

Executive Department

Membership Policy

Approved by COM 24 September 2004



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, subject to the criteria detailed below. It is intended that members should be empowered to participate in and contribute to the wider life of the Association.

Promotion of Membership

The Association will promote membership opportunities through the Annual Report, newsletters and/or public advertisement, scheme visits and meetings, dissemination of promotional material where appropriate, by invitations to local authorities, relevant organisations and individuals with a background in an appropriate profession or discipline, or with a community of interest with the Association.

Membership Criteria

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 social housing sector, appropriate to achieving the Association's objective of being a leading and innovative provider of high quality housing, care and community services for a range of people in need or at risk in Scotland.

The Association is keen to ensure that its membership is representative of the communities it serves. Therefore it welcomes applications for membership from:-

- ▲ Tenants of the Association and persons occupying a property, owned by the Association, by virtue of an occupancy agreement and
- ▲ Persons who can make an active contribution to Cairn HA's activities

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. :-

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

Membership is open to nominees of unincorporated bodies, societies, companies and local authorities. A corporate body may appoint a deputy to exercise its rights and powers at any general meeting.

Members' Responsibilities

The primary role of the member is to advance the good governance of the Association and to ensure that the Committee of Management is accountable for its acts or omissions. 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 COM; the application of surpluses for particular purposes; amendment of the rules, and dissolution of the Association. In addition, the requisite number of members may apply to the Registrar to: appoint an accountant or actuary to inspect the Association's books; appoint an Inspector to report on the affairs of the Association; or to call a Special General Meeting.

Member Participation

Members are entitled to be present and vote at any General Meeting of the Association. Members are given at least 14 days notice of such meetings. Members receive a copy of the Association's annual report and accounts. Members are entitled to receive, on request, a copy of the annual return to the FSA.

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 £1. Every application for membership will be considered by the COM at its next meeting.

An application for membership will only be approved where in the COM's sole opinion an applicant meets the criteria set out above and where admission to membership is within the Association's rules and would advance the Association's objective of having a balanced and representative membership, such that no particular group has undue influence. A tenant of the Association, and persons occupying a property owned by the Association, by virtue of an occupancy agreement, applying for membership will normally be considered to have the relevant community of interest.

If the application is approved the applicant will be advised in writing within 14 days of the date of the decision. At the same time the applicant will receive a share certificate, a copy of the Association's rules and details of how members can participate in the life of the Association.

Where an application is unsuccessful, a written statement of the reasons for refusal will be given to the applicant within 14 days of the date of the decision. An applicant may appeal against the decision within 14 days of receipt of the statement of reasons by notice in writing to the Secretary of the Association. In exceptional

circumstances, the COM at its discretion may consider an appeal that is not in writing. The COM will consider the appeal at its next meeting or as soon thereafter as is practicable. Intimation of the COM's final decision, together with a written statement of reasons for refusal if relevant, will be given to the applicant within 14 days of the date of the final decision.

Termination of Membership

A Member will cease to be a Member if he or she

- (i) dies; or
- (ii) in the case of a body corporate ceases to be a body corporate; or
- (iii) is expelled; or
- (iv) withdraws from the Association; or
- (v) in the case of a nominee of an unincorporated body, transfers his or her share to another nominee.

The £1 membership fee will not be refundable on termination of membership but will become the property of the Association.

Review of Policy

The effectiveness of the policy will be monitored annually by the COM, to ensure that the objectives are being met. The policy will be reviewed every 3 years.