



MEMBERSHIP POLICY

July 1999

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1.0 Introduction

- 1.1 Linstone Housing Association was formed in May 1997 in order to purchase approximately 1900 tenanted properties from Scottish Homes.
- 1.2 The Association is a registered Industrial & Provident Society and is constituted under the SFHA Model Charitable Rules.
- 1.3 This policy document should be read in conjunction with the Association's Rules.

2.0 Membership Policy Objectives

2.1 Linstone Housing Association aims to be accountable to its tenants and the wider community in general. It seeks to be a “tenant led” housing association.

2.2 The membership policy objectives of Linstone Housing Association are therefore;

- To ensure, above all, tenant participation in the management of the Association;
- To encourage each tenant and owner-occupier to take up membership of the Association;
- To encourage high attendance of members at the Annual General Meeting (AGM) and participation in the voting for Committee Members;
- To ensure that the membership of the Association is appropriately balanced when judged against geographical and tenant/owner-occupier mix.
- To encourage other interested parties, such as owner-occupiers, to become involved in the management of the Association; and

3.0 Membership Application

- 3.1 Applications for membership shall be forwarded to the Association's registered office and should include the sum of one pound. An example of a membership application form is included at Appendix A to this document.
- 3.2 Applications for membership will be considered at the next meeting of the Management Committee. The Committee will use two criteria to judge the application for membership. These are;
- AGE: applicants must be over the age of eighteen years, except a tenant of the Association who may be admitted to membership when they are aged sixteen or over.
 - AIMS & OBJECTIVES: applicants must agree to the aims and objectives of the Association as described in the Association's Rules.
- 3.3 Any applicant who is refused membership has the right of appeal. These should be in writing, be addressed to the Chairman of the Association and state the grounds for appeal.
- 3.4 Other provisions relating to membership are as follows;
- If the membership application is agreed a share certificate will be issued to the applicant and his/her name will be entered in the register of members; and
 - No member shall hold more than one share in the Association.

4.0 Action Plan

4.1 Based on the objectives outlined in Section 2.0 the Association has formed an Action Plan. We will;

- Promote tenant participation in the management of the Association;
- Use every opportunity to encourage membership of the Association. This will include promotion of membership in tenant and owner-occupier newsletters and also through personal contact with tenants;
- Promote attendance at AGMs by choosing appropriate time/and venues, helping with transport and providing reasons for attendance;
- Identify areas where the numbers taking up membership are less than expected. Once identified these areas will be targeted for increases in membership; and
- Set aside a proportion of our annual revenue budget to promote tenant and member participation.

5.0 Review & Annual Reporting

5.1 A report outlining progress made against the Association's membership policy objectives will be presented annually to the Committee of Management.

The report will outline;

- Steps taken to increase the Association's membership;
- Success or otherwise of these steps
- Any changes in the Association's numbers
- Analysis of membership numbers between house location and type and any other appropriate split;
- Attendance at the last AGM measured against the total numbers who could attend;

The report will also formally review the Associations Membership Policy and assess whether the policy objectives should be amended. If the policy objectives do require amendment then the formal approval of the Management Committee will be sought.