



Membership Policy

Management Committee Approved: 25 March 2025

Next Review: March 2028

1. MEMBERSHIP OF THE ASSOCIATION

1 General

Blochairn Housing Association (BHA/the Association) is a membership organisation that is committed to the involvement of tenants and local residents in the running of its affairs, and to being accountable to tenants and the wider community. Subject to the terms of BHA's Rules and this policy, membership of BHA is open to anyone from the local area and beyond who supports its aims and objectives, and is interested in being kept informed about its affairs, or helping to further develop those aims and objectives.

BHA's Rules require that the management committee should set, review and publish its membership policy for admitting new members. This policy reflects any requirements set out in its Rules.

Members of BHA shall be those people, or organisations, who hold a share in the Association and whose names are entered in the Register of Members.

2 Eligibility for membership

The following groups are eligible to become members of the association:

- Tenants of BHA
- Other users of BHA services
- Other people who support the aims and objectives of BHA
- Organisations sympathetic to the aims and objectives of BHA

Applications for membership can be received from any person aged 16 or over. There is no upper age limit on applying for, or continuing to be a member.

Applicants who are neither tenants nor service users must confirm their support for BHA's aims and objectives, and the nature of their interest in the work of the Association.

Applicants who have a joint tenancy with BHA should apply individually for membership. BHA cannot accept joint applications for membership.

The Association seeks a balanced representative membership, with no particular group having an undue influence, and will endeavour to ensure that this remains the case at all times.

Most importantly, the Association is keen to ensure that its membership is representative of the communities it serves, and wishes to ensure that the majority of its members comprise:

- Tenants of the Association and persons occupying a property, owned or managed by the Association
- Residents from our community
- Other people who support the aims and objectives of the Association.

In order to achieve this ambition, the Management Committee may determine non-member applications are refused except in exceptional circumstances including where the Management Committee have identified a skills gap that requires to be addressed. The Association wishes to ensure that its membership includes persons who have in a personal or professional capacity the requisite knowledge, skills and experience to support and advance the work of BHA, or an interest in that work.

3 Promoting membership

BHA is a community-based housing association, and is positive about attracting people from the communities it serves, and beyond, to become members of the association.

We seek to establish an active membership by encouraging individuals and local organisations who have an interest in, and support the aims and objectives of the Association to become members. We wish to make use of the skills

and experience of our members where possible, particularly where those skills match the identified skills being sought as part of the process of recruiting new management committee members.

Whilst all applications are welcome, we aim to recruit non-tenant members with a particular interest in our core objectives and with experience or interest in the following areas:

- Building and maintenance
- Energy efficiency & zero carbon
- Financial management and audit
- Health & social care
- Housing management
- Welfare rights
- Working in the local community

BHA will promote membership to relevant people and organisations in the following ways:

- Encouraging new tenants to become members of the association at the point when they sign their tenancy agreement.
- Promotion in BHA's regular newsletter, and on our website.
- At open days and local community events.
- During staff discussions with tenants.
- Advertising and inviting applications from people with relevant skills, knowledge and experience who may be potential committee members, and must first become members of the association.

4 Applying for membership

Any individual or organisation who wishes to apply for membership should send a completed and signed membership application form (copy obtainable from BHA) to BHA's office, together with the sum of £1.00.

Applications for membership will be considered by the management committee as soon as reasonably practicable, normally at its next scheduled meeting following receipt of the application. An application for membership will not be considered by BHA's management committee within the period of fourteen days before the date of a general meeting.

The management committee has the power in its absolute discretion as to whether to accept or reject an application for membership.

Some examples of reasons for refusing an application are:

- Membership would be contrary to BHA's Rules or policies.
- The management committee considers that accepting the application would not be in the best interests of BHA.
- Where a significant conflict of interest may exist.

Applicants will be asked to declare any potential conflicts of interest in their application form. The existence of potential conflicts of interest may not, in themselves, be grounds for the rejection of an application but will constitute such grounds if a conflict may adversely affect the work of BHA.

We wish to encourage membership, and it is our intention that only in rare circumstances would an application be refused. If this should happen, the applicant will be informed of the reasons in writing, and the £1.00 payment will be refunded.

5 Membership approval and records

When an application is approved, BHA will write to the new member to confirm this, and will enter their name in the Register of Members.

The Register of Members will list the name, address and date that the new member was entered into the Register and the date at which any person ceased to be a member.

Upon having their membership approved, new members will receive:

- One £1 share in the Association issued in the form of a share certificate
- A copy of BHA's Rules
- A copy of the latest Annual Report, newsletter and the current Membership Policy

The date on which the member's name is entered in the Register of Members and the share issued will be the date of start of membership. The entry in the Register is the substantive evidence of membership.

6 Equality and diversity

Membership will be open to all those entitled to apply regardless of their personal characteristics or circumstances. This includes their colour, race, nationality, ethnic or national origins, gender, age, sexuality, disability, religion or beliefs, and marital, pregnancy, maternity or family status.

Membership application forms will include diversity information, and BHA may, from time to time, analyse data that it holds on its members, to ascertain whether the membership is representative of the communities that it serves, and whether any initiatives to promote membership to particular sections of the community may be appropriate.

7 Membership of organisations

Organisations who are sympathetic to the aims and objectives of BHA may apply for membership in the same way as individual applicants. Once approved as a member, the organisation is free to nominate anyone it considers suitable to be its representative to BHA. That person represents all of the organisation's rights and powers at general meetings.

The organisation must send BHA a copy of the authorisation or appointment of their representative, to confirm the identity of the individual concerned. This should be signed by an authorised signatory of the organisation, and the signature must be independently witnessed. The identity of the representative can be changed at any time, by confirming the identity of the new representative, as above, and withdrawing the authority of the original representative.

Any person who is designated as a representative of an organisation cannot also be a member of BHA as an individual. If BHA is notified of the identity of a representative, and that person is already a member of BHA, we will suspend their individual membership for as long as they remain the representative of an organisation.

8 Member involvement

During their period of membership, members should expect to receive:

- Regular newsletters
- BHA's Annual Report
- A summary of the annual Financial Statements
- Invitations to events and open days hosted by BHA
- Invitations to the General Meeting, and any other general meetings called by BHA

Members are entitled to vote on any matters requiring a decision at a general meeting. They are also entitled to nominate another member to stand for election onto the management committee, or to be nominated themselves for election, and to vote in any election for the appointment of committee members.

BHA is committed to keeping its members informed about key issues and developments at the Association, so that members can make informed contributions and decisions at general meetings. It will do this primarily via its quarterly newsletters, but may issue other reports from time to time.

BHA will actively promote to its members the opportunities that exist for being elected and serving on the management committee. Every year, BHA makes an assessment of the skills, knowledge, diversity and objectivity that it needs amongst its committee members in order to have a fully effective governing body membership, and identifies any gaps that need filling via committee recruitment and elections. BHA will provide information to its members each year in advance of any Annual General Meeting, to guide members in making suitable nominations for committee membership as part of the election process. BHA shall make every reasonable effort to hold Annual General Meetings at times and locations suitable to our membership

Members are obliged to notify BHA of any change of address in writing within 3 months of the change. This is important as failure to do so may lead to termination of membership. This requirement does not apply to tenants who move home in order to transfer to another BHA property.

9 Ending membership of the Association

Membership of the Association can be ended in the following ways:

- You resign your membership giving seven days' notice in writing to the Secretary at the registered office; or
- The Management Committee reasonably believes that you have failed to tell the Association of a change of address as required by Rule 10; or
- For five annual general meetings in a row you have not attended, submitted apologies, exercised a postal vote or appointed a representative to attend and vote on your behalf by proxy; or
- The Association receives a complaint about your behaviour and two-thirds of the Members voting at a special general meeting agree to end your membership.

The £1 membership fee is not refundable on termination of membership.

Existing members of staff will not be eligible to become Members. If a Member takes up employment with the Association, they will be required to cancel their membership for the period of their employment. Members of staff will not be eligible to apply for membership of the Association until one year after the date they cease to be an Association employee and cannot join the Management Committee until 18 months after the date they ceased to be an employee of Blochairn Housing Association.

10 Publication, data protection and review

A copy of this policy will be made available to any applicants for membership on request, and to new members at the time of their appointment.

We regard privacy as important and any personal information given to BHA in respect of its members will be handled in accordance with the requirements of data protection legislation.

This policy will be reviewed at least every 3 years, or sooner should circumstances require.