

**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION**

**MEMBERSHIP POLICY**

**Reviewed  
October 2017**

## **1. INTRODUCTION**

The purpose of this policy is to define criteria for membership of the Association and procedures for accepting members, issuing shares, cancelling shares and expelling members.

## **2. CRITERIA FOR MEMBERSHIP**

Membership of the Association is open to any resident over the age of 18 years living in Drumchapel. The exception to this will be any tenant of the Association over the age of sixteen but under the age of eighteen.

No member shall hold more than one share and no more than 2 members per household will be allowed to become share members.

## **3. APPLICATION FOR MEMBERSHIP**

Applications for membership shall be forwarded to the Association's registered office along with the sum of one pound for share membership. This sum will be returned if membership is not approved.

Each application received will be considered at the first available Committee meeting proceeding date of application. Applicant details will be checked for validity and membership will be proposed and seconded by 2 Committee members.

Where application is approved, membership will take effect from the date of the meeting and the name of the applicant shall be entered into the register of members and share issued to applicant within seven working days.

## **4. REFUSAL OF MEMBERSHIP**

Where applications are refused, the applicant will be notified in writing, outlining full reasons for refusal and advising of right of appeal to Management Committee. Letter will be issued to share applicant within seven working days of meeting.

## **5. SHARE CAPITAL**

The Share capital of the Association shall be raised by the issue of shares of the value of one pound each. Shares shall carry no right to interest, dividend or bonus and shall not be held jointly.

On the death, expulsion or withdrawal from the Association of a member, the member's share shall be cancelled and the amount paid up shall become the property of the Association.

The share register shall be checked annually and where it is established that a share applicant has moved out of the Association's geographical area of operation that member shall be deemed to have withdrawn from membership of the Association. The share will be cancelled and the amount paid up will become the property of the Association.

All cancellation of shares shall be recorded in the Register of Members.

## **6. EXPULSION OF MEMBERS**

A member may be expelled by a resolution carried by the votes of two-thirds of the members present in person or by proxy and voting on a poll at a special general meeting of the Association of which notice has been duly given, provided that a complaint in writing of conduct detrimental to the interests of the Association has been communicated to him by the Secretary not less than one calendar month before the meeting. Such complaint shall contain particulars of the conduct complained of and shall call upon the member to answer the complaint and to attend the meeting called under this rule. At the meeting the members shall consider evidence in support of the complaint and such evidence as the member may wish to place before them. If on due notice having been served upon him the member fails to attend the meeting without adequate reason being provided the meeting at its discretion may proceed in his absence.

No person who has been expelled from membership shall be re-admitted except by resolution carried by the votes of two-thirds of the members present in person or by proxy and voting on a poll at any general meeting of which notice has been duly given.

## **7. FILLING OF CASUAL VACANCIES**

Where membership of the Management Committee is less than 15 following on from the AGM, then the Association can consider filling casual vacancies under Rule 42.

In terms of our rules, a casual vacancy occurring on the Committee may be filled by the Committee and that person shall be a Committee member for the purposes of the rules until the next Annual General Meeting of the Association.

Members wishing to fill a casual vacancy should apply in writing to the secretary of the Association stating their full name, address and occupation. All such applications will be referred to the first available Committee meeting for consideration and any such requests will be proposed and seconded by existing Committee members.

Where application is approved, the Director will write to applicant confirming acceptance to Committee enclosing Committee timetable.

Where application is to be refused, the applicant will be notified in writing, outlining full reasons for refusal and advising of the right of appeal to the Management Committee. Letter will be issued within seven working days of meeting.

## **8. CO-OPTED MEMBERS**

The Committee may from time to time co-opt for any period expiring not later than the commencement of the next Annual General Meeting of the Association any suitable persons, whether members of the Association or not, to serve on the Committee and may remove such persons. Co-opted persons may take part in the deliberations of the Committee and vote at any meetings thereof, on all matters excepting those directly affecting membership of the Association or the election of its officers. Co-opted persons shall not comprise more than one-third of the Committee at any one time and the attendance of such persons at meetings of the Committee shall not count towards determining a quorum as defined under Rule 47.

## **9. PROCEDURE FOR PROCESSING MEMBERSHIP APPLICATIONS**

### **9.1 MEMBERSHIP APPLICATION PRESENTED AT COMMITTEE MEETING**

Committee members will propose and second acceptance of application after being assured of validity of application.

If application has to be refused, Director will highlight reasons for refusal. Committee will endorse recommendation and instruct Director to write to applicant advising of reasons for refusal and highlighting right of appeal.

### **9.2 MEMBERSHIP APPLICATION ACCEPTED**

Director will pass accepted application to Finance Manager who will record share details in register of members. Share certificate will be prepared and signed by Secretary. Share certificate will be issued to applicant.

An electronic copy of our membership list will be retained on the computer

### **9.3 ANNUAL REVIEW OF MEMBERSHIP**

The Property Services Administrator will check/review the register of members on an annual basis and will advise the Finance Manager where applicants have moved out of the area or passed away in order that membership can be cancelled and application paid up.

Where existing members have moved within area, the new address will be recorded in membership register.

## **10. REVIEW OF POLICY**

This policy will be reviewed every 5 years. Next policy review will be October 2022.