

## Share Membership Policy

### 1. Introduction

- 1.1. Abertay Housing Association Ltd. (the Association) is a membership organisation and aims to attract people from the groups and communities it serves to become share members of the Association. The Association seeks to establish a wide and active share membership by recruiting as share members, tenants, service users, including owner-occupiers, and individuals with an interest in the work of the organisation and to make effective use of the skills, experience and views of its share members.
- 1.2. 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 share membership that share members are supportive of the aims and objectives of the Association.
- 1.3. Various provisions in relation to share membership are set out in the Association's Rules. If there is a conflict between this Policy and the Rules, the provisions of the Rules will take precedence.
- 1.4. The Association's Rules provide at Rule 7.2 that 'the Board has the absolute discretion in deciding on applications for membership' and at Rule 7.3 that 'the Board has the power in its absolute discretion to accept or reject the application'.

### 2. Promotion of Share Membership

- 2.1. The Association will promote share membership by circulating information on share membership to tenants and local community and representative groups.
- 2.2. Information on share membership will be disseminated through contact with tenants and applicants, leaflets, newsletters our website, social media and if required, local newspapers.

### 3. Who Can Join

- 3.1. The Association seeks to ensure broad representation in its share membership of the groups and communities that it serves. To this end, the Association will particularly welcome applications from:
  - Tenants of the association (and their partners).
  - Service users, including owner-occupiers (and their partners) residing in former Abertay properties.
  - Others who support the aims and objectives of the Association and may contribute particular community, or professional experience or skill.
- 3.2. Applications for share membership can be made from the age of 16.
- 3.3. The Association seeks to ensure that its share membership reflects the communities it serves and that all sections of the community are represented. Share membership is open to all sections of the community regardless of age, belief or religion, disability, ethnicity, gender or sexual orientation.
- 3.4. The Association also seeks to recruit as share 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:
  - Business / Management
  - Social Housing
  - Property Maintenance

- Finance / Financial Understanding
- HR / Personnel
- Building Development
- Social Work / Health
- Voluntary / Community / Wider Role
- Welfare / Benefits.

3.5. The Association accepts applications from organisations as well as individuals, in accordance with the Rules relating to representing an organisation (Rule 12).

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

- 4.1. Those who want to apply for share membership should contact the Association for a membership form. The completed form should be sent with £1.00 to the Association's registered office at 147 Fintry Drive, Dundee, DD4 9HE.
- 4.2. Every application is considered by the Board of the Association at its next meeting after the application is received, or as soon thereafter as is practicable. However, applications for share membership will not be considered by the Board within the period fourteen days before the date of a General Meeting.
- 4.3. Should the Board approve an application, the Association will, within seven working days, write to the new share member to confirm their share membership and issue them with a Share Certificate.
- 4.4. A copy of the Association's Rules is available on the Association's website, or can be provided on request.
- 4.5. Details of how share members can participate in the organisation including attending the AGM, other General Meetings and how to stand for election to the Board are circulated as appropriate during the year. Share Members will also receive a copy of the Association's Annual Report.
- 4.6. Where an application is unsuccessful, a statement of the reasons for refusal will be given. The statement of the reasons must and need only be in accordance with Rule 7.2.1, 7.2.2 or 7.2.3 of the Association's Rules.
- 4.7. While it is the Association's intention to encourage share membership, the Board has absolute discretion in deciding on applications for share membership, taking full account of the share membership policy and Rules of the Association.

#### **5. Share Member Participation**

- 5.1. The Association wishes to ensure its share members are informed and can actively participate in the organisation. To this end, the Association will:
- Publicise General Meetings at least 14 days before the day of the meeting;
  - Circulate information to share members so they can make informed decisions at the General Meeting. Where information in a 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 the share membership, and which is accessible to all.
  - Keep share members informed on all major developments affecting the Association.
  - Actively promote the opportunities that exist, through election, for serving on the Board.

## **6. Termination of Share Membership**

6.1. Share membership will cease when a share member:

- Resigns by giving written notice to the Secretary.
- Becomes an employee of the Association.
- Is removed in accordance with Rule 11.4.
- 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.
- Does not attend, submit apologies for, exercise a postal vote or appoint a representative to attend and vote on their behalf or by proxy for five consecutive AGMs.
- Dies.

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

## **7. Risk Management**

7.1. The risks associated with share membership are incorporated within the Association's Risk Management Framework.

## **8. Equal Opportunities**

8.1. The protected characteristics enshrined in the Equality Act 2010 are respected when ensuring compliance with the Association's obligations in relation to Share Membership.

## **9. Policy Monitoring and Review**

9.1. The Share Membership Policy will be reviewed every three years or as and when deemed necessary.