



# KINGDOM

Housing Association

## Membership Policy

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Approved: July 2015  
Next Review: August 2020

# MEMBERSHIP POLICY

## Introduction

The Kingdom Housing Group consists of Kingdom Housing Association Limited (the Association) and its wholly owned subsidiary Kingdom Initiatives Limited (Initiatives).

Kingdom Housing Association Limited is a Co-operative and Community Benefit Society and a Registered Social Landlord with charitable status.

This policy applies only to Kingdom Housing Association Limited (the Association).

Initiatives has only one member (the Association) and is managed by a Board of Directors

Directors of Initiatives are encouraged to become members of the Association to confirm their commitment and support of the mission, vision and values of the Association.

## 1. Statement of Intent

The aim of this policy is to ensure

- Information on membership is widely available to all interested parties
- The Association complies with legislative and regulatory requirements

We will seek to ensure that we have a broad-based membership which reflects our constitution and the communities we serve. In particular we will welcome applications for membership from tenants (including tenants in our subsidiary company, (Initiatives), service users, community groups and other residents of the towns and villages in which we are active.

There are a number of ways in which individuals can become more involved in our work and we have developed a separate Tenant Participation Policy which encourages our tenants and services users to play an important role in shaping the services we offer.

We are committed to the principles of good corporate governance and sustainability and will endeavour to develop fair and consistent policies, procedures and practices.

In line with our commitment to equality and diversity, this policy can be made available in a variety of formats, including large print, translated into another language or other media. We will make any reasonable adjustments to assist you if you have a disability.



## **2. Definition, eligibility and rights of Membership**

A member of the Association is an individual or organisation holding a £1.00 share in the Association and whose names are entered in the Register of Members. The membership fee is non refundable.

Anyone who is 16 years or older may apply to become a member.

No member can hold more than one share in the Association. There is no interest, dividend or bonus on shares.

An organisation which is a member is free to appoint any person it considers suitable to act as its representative. A representative of an organisation cannot also be an individual member of the Association.

Representatives of organisations who are already individual members will have their individual membership suspended whilst they represent that organisation.

Becoming a member entitles you to attend our annual general meeting and any special meetings that are called and gives you the right to vote on any matters at these meetings.

Members are also eligible for nomination onto the Board of Management and details on Board membership are outlined in our Governing Body Membership policy.

## **3. Promoting Membership**

We will promote a broad representation of membership by various measures including:

- Promoting membership on our website, through social media and in press/publications.
- Making information available within our offices to all those who enquire about membership.
- Advising prospective customers on how to become members.
- Periodically publicising the role of general members.
- Inviting applications from individuals with specific occupational skills/ backgrounds to meet identified skill gaps.
- Providing information on membership to tenants and service users through our allocations process and our Newsletter.

Whilst membership is offered to potential customers, it is not a requirement to become a member to receive a service.

Membership can also be much more. If you are interested in our work and would be willing to be elected onto the Board of Management, which is responsible for setting the Association's strategic objectives and monitoring and reviewing the progress made in achieving these objectives, information is available in our Governing body membership policy. We specifically encourage



membership and election to the Board of Management on an annual basis at our Annual General Meeting.

#### **4. Applying for Membership**

Membership is made by application and will be considered by our Board of Management at their next available meeting. Our Board of Management will either accept and approve or reject your application for membership. All applications must be accompanied by the fee of £1. The fee will be refunded in the event that the membership is not agreed.

Whilst our Board of Management will consider each application for membership, there is a general presumption that applications will be accepted and it is only in exceptional circumstances that an application will be refused.

Once approved, we will, within 7 working days, write to you, as a new member, to confirm your membership and issue you with a Share Certificate, a copy of the Association's Rules and details of how you can participate in our organisation, including the AGM and how to stand for election to the Board of Management. You will also receive an annual report and regular newsletters.

In the unusual event of an application being refused, we will write to you to explain the reasons for our Board of Management's decision within 5 working days and will refund your £1. The grounds for refusal, whilst not exhaustive, may be due to a conflict of interest or where you have acted and continue to act in a way that is contrary to the interests of the Association.

You will have one opportunity to appeal against our Board of Management's refusal of your application. Your appeal should be made in writing, giving your reasons why the decision should be changed. Our Board of Management will consider your appeal at their next meeting. Their decision will be final.

#### **5. Maintaining Membership**

You should notify the Secretary in writing at our registered office of a change of address within 3 months. This rule does not apply if you are a tenant and have moved home by transferring your tenancy or to another property owned and managed by us.

We will maintain a Register of Members in accordance with our Rules of the Association. The Register will contain details of the members name and address, date of membership approval and membership number of each member. Any member of the public can request to inspect the Register at a mutually agreeable date and time by contacting the Resources department.



## **6. Ending Membership**

You can end your membership by giving the Secretary at our registered office 7 days notice in writing. In addition, your membership will end where:

- You are expelled in accordance with our Rules of the Association.
- You change your address but do not notify us of your new address within 3 months (see paragraph 5.1 above).
- You fail to attend, submit apologies, exercise a postal vote or appoint a representative to attend and vote by proxy for five consecutive Annual General Meetings.
- We receive a complaint about your behaviour prejudicial to our interests and two-thirds of the members voting at a Special General Meeting agree to this. The conditions applying to this procedure can be found in our Rules of the Association.

Membership will also end in the event that that a member dies unless the member has nominated a person to whom the share should be transferred as outlined in our rules (rule 17.1).

The membership fee of £1 is non-transferrable on termination of membership.

## **7. Role of the Resources Department**

The Resources Department will ensure membership applications are widely available and when received processed and presented to the Board of Management at the next available meeting for consideration.

The Resources Department will report to statutory bodies equality and diversity information relating to membership breakdown without breaching our Data Protection Policy.

The Resources Department will maintain the Register of Members and carry out the instructions of the Secretary in relation to notification of meetings.

## **8. Monitoring and Review**

This policy will be reviewed 5 years from the date of implementation, latest review date, or any change in legislation, which will be the date the policy is approved by the Board of Management, or earlier if deemed appropriate. In the event that this policy is not reviewed within the above timescale, the latest approved policy will continue to apply.

Summary details of membership over the preceding 12 months will be prepared by the Resources Department on an annual basis and presented to the Board of Management for information.

We will periodically and where practical monitor membership by taking into account such factors as your relationship with us and geographical spread; age, gender, ethnicity and disability; professional,



paid and voluntary experience; and any other relevant skills or experience. We will use this information to address skills gaps and imbalances of our Board of Management.



## MEMBERSHIP POLICY

This policy has been prepared in accordance with the Plain English principles and has been reviewed by a Plain English Champion in the reviewing Department: Yes / No

Policy drawn up with reference to:

- Scottish Housing Regulator's Regulatory Standards of Governance and Financial Management
- SFHA Charitable Model Rules (Scotland) 2013
- Scottish Social Housing Charter's Outcomes and Standards

Reference made to the following sources and other guidance:

- Caledonia Housing Association Membership Policy (August 2014)
- Fife Housing Association Membership Policy (March 2014)
- Argyll Community Housing Association Policy (September 2013)

Cross Reference to the Scottish Housing Regulator's Regulatory Standards of Governance and Financial Management:

Standard 1, 2 and 5

Prepared by: Eleanor Fotheringham, Director of Resources/Lesley Proudfoot, Services Co-ordinator (Resources)

Draft 1 Reviewed by Directors and Managers – July 2015

Policy audited by Law at Work / Other ---- not applicable

Sub Committee Review of Policy on 30 July 2015 Recommended for approval to the Board of Management

Presented for discussion and to Board of Management on 17 August 2015

Policy Approved Yes

To be presented for discussion and to Board of Directors on 6 October 2015

Policy Approved N/A

Next review date: No later than August 2020

