anonymously.

Gender: Female Male Transgender

Disability: Do you consider yourself to have a disability?

Yes No

If yes, please describe your disability (e.g. visual, speech, hearing). This will help us to facilitate your needs/requirements.

Please indicate any individual special requirements/equipment if attending our meetings.

Ethnic Origin: Please choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.

A White B Mixed C Asian or Asian British

D Black or Black British E Chinese

Prefer not to say

- | | | | |
|--------------------------------------|------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> English | <input type="checkbox"/> Any mixed | <input type="checkbox"/> Indian | <input type="checkbox"/> Caribbean |
| <input type="checkbox"/> Scottish | background | <input type="checkbox"/> Pakistani | <input type="checkbox"/> African |
| <input type="checkbox"/> Welsh | | <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Other black |
| <input type="checkbox"/> Irish | | <input type="checkbox"/> Other Asian | |
| <input type="checkbox"/> Other white | | | |

Any other ethnic group (please state) _____

Religion: ***I would describe my religious background/belief as:*** _____

 I have no religious beliefs

 I prefer not to say

Sexual Orientation:

Bi-sexual *Gay/Lesbian* *Heterosexual* *Transsexual* *Prefer not to say*

Age: Please indicate your age group.

16 - 30 *31- 45* *46- 60* *61 and over*

Date form completed. _____

