

Shareholding Membership Policy

1. Association will promote membership whenever possible. The Association aims to ensure equal opportunities for all.

The Association promotes membership from:

- Residents who live in houses fully or partly owned by the Association
- Residents who live in houses factored by the Association
- Other individuals or organisations which possess, in a personal or professional capacity, knowledge, skills or expertise that would assist the Association in achieving its aims and objectives.

In furtherance of this aim, the Association has 5 categories of membership. There are 4 categories for tenants and owners in receipt of factoring services. These 4 categories are on geographical basis:

1. The Barrowfield area of Glasgow
2. The rest of Glasgow
3. Lanarkshire
4. Ayrshire

Further details on the boundaries are outlined in the Association's rules (extract attached).

The 5th category is the General category. This category is open to other individuals.

All members are encouraged to attend the Annual General Meeting when the membership:

- Receives the annual statutory financial statements
- Appoints the external auditors
- Elects Management Committee representatives from each 5 membership categories.

All applications for shareholding membership of the Association must be accompanied by the sum of £1 and a completed application for membership as below.

On all occasions when an application for membership is being considered, the Management Committee have discretion whether or not to agree membership or otherwise, furthermore our parent company Gentoo will have final approval on all applications. The Association aims to ensure equal opportunities for all and

membership may be refused if the reasons stated for applying for membership or any other evidence available to the Committee indicates that:

- The applicant will not act in the best interests of the Housing Association and its tenants and service users.
- May act as a representative of another organisation or interest group.
- Could bring the Housing Association into disrepute.
- Personal interests, circumstances, relationships or outside activities and interests could be perceived by others to affect the applicant's independence and objectivity.
- The applicant has previously been withdrawn from membership.

See Appendix 1: Attached at Appendix 1 is an extract from the Association's Rules in respect of Membership of the Association. Any person applying for shareholding membership should read this information carefully. A full copy of the Association's Rules can be obtained by contacting The Association's Head Office at 40 Barrowfield Drive, Glasgow, G40 3QH – Tel. 0141 550 5637.

To: West of Scotland Housing Association Limited

From: (Name)

(Address).....

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Tel No.

(Occupation)

Date:

I would like to be considered to admission to Membership of West of Scotland Housing Association Limited. I have read the attached policy statement on Shareholding Membership and understand the terms therein. The reasons for my application are as stated hereunder.

Category of Membership (Please Tick as appropriate)

Barrowfield Glasgow Ayrshire Lanarkshire General

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If you have previously been withdrawn from membership of West of Scotland Housing Association please provide reasons as to why you feel your current application should be approved:

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As per the Policy Statement I enclose herewith the sum of £1 being the fee due. I understand that should my application be unsuccessful then this sum will be returned to me.

Signed:

Date:

Please return to: West of Scotland Housing Association Limited
40 Barrowfield Drive, Glasgow, G40 3QH

MEMBERSHIP

6.1 The Members of the Association shall be those persons or organisations who hold a share in the Association and whose names are entered in the Register of Members and shall include the Parent.

6.2 Membership of the Association shall be held in only one of the following categories:

6.2.1 **General**

Membership within this category will be open only to individuals who have in a personal or professional capacity relevant knowledge, experience, skills or expertise which are complimentary to the aims of the Association, who are not resident in Association property and who fulfil such criteria for Membership as the Committee may from time to time determine.

6.2.2 **Barrowfield**

Membership within this category will be open to individuals who are residents in Association property or in owner occupied property receiving services from the Association and having their principal residence in the area known as Barrowfield, being the area bounded to the north by the Gallowgate up to the eastern boundary of St. Mungo's Academy, to the east by Janefield Street, to the south by Bernard Street, Arrow Place, London Road, Springfield Road, Tayside Street and Kinear Road and to the west by Fielden Street up to the north boundary of St. Anne's Primary School as far as St. Mungo's Academy.

6.2.3 **City of Glasgow**

Membership within this category will be open to individuals who are residents in Association property or in owner occupied property receiving services from the Association, not falling within the Barrowfield category of Membership and having their principal residence in the City of Glasgow.

6.2.4 **Lanarkshire**

Membership within this category will be open to individuals who are residents in Association property or in owner occupied property receiving services from the Association having their principal residence in the local authority areas of either North or South Lanarkshire.

6.2.5 **Ayrshire**

Membership within this category will be open to individuals who are residents in Association property or in owner occupied property receiving services from the Association having their principal residence in the local authority areas of North Ayrshire, East Ayrshire or South Ayrshire.

Applying for Membership

- 7.1 The Committee shall set, review and publish its membership policy for admitting new Members. Subject to the provisions of Rule 7.2 the following shall be eligible to become Members:-
- 7.1.1 The Parent;
 - 7.1.2 Tenants of the Association;
 - 7.1.3 Service users of the Association;
 - 7.1.4 Other persons who support the objects of the Association.
Organisations sympathetic to the objects of the Association.
- 7.2 If you are applying for membership you must send a completed and signed application form and the sum of one pound (which will be returned to you if the application is not approved) to the Association's registered office. Whilst it is the Association's intention to encourage membership, the Committee and the Parent both have absolute discretion in deciding on applications for membership and the following shall constitute grounds for refusal of an application for membership:-
- 7.2.1 Where membership would be contrary to the Association's Rules or policies;
 - 7.2.2 Where a conflict of interest may exist which, even allowing for the disclosure of such an interest, may adversely affect the work of the Association;
 - 7.2.3 Where the Committee and the Parent consider that accepting the application would not be in the best interests of the Association.
- 7.3 Your application shall be considered by the Committee as soon as reasonably practicable after its receipt by the Association. An application for membership will not be considered by the Committee within the period of fourteen days before the date of a general meeting. The Committee and the Parent both have the power in their absolute discretion to accept or reject the application.
- 7.4 If the Committee and the Parent approve your application, you will immediately become a Member and your name and other necessary particulars will be included in the Register of Members within seven working days. You will then be issued one share in the Association.
- 7.5 The Parent shall apply for a share in terms of these Rules and shall make payment of the sum of one pound (£1.00) sterling to the Association's registered office. The Parent shall then become a Member of the Association and its name and other necessary particulars will be included in the Register of Members within seven working days and shall be issued with a share to the value of one pound ("the Parent Share") in the Association.

- 7.6 An application for Membership to be transferred from one Membership category to another will be considered by the Committee at the next meeting after the transfer application is received, or as soon as practicable thereafter. The Committee's decision on any such application for transfer of Membership is final.
- 8 You can apply for membership of the Association from the age of 16.
- 9 No Member can hold more than one share in the Association.
- 10 If you change your address, you must let the Association know by writing to the Secretary at the registered office within three months. This requirement does not apply if you are a tenant of the Association and have moved home by transferring your tenancy to another property owned and managed by the Association.

ENDING YOUR MEMBERSHIP

- 11.1 Your membership of the Association will end and the Committee will cancel your share and record the ending of your membership in the Register of Members if:-
- 11.1.1 You resign your membership giving seven days notice in writing to the Secretary at the registered office.
- 11.1.2 The Committee reasonably believes that you have failed to tell the Association of a change of address as required by Rule 10;
- 11.1.3 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;
- 11.1.4 A Member ceases to fall within the definition of Membership criteria of his or her Membership category without applying to be transferred in terms of Rule 7.6; or
- 11.1.5 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 following conditions apply to this procedure:
- 11.1.5.1 the complaint must be in writing and must relate to behaviour which could harm the interests of the Association.
- 11.1.5.2 the Secretary must notify the Member of the complaint in writing not less than one calendar month before the meeting takes place;
- 11.1.5.3 the notice for the special general meeting will give details of the business for which the meeting is being called;
- 11.1.5.4 you will be called to answer the complaint at the meeting. The Members present will consider the evidence supporting the complaint and any evidence you decide to introduce;
- 11.1.5.5 the Members can vote in person or through a representative by proxy;
- 11.1.5.6 if you receive proper notice but do not go to the meeting without providing a good reason, the meeting will go ahead without you and the Members will be entitled to vote to end your membership.

- 11.2 If your membership is ended in accordance with Rule 11.1.5, you will immediately cease to be a Member from the date that the resolution to end your membership was passed and any further application for membership by you will need to be approved by two-thirds of the Members voting at a general meeting.
- 11.3 Rule 11.1 does not apply to the Parent who may not be removed from membership of the Association.

REPRESENTING AN ORGANISATION

- 12.1 An organisation which is a Member is free to nominate any person it considers suitable as its representative to the Association. That person will represent all of the organisation's rights and powers at general meetings.
- 12.2 To confirm the identity of a representative, the organisation must send the Association a copy of the authorisation or appointment of an individual as a representative. This should be signed by a Director, Secretary or Authorised Signatory of the organisation which signature must be witnessed, or in the case of a local authority, by the Chief Executive, or properly authorised Officer of the local authority.
- 12.3 An organisation can change the identity of the person entitled to represent that organisation at any time by confirming the identity of the new representative in terms of Rule 12.2 and withdrawing the authority of the original representative.
- 12.4 If you are a representative in terms of Rule 12.2, of an organisation which is a Member, you cannot be a Member as an individual yourself. If you are already a Member as an individual when you start to represent an organisation which is a Member, the Association will suspend your membership as an individual, until such time as you are no longer a representative of an organisation which is a Member.

SHARE CAPITAL

Shares

- 13 The share capital of the Association will be raised by issuing one-pound shares to Members and the Parent Share to the Parent. Shares cannot be held jointly. Joint tenants of the Association may each become individual Members.
- 14 There is no interest, dividend or bonus payable on shares.

Transferring Shares

- 15 You cannot sell your share but you can transfer it if the Committee agrees.
- 16.1 If you die or end your membership or have your membership ended, or you are a representative of an organisation which no longer exists, the Committee will cancel your share (except in those circumstances outlined in Rule 17.1) and the value of the share will then belong to the Association.
- 16.2 The Parent Share may not be transferred but may, on the written request of the Parent, be cancelled.

- 17.1 You can nominate the person to whom the Association must transfer your share in the Association when you die, as long as the person that you nominate is eligible for membership under these Rules and in terms of the Association's membership policies. On being notified of your death, the Committee shall transfer or pay the full value of your share to the person you have identified. Your nomination must be in the terms required by the Co-operative and Community Benefit Societies Act 2014.
- 17.2 If you die or become bankrupt and your personal representative or trustee in bankruptcy seeks to claim your share, the Committee (to the extent that your personal representative or trustee in bankruptcy has right) will transfer or pay the value of your share in terms of your representative's or trustee's instructions.