

Pentland Housing Group

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Secure Area of Website	No

Pentland Housing Association Ltd

Association Membership Policy

1. Introduction

- 1.1 Pentland HA is a registered housing association first established in January 1994. This Membership Policy has been introduced to help us meet our aims and objectives and to be accountable to local communities and to our tenants, in line with our Equalities Policy.
- 1.2 The Association will ensure that conditions of membership are in line with the rules of the Association.
- 1.3 The Association seeks to establish a wide and active membership by recruiting individuals with an interest in our work. We aim to make effective use of their skills, experience and views by communicating through the regular Newsletter, participation in consultations on specific issues, attendance of open meetings, and election on to our Board of Directors.
- 1.4 Members of the Association pay £1 which is non-refundable and are issued with a £1 share which does not carry a dividend. There are no other costs involved in becoming a member.

2. Promotion of Membership

- 2.1 The Association will promote membership by circulating information to tenants, local community and representative groups, local authority departments, and local advice agencies.
- 2.2 This will be done through: articles in the Newsletter; a leaflet in the new tenant signing up pack; our notice boards, the distribution of leaflets to housing applicants and relevant individuals, groups and organisations; our website and through occasional articles or adverts in the local papers.

3. Who can Join

- 3.1 The Association seeks to ensure broad representation in its membership of the groups and communities it serves. To this end, we particularly welcome applications from:
 - **Tenants and Residents** – All tenants and residents of our properties and on our estates are encouraged to become shareholding members and to take an active part in the Association.
 - **Individuals** – The Association encourages other residents who have an interest in social housing, or who can contribute particular community, business or professional experience or skills, to become shareholding members and help us meet our aims and objectives.

- **Organisations** – All groups representing the community at large, particularly Community Councils, are encouraged to become shareholding members, and are subject to the rules relating to representing an organisation.
- **Employees** – Employees of the Association are encouraged to become shareholding members, but will not be permitted to serve on the Board of Directors or vote in any elections to that Board.

3.2 The Association seeks to ensure that its membership reflects the communities it serves and that all sections of the community are represented. Membership is open to all sections of the community regardless of colour, race, nationality, ethnic or national origins, gender, disability, age or sexuality. To this end, we particularly welcome applications from:

- Residents and tenants from areas outwith Thurso
- Individuals who have experience of disability
- Black and ethnic minority community members
- 18 to 29 year olds
- women of all age groups

3.3 The Association also seeks to recruit as members those with a particular interest in the running of the organisation. To this end, we welcome applications from those with experience or interest in:

- Financial management
- Housing management
- Building and maintenance
- Management
- Community care issues
- Working in the local community

4 Participation

4.1 The Association wishes to ensure its members are informed and can actively participate in the organisation. To this end, we will:

- Publicise general meetings at least 14 days before the day of the meeting.
- Circulate information to members so they can make informed decisions at the general meetings. Where information in particular format or language is required, we will make every endeavour to provide this.
- Make every effort to hold general meetings at times and locations suitable for the membership, at locations which are accessible.
- Keep members informed on all major developments affecting the Association.
- Actively promote the opportunities that exist, through election and co-option, for serving on the Board of Directors.

4.2 A regular annual report on the number and composition of the membership will be presented to the Board after the end of each financial year.

4.3 All members apart from staff are eligible and encouraged to stand for election to the Board of Directors, on which we aim to have a broad representation to reflect the skills, age, gender, ethnic origin and tenure of our area.

5 Termination of Membership

5.1 Membership will cease when a member:

- Resigns by giving written notice to the Secretary.
- Is expelled in accordance with the rules.
- Changes address but does not notify us of the new address within three months, unless the property is also a property of the Association.
- Dies.

5.2 The £1.00 membership fee is not refundable on termination of membership unless termination is due to the death of the member. In which case the membership fee forms part of the deceased estate and can be reimbursed.

6 Review of Policy

6.1 This policy is reviewed by the Board of Directors every 5 years.

Version 7 – February 2013

Version 8 – June 2017