

Help us build it



Help us keep it!

Lochfield Park
Housing Association

Lochfield Park Housing Association

Membership Policy

FUNCTION	DOCUMENT	DATE
Management Committee Control & Accountability	Membership Policy	Review: June 2016 Approved: June 2016 Implemented: June 2016 Next review: June 2019

Introduction

Lochfield Park Housing Association is a membership organisation which aims to attract people from the groups and communities it serves to become members of the Association. The Association seeks to establish a wide and active membership by recruiting as members, individuals with an interest in the work of the organisation.

Members of the Association are those people who hold a share in the Association and whose names are entered into the Register of members. It is a requirement of membership that members are supportive of the aims and objectives of the Association and agree not to take any action which may undermine or bring the organisation into disrepute.

1.0 Promotion of Membership

The Association will promote membership by circulating information on membership to tenants, sharing owners, owner-occupiers and others interested in the activities of the association.

Information on membership will be disseminated through our website, leaflets, and newsletters delivered to households living within our area of operation.

2.0 Who Can Join

The Association seeks to ensure broad representation in its membership of the groups and communities that it serves. To this end, the Association will particularly welcome applications from:

- ◆ **Tenants and sharing owners of the Association**
- ◆ **Others who can contribute particular community, business or professional experience of skills.**
- ◆ **Owner-occupiers to whom the Association provides a factoring service.**

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

- ◆ **Housing Management**
- ◆ **Maintenance Services**
- ◆ **Finance**
- ◆ **Community Care**
- ◆ **Local Community Working**
- ◆ **Housing Development**

3.0 Applying for Membership

Those who wish to apply for membership should contact the Association for a membership form on **0141 771 2228**. The completed form should be sent with **£1.00** to the Secretary at our registered office;

37 Drumlanrig Avenue, Easterhouse, Glasgow, G34 0JF

The application will be considered at the next meeting of the management committee and if approved, the Association will issue a Share Certificate and a copy of the Association's Rules.

4.0 Member Participation

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

- ◆ **Publicise the occurrence of general meetings at least 14 days before the day of the meeting**
- ◆ **Send written notice of general meetings to member's homes at least 14 days prior to the meeting**
- ◆ **Circulate information to members in order to allow them to make informed decisions at general meetings. Where information in particular format or language is required, the Association will endeavour to provide this.**
- ◆ **Make every effort to hold general meetings at times and locations suitable for membership, and which is accessible to all.**

5.0 Termination of Membership

Membership will be cancelled where a member;

- ◆ **Resigns by giving written notice to the Secretary**
- ◆ **Becomes an employee of the Association**
- ◆ **Is expelled in accordance with the Rules**
- ◆ **Is found to, either personally or as part of a group, to have undermined or brought the organisation into disrepute. {Decisions in all such cases will be the responsibility of the Management Committee at their monthly meeting or a special meeting called to consider such a case.**
- ◆ **Changes address but does not notify the Association of their new address within three months, unless the new address is also a property of the Association**
- ◆ **Fails to attend 5 Annual General Meetings and fails to submit apologies for absence**

N.B. Membership is not transferrable.

The £1.00 membership fee is not refundable on termination of membership.

6.0 Equal Opportunities

The Association seeks to ensure that its membership reflects the communities it serves and that all sections of the community are represented.

The Association's Equal Opportunity Policy shall apply to membership to ensure that no decisions on membership taken by the Management Committee discriminate against individuals on the grounds of colour, race, nationality, ethnic origin, sex, age, disability, social background, marital status, religious beliefs, sexual orientation or political opinion.

7.0 Review

The Management Committee will review this policy at least every 3 years.