



## **Shareholding Membership Policy**

**Approved**                      **May 2014**

**Reviewed**                     **May 2019**

## **1) OBJECTIVE OF THE POLICY**

This policy aims to promote the good governance of the Association and to ensure the proper accountability of its Committee of Management by having a membership which is as wide as possible.

## **2) PROMOTION OF MEMBERSHIP**

The Association will promote membership opportunities through the Annual Report and the monthly newsletters, 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.

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.

The Association seeks to achieve equality of opportunity and to this end membership is open to all sections of the community regardless of colour, race, nationality, ethnic origins, gender, disability, age or sexuality. 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) 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.

## **5) APPLICATIONS FOR MEMBERSHIP**

An application form can be obtained from the Secretary of the Association 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. 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.

## **6) 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.

## **7) ENDING YOUR MEMBERSHIP**

A member can cancel their membership of the Association by giving the Secretary at the registered office one month's 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 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.

## **8) 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:

- you are declared bankrupt under the Bankruptcy (Scotland) Act 1985.
- you are involved in an arrangement with your creditors.
- in the opinion of a qualified medical doctor, you are unable to go to Committee Meetings for 12 months because of incapacity due to a physical or mental illness.
- you are sent to prison for a month or more or have been convicted of a crime of dishonesty for which the rehabilitation period in terms of the Rehabilitation of Offenders Act 1974 has not expired or for which rehabilitation is excluded in terms of the said Act.
- you are involved in any legal proceedings in any Court of Law by or against us.
- you are or will be away for a period of 12 months and are thus unable to attend the committee meetings.
- you have been removed by the Scottish Housing Regulator or their predecessor from the Committee of another Registered Social Landlord.
- you have been removed from a charity under Section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 (in connection with the power of a Court to remove or suspend any person who is concerned in the management or control of a charity); or
- Disqualification Order has been made against you under the Company Directors' Disqualification Act 1986 (which relates 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).

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



## APPLICATION FOR MEMBERSHIP

(All applications for Membership will be submitted to the Committee of Management for their approval at the Committee meeting following the receipt of application)

There is a membership fee of £1 : Please indicate if you are enclosing this with your application:                      Yes                         No  

I, \_\_\_\_\_ (insert full name(s) in CAPITALS) apply to become a member of Calvay Housing Association.

My full name is: (\*Mr,Mrs,Miss,Ms,Dr) \_\_\_\_\_

My full address is: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Daytime Tel. No: \_\_\_\_\_

\* Please delete as appropriate                      Date of Birth: \_\_\_\_\_

Please indicate if you are a tenant, sharing owner or own your property outright: \_\_\_\_\_

Please state if you have a qualification, or if you are a member of a professional body:

\_\_\_\_\_  
(Please answer "None" if this does not apply)

The following information is required by Communities Scotland, our funding body, as part of Calvay's Annual Returns to them, and it would be appreciated if you would answer the following questions:

1. Do you represent any other voluntary organisation in a Committee or membership capacity? If yes, please advise name of organisation.

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2. Are you a Director of any other organisation or have been during the past five years? If yes, please advise name of organisation.

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3. Are you, or have you previously been, a Councillor? \_\_\_\_\_

4. Any other interests: \_\_\_\_\_

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I hereby apply to become a member of Calvay Housing Association and in so doing indicate that I fully agree with the objectives and membership criteria of the Association as set out overleaf.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



#### DATA PROTECTION

The personal information you provide in this application will be treated as confidential by the Association.

To help us monitor membership trends, please complete the following (information will be used in summary form only).

Are you? Male  Female

What is your Ethnic Origin?

White  Black  Indian  Pakistani  Bangladeshi

African-Caribbean  Chinese  Irish  Other: (please specify): \_\_\_\_\_

Are you Registered Disabled? Yes  No

Date £1 received	
Date Share Certificate issued	