



West Highland Housing Association

CS012

Membership Policy

Reviewed: CSSC November 2021
Review Date: November 2024

Registered Charity in Scotland no. SC017357

1. INTRODUCTION

- 1.1. West Highland Housing Association is a membership organisation and seeks to recruit individuals with an interest in the work of the organisation and to make effective use of their skills, views and experience. Members of the Association are entitled to vote at General Meetings of the Association and to seek election to the Management Board.
- 1.2. The formal requirements of procedures associated with Membership are set out in the Association Rules, paragraphs 6 – 17.3 and this Membership Policy should be read in conjunction with the Rules.

2. POLICY PRINCIPLES

- 2.1. The Association seeks to ensure that it has a broad based membership, which reflects the communities it serves. Our Membership is an important means of enhancing and demonstrating our accountability to the local communities in which we operate.
- 2.2. Membership of West Highland Housing Association is open to any individual who:
 - Is, or may be, affected by its activities and/ or;
 - Is committed to WHHA's overall objectives and values, and to developing, promoting and implementing them.

The Association will actively promote membership in order that interested parties can play an important role in the affairs of the Association.

- 2.3. We will particularly welcome applications from tenants, service users, organisations and other residents in the areas in which the Association is active.
- 2.4. A representative of an Organisation which is a Member cannot become a Member as an individual.
- 2.5. Members of the Association are those individuals or organisations who hold a share in the Association and whose names are entered in the Register of Members.
- 2.6. No Member can hold more than one share in the Association.
- 2.7. Ways that we will encourage membership include:
 - When people become tenants of the organisation

- Where we are working with other organisations and individuals, or the organisation demonstrate an interest in the work of the Association
- Providing information on membership to tenants, service users and the wider community through information, publicity and newsletters about the organisation
- Providing information on Membership on our website
- Circulating information to Members so that they can participate in the AGM
- Making a copy of our Annual Report and our Audited Accounts available to members
- Promoting the opportunities for members to seek election to the Association's Management Board

3. PROCEDURES

Application and Approval

- 3.1. The formal requirements of procedures associated with Membership are set out in the Association Rules, paragraphs 6 – 17.3 and this Membership Policy should be read in conjunction with the Rules.
- 3.2. A person can apply for membership from the age of 16.
- 3.3. A prospective Member will be asked to forward the sum of £1 to the Association's registered office, together with the application form. Although not mandatory, applicants are requested to make a short statement as to the reason why they wish to be considered for membership.
- 3.4. The application will be considered at the next Management Board Meeting, following receipt of the application. If the application is approved, the membership will take immediate effect and within seven working days the name of the applicant will be entered in the Register of Members. The applicant will be issued with the Membership Policy, a copy of the Association's rules and a share certificate.
- 3.5. If the application is refused, the applicant will be informed about the reason for refusal within seven working days of the decision, and of their right to appeal the decision. An appeal will be heard by the Association's Management Board.
- 3.6. A copy of the Register of Members will be available for inspection by any member or person with an interest in the Association.
- 3.7. Any Member who changes his/her main residence is required to advise the Association in writing as soon as possible, unless he/she is a tenant who has moved home as result of a transfer of tenancy or a mutual exchange.

Ending Membership

- 3.8. Any Member can end his/her Membership by giving 7 days' notice in writing to the Association's Secretary.
- 3.9. Members should submit apologies if he/she is unable to attend Annual General Meetings; failure to submit apologies for five consecutive meetings can result in termination of Membership.
- 3.10. Membership can be terminated if the Management Board is satisfied that a member failed to notify us of a change of address.
- 3.11. Membership can, under exceptional circumstances, also be terminated where a member's behaviour is deemed to harm the interest of the organisation, subject to the procedures and safeguards set out in paragraph 11.1.4 of our Rules.
- 3.12. Information on Members will be held in accordance with the General Data Protection Regulations.

4. MONITORING, PERFORMANCE MEASUREMENT AND REPORTING

- 4.1. The Board will receive a report each year prior to the AGM on the Membership of the Association.
- 4.2. WHHA undertakes to review this policy regularly, at least every three years, with regard to:
 - Applicable legislation, rules, regulations and guidance
 - Changes in the organisation
 - Continued best practice
 - Equalities and Diversity