



## **MEMBERSHIP POLICY 2018**

## FULL REVIEW TRACKING

A “Full Review” refers to a point when the whole document is reconsidered by appropriate stakeholder to establish if it is still fit for purpose and this is formally signed-off at the appropriate management level. This acts as assurance the Association’s position on key matters is up to date with legislation, regulation and good practice.

<b>Policy Owner</b>	Chief Executive
<b>Document Author(s)</b>	Chief Executive
<b>Approved By</b>	POLHA Board
<b>Review Cycle</b>	5 years
<b>Last reviewed</b>	October 2018
<b>Next Review Date</b>	October 2023
<b>Communication &amp; Training Methods</b>	Detail here how the key people who need to know about the policy are informed of its existence and content and how any skill required to carry out procedures or apply the policy principles/rules are going to be developed. (If no training of anyone is required state this here.)
<b>The Policy has a direct link to the following PoLHA policies and procedures</b>	
<b>This policy complies with the requirements of these legal and/or regulatory documents</b>	
<b>Equality &amp; Diversity Impact (EI) Assessment Status</b>	<p>This document was EDI Assessed by (Name) and (Name) using the organisation’s set procedure in (Month 20XX) and is considered to be free of anything which may lead to any unfair discrimination in its application.</p> <p>EI Assessment records are held by Corporate Services and can be accessed on request to the Corporate Services Manager.</p>

## REVISION TRACKING

Revisions are minor changes which are made between Full Reviews which might be needed because of new ideas or changes

<b>Revision Date</b>	<b>Part of doc revised</b>	<b>Reason for revision</b>	<b>Approved by</b>

## **1. INTRODUCTION**

- 1.1 The Association seeks to ensure its membership reflects the community it serves, namely residents of Leith / North Edinburgh and its surroundings and other people with a specific interest in its work.
- 1.2 The Association's aims are:
- To build and manage quality, affordable housing for rent and sale in Leith / North Edinburgh and its surrounding area.
  - To continually improve the services we provide to customers and to involve customers in improving our work.
  - To assist in improving the quality of life for people who live in the area, by working in partnership with the community and with voluntary and statutory organisations also working in Leith / North Edinburgh.
  - To be efficient and provide value for money.
- 1.3 The Association's activities are controlled and directed by a voluntary Board of Management. Professional staff are appointed to support the Board and carry out the day to day activities. The Board is elected by the members on an annual basis.

## **2. SCOPE OF THE POLICY**

- 2.1 This policy is designed to enable prospective and existing members to understand how the Association promotes and monitors membership, to explain eligibility and how to apply for or end membership. It ensures that we comply with our Rules and legislation. The policy should be read in conjunction with the Association's Rules in relation to membership.
- 2.2 Members are those people who hold a share in the Association and whose names are entered in the Register of Members.

## **3. ELIGIBILITY**

- 3.1 Membership is open to all regardless of colour, religion, race, nationality, ethnic origin, gender, disability, age or sexuality.
- 3.2 It is a requirement of members, however, that they are supportive of the aims of the Association.
- 3.3 Anyone living in Leith / north Edinburgh or anyone who is interested in the provision and management of good housing is welcome to join the Association.
- Tenants are particularly welcome to join, although there is no compulsion to do so.
  - We also welcome applications from people involved in local community

groups.

- Also welcome are people with a professional knowledge of an area relevant to our work, such as housing management, property law, property maintenance, planning, building construction, finance, community care, community development, human resource management.

3.4 Applicants must be 16 years of age.

3.5 Applicants must purchase a £1 share in the Association which confers membership for life.

#### **4. LIMITATIONS ON MEMBERSHIP**

4.1 To avoid conflict of interest we do not accept for membership anyone having a business interest in our activities and current employees. Applications for membership from former employees of the Association will be accepted and on the understanding that in accordance with our Rules will not however be eligible to stand to become a Board / Committee member of the Association or any of its subsidiaries.

4.2 The Board of Management has absolute discretion in deciding on applications for membership, taking full account of this Membership Policy and the Association's Rules.

#### **5. PROMOTION**

5.1 Membership is promoted by circulating information to tenants at their first sign up and thereafter through our newsletters and website.

5.2 It is also promoted to the community through circulating information to libraries and other community groups and may also include advertisement in the media.

#### **6. MONITORING**

6.1 The Board of Management collects information on the application form for membership on, for example, ethnicity, age and gender to enable it to compare the composition of its membership against the wider communities and enable it to direct its marketing for new membership accordingly. It will not use this information for any other purpose.

#### **7. THE REGISTER OF MEMBERS**

7.1 A register of members' details is kept on a computerised database and backed up to provide a duplicate record.

7.2 The Register can be viewed at the office by Members, providing they give seven days notice in writing to the Association.

## **8. EQUAL OPPORTUNITIES**

- 8.1 The Association has a strong commitment to equality of opportunity and expects its members to support its policy of promoting inclusion, diversity and opposing any form of discrimination.

## **9. PROCEDURES**

### **9.1 Making an application**

- 9.1.1 The attached form should be completed and sent together with £1.00 to:

The Secretary  
Port of Leith Housing Association  
108 Constitution Street  
Leith  
Edinburgh  
EH6 6AZ

- 9.1.2 The form is available on our website: [www.polha.co.uk](http://www.polha.co.uk) or by contacting us at 0131 554 0403.

### **9.2 Considering applications**

- 9.2.1 All applications are considered by the Board at its next meeting, or as soon as possible thereafter. Applications cannot be accepted within 14 days prior to our Annual General Meeting (AGM).

- 9.2.2 Once an application is approved the applicant will immediately be a member and will be included on our list of registered members. They will receive a copy of the Rules for Port of Leith Housing Association and a membership certificate. Members receive an invitation to the AGM and a copy of the Annual Report each year.

### **9.3 Appeals**

- 9.3.1 If an application should be unsuccessful, the applicant will be advised of the reasons for refusal. The unsuccessful applicant can appeal in writing if they feel the decision should be changed and the Board will consider the appeal at its next scheduled meeting. Its decision on this second occasion will be binding. The £1.00 received will be returned to anyone not accepted as a member.

## **10. ENDING MEMBERSHIP**

- 10.1 Membership will cease when a member:

- Resigns by giving written notice to the Secretary.
- Fails to attend or submit apologies for five consecutive AGMs.

- Is expelled in accordance with the Rules.
- Changes address but does not notify the Association of the new address within three months, unless the new address is also a tenancy with us.
- Dies.
- There has been a complaint in writing about a member and two thirds of the members voting at a Special General Meeting agree to end membership.

10.2 The £1 share is not refundable on membership ending.