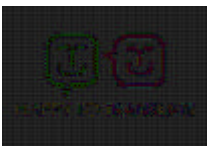


# Membership Policy

Approved on: 16 September 1999  
Updated on: 28 September 2006  
Updated on: 22 March 2007  
Board of Management



**FIELD HOUSING ASSOCIATION LIMITED**

Registered Office: 79 Hopetoun Street, Edinburgh EH7 4QF  
Scottish Charity No SC006878

## **Objective of the Policy**

This policy aims to promote the good governance of the Association and to ensure the proper accountability of its Board of Management by having a membership which is as wide as possible, subject to the criteria detailed below. It is intended that Members should be empowered to participate in and contribute to the wider life of the Association.

## **Promotion of Membership**

The Association will promote membership opportunities through the Bield Bulletin, scheme visits and meetings, dissemination of promotional material where appropriate, invitations to relevant organisations and individuals with a background in an appropriate profession or discipline, or with a community of interest with the Association.

Members are advised that any Bield written document can, on request, be produced in a number of alternative formats:

- On audio tape
- In large print
- Any Community language
- In Braille

The Bield Bulletin is also produced on the website.

## **Membership Criteria**

The Association seeks a balanced representative membership, with no particular group having an undue influence, and comprising persons who have in a personal or professional capacity the requisite knowledge, skills and experience, or a community of interest in the housing and care of older people, appropriate to achieving the Association's objective of being a leading and innovative provider of high quality housing, care and community services for older people in need or at risk in Scotland.

The Association is keen to ensure that its membership is representative of the communities it serves, therefore we will particularly welcome applications for membership from:-

- Tenants of the Association and persons occupying a property, owned by the Association, by virtue of an Occupancy Agreement and
- Older people and those who care for older people

The Association seeks to achieve equality of opportunity and to this end membership is open to all sections of the Community regardless of colour, race, nationality, ethnic origins, gender, disability, age or sexuality. Applications for membership are particularly welcomed from:-

- Black and ethnic minority community members
- Individuals who have experience of disability

The Association also welcomes applications for membership from those who have in a personal or professional capacity experience of, or a particular interest in:-

- housing, social work and health
- finance, the law, business and commerce
- voluntary organisations and academic institutions
- housing management
- building and maintenance
- financial management
- community care issues
- working in the local community

Membership is open to nominees of unincorporated bodies, societies, companies and local authorities. A corporate body may appoint a deputy to exercise its rights and powers at any general meeting.

## **Membership Categories**

Upon joining the Association members would be allocated to specific categories eg

- 01 - Tenants
- 02 - Individuals
- 03 - Service Users
- 04 - Factored/Private Retirement
- 05 - Corporate

Applications from tenants, including those living within shared ownership/tenant equity developments would be allocated to category 01 – tenants.

Applications from individuals within the community who have an interest in the work of the Association would be allocated to category 02.

Those allocated to category 03 would be individual service users, who receive a service from the Association eg users of BR24, day care, respite etc, but not including tenants or those living in factored/private retirement housing.

### **04 – Factored/Private Retirement**

Applications from individuals who are owner occupiers will be allocated to this category.

Applications from corporate bodies would be allocated to category 05

In order to achieve a balanced and representative membership, applications in categories 02, 03, 04 and 05 will be assessed having regard to the total number of members in each category.

## **Members' Responsibilities**

The primary role of the Member is to advance the good governance of the Association and to ensure that the Board of Management is accountable for its acts or omissions. Members' powers are usually exercised at general meetings, namely: the receipt of the Annual Accounts and Balance Sheet; the appointment of the Auditor; the election of the Board; the application of surpluses for particular purposes; amendment of the Rules, and dissolution of the Association. In addition, the requisite number of members may apply to the Registrar to: appoint an Accountant or Actuary to inspect the Association's books; appoint an Inspector to report on the affairs of the Association; or to call a Special General Meeting.

## **Member Participation**

Members are entitled to be present and vote at any General Meeting of the Association. Members are given at least 14 days notice of such meetings. Members receive a copy of the Association's Annual Report and Accounts. Members are entitled to receive, on request, a copy of the Annual Return to the Assistant Registrar of Friendly Societies.

## **Applications for Membership**

An application form can be obtained from the Secretary of the Association at the address below. Completed applications should be forwarded to the Secretary at the same address, together with £1.

Every application for membership will be considered by the Board at its next meeting, or so soon thereafter as is practicable.

An application for membership will only be approved where in the Board's sole opinion an Applicant meets the criteria set out above and where admission to membership is within the Association's Rules and would advance the Association's objective of having a balanced and representative membership, such that no particular group has undue influence. A Tenant of the Association, and persons occupying a property owned by the Association, by virtue of an Occupancy Agreement, applying for membership will normally be considered to have the relevant community of interest.

If the application is approved the applicant will be advised in writing within 14 days of the date of the decision. At the same time the applicant will receive a Share Certificate, a copy of the Association's Rules and details of how Members can participate in the life of the Association.

Where an application is unsuccessful, a written statement of the reasons for refusal will be given to the applicant within 14 days of the date of the decision. An applicant may appeal against the decision within 14 days of receipt of the statement of reasons by notice in writing to the Secretary of the Association. In exceptional circumstances, the Board at its discretion may consider an appeal that is not in writing. The Board shall consider the appeal at its next meeting or so soon thereafter as is practicable. Intimation of the Board's final decision, together with a written statement of reasons for refusal if relevant, will be given to the applicant within 14 days of the date of the final decision.

## **Termination of Membership**

A Member shall cease to be a Member if he or she

- (i) dies; or
- (ii) in the case of a body corporate ceases to be a body corporate; or
- (iii) is expelled; or
- (iv) withdraws from the Association; or
- (v) in the case of a nominee of an unincorporated body, transfers his or her share to another nominee.

The £1 membership fee will not be refundable on termination of membership but will become the property of the Association.

## **Review of Policy**

The effectiveness of the policy will be monitored annually by the Board, to ensure that the objectives are being met. The policy will be reviewed every 3 years.