



Membership Policy

V.9 April 2023

Policy Number	C.01			
Document Owner	Corporate			
Review Frequency	3 Yearly			
Reviewed by	Corporate Manager			
Date Approved	19th April 2023			
Next Review Due	April 2026			
Version Number	9			
Consultation Required	Yes		No	x
Equalities Impact Assessment	Yes		No	x
Added to Website	Yes	x	No	

SSHC Reference	Standard 3 Participation – tenants and other customers are offered a range of opportunities that make it easy for them to participate in and influence their landlord's decisions at a level they feel comfortable with
SHR Reference	Standard 6 – The Governing body and senior officers have the skills and knowledge they need to be effective.

Related Documents

- Rules
- CP.13 Membership Procedure

Translation Statement

We can give you this document in another way. Please tell us what you need. Contact us if you need help

Compliance

This policy has been drafted to ensure that it complies with current legislation and industry good practice.

Equality & Diversity

Fyne Homes is committed to providing services which embrace diversity and which promote equality of opportunity. As an employer we are also committed to equality and diversity within our workforce. Our goal is to ensure that these commitments, reinforced by our Values, are embedded in our day-to-day working practices.

Openness & Confidentiality

Fyne Homes believes that its members, tenants and other interested parties should have access to information on how it conducts itself. This means that unless information requested is considered commercially sensitive or personally confidential it will be made available on request.

Data Protection

Fyne Homes recognises the importance of data protection legislation, including the General Data Protection Regulation, in protecting the rights of individuals in relation to personal information that we may handle and use about them, whether on computer or in paper format. We will ensure that our practices in the handling and use of personal information during the processes and procedures outlined in this policy comply fully with data protection legislation. More information is available from our Data Protection Officer.

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1. Introduction

- 1.1 Fyne Homes Ltd is a registered social landlord with charitable status and is a not-for-profit organisation.
- 1.2 The Rules of the Association set out who may become a member and detail the procedures for applying for membership in broad terms and this policy has been agreed to give more detailed criteria. Our rules are based on the SFHA Charitable Model Rules (Scotland) 2020.

2. Aim

- 2.1 The aim of this policy is to ensure:
 - 2.1.1 Information on membership is widely available to all interested parties
 - 2.1.2 The Association complies with regulatory and legislative requirements
- 2.2 We will seek to ensure that we have a broad-based membership which reflects our constitution and the communities we serve. In particular we welcome applications for membership from tenants, sharing owners, service users of the Association, other persons and organisations within our geographical area of operation who support the objects of the Association or are sympathetic to the objects of the Association
- 2.3 There are a number of ways in which individuals can become more involved in our work and we have a separate Tenant Participation Strategy which encourages our tenants and service users to play an important role in shaping the services we offer.

3. Links to vision and strategic priorities

- 3.1 This policy aims to fulfil the needs of the Association's Strategic Priorities and vision 'Building Sustainable Communities'

4. Legal framework

- 4.1 SFHA Model Charitable Rules (Scotland) 2020
- 4.1 As a registered social landlord, Fyne Homes must comply with a host of differing regulatory frameworks. The relevant standards for this policy are:
 - 4.1.1 Scottish Social Housing Charter Standard 3 Participation – tenants and other customers find it easy to participate in and influence their landlord's decisions at a level they feel comfortable with.

5. Definition, eligibility and rights of Membership

- 5.1 A member of Fyne Homes is an individual or organisation holding a £1 Share and whose name(s) are entered in the Register of Members. The membership fee is non-refundable.
- 5.2 Anyone aged 16 years or over may apply to become a member

- 5.3 No member can hold more than one share. There is no interest, dividend or bonus on Shares.
- 5.4 An organisation which is a member is free to appoint any person it considers suitable to act as its representative
- 5.5 A representative or an organisation cannot also be an individual member of Fyne Homes. Those representatives who already have an individual membership will have their membership suspended whilst they represent that organisation.
- 5.6 Becoming a member entitles you to attend our Annual General Meeting and any Special Meetings that are called and give you the right to vote on any matters at these meetings.
- 5.7 Members are also eligible for nomination onto the Board of Management.

6. Promoting Membership

- 6.1 We wish our tenants to apply to become members and play an active role in the affairs of the Association.
- 6.2 We also wish to see residents of our areas of operation, who have relevant skills or expertise and support the aims of the association apply to join if they are willing to play an active role in the affairs of the Association.
- 6.3 To this end membership applications for membership are particularly welcome from:
- tenants of the Association (from age 16)
 - sharing owners and owner occupiers within our developments
 - other residents of the areas where we own or manage housing stock who are over 16 years of age
 - People involved in local community groups.
 - People who can make a positive contribution based on their community, business or professional experience or skills such as housing management, property maintenance, building construction, finance, human resource management and community development
 - Individuals who have direct or indirect experience of disability
 - Members of ethnic minority community groups
- 6.4 The Association seeks to ensure its membership reflects the communities it serves and that all sections of the community are represented. Membership is open to all sections of the community regardless of colour, race, nationality, ethnic or national origins, gender, disability, age or sexuality or religious beliefs.
- 6.5 We will promote a broad representation of membership by various measures including.
- 6.1.1 Promoting membership on our website, through social media and in press/publications.
- 6.1.2 Making information available within our offices to all those who enquire about membership.
- 6.1.3 Advising prospective customers on how to become members
- 6.1.4 Periodically publicising the role of general members.

6.5.5 Inviting applications from individuals with specific occupational skills/ backgrounds to meet identified skill gaps.

6.1.6 Providing information on membership to tenants through our allocations process and our Newsletter.

6.6 Whilst membership is offered to potential customers, it is not a requirement to become a member to receive a service.

6.7 Membership can also offer much more. As a member you are entitled to

- Attend the Annual General Meeting
- Vote at general meetings
- Elect Management committee members at the AGM
- Stand for election to the Management Committee
- Nominate other members for election to the Management Committee
- Appoint the Association's External auditor and receive the annual accounts and any annual reports
- Vote on changes to the Association's rules

6.8 If you are interested in our work, information is available on our website about becoming a member of the Management Committee which is responsible for setting our strategic objectives and monitoring and reviewing the progress made in achieving those objectives.

6.9 Membership and election to the Management Committee is encouraged prior to our Annual General Meeting.

7. Applying for Membership

7.1 Membership is made by application and will be considered by our Board of Management at their next available meeting. Our Board of Management will either accept and approve or reject your application for membership. All applications must be accompanied by the fee of £1. The fee will be refunded in the event that the membership is not agreed.

7.2 Whilst our Board of Management will consider each application for membership, there is a general presumption that applications will be accepted and it is only in exceptional circumstances that an application will be refused.

7.3 Once approved, we will write to you, as a new member, to confirm your membership and issue you with a Share Certificate, a copy of our Rules and details of how you can participate in our organisation, including the AGM and how to stand for election to the Board of Management. You will also receive an annual report and regular newsletters.

7.4 In the unusual event of an application being refused, we will write to you to explain the reasons for our Board of Management's decision and will refund your £1. The grounds for refusal, whilst not exhaustive, may be due to a conflict of interest or where you have acted and continue to act in a way that is contrary to the interests of Fyne Homes

7.5 You will have one opportunity to appeal against our Management Committee's refusal of your application. Your appeal should be made in writing, giving your reasons why the

decision should be changed. Our Management Committee will consider your appeal at their next meeting. Their decision will be final.

8. Maintaining Membership

- 8.1 You should notify the Secretary in writing of a change of address within 3 months. This rule does not apply if you are a tenant and have moved home by transferring your tenancy or to another property owned and managed by us.
- 8.2 We will maintain a Register of Members in accordance with our Rules of the Association. The Register will contain details of the members name and address, date of membership approval and membership number for each member. An abbreviated form of the register will be available for public viewing.

9. Ending Membership

- 9.1 You can end your membership by giving the Secretary at our registered office notice in writing. In addition, your membership will end where:
- 9.1.1 You are expelled in accordance with our Rules of the Association.
 - 9.1.2 You change your address but do not notify us of your new address within 3 months (see paragraph above).
 - 9.1.3 You fail to attend, submit apologies, exercise a postal vote or appoint a representative to attend and vote by proxy for five consecutive Annual General Meetings.
 - 9.1.4 We receive a complaint about your behaviour prejudicial to our interests and two-thirds of the members voting at a Special General Meeting agree to this. The conditions applying to this procedure can be found in our Rules of the Association.
- 9.2 Membership will also end in the event that a member dies unless the member has nominated a person to whom the share should be transferred as outlined in our rules.
- 9.3 The membership fee of £1 is non-transferrable on termination of membership.

10. Reviewing process

- 10.1 This policy will be reviewed in line with the respective current Fyne Homes' policies, and/or where a change in legislation arises.
- 10.2 If there is a procedural delay in the policy revision then the relative legislation in force at the time will prevail.

Version number	Revision Date	Part of doc revised	Reason for revision	Approved by
8	March 2022		3 yearly reviews	Mgt Comm
9	March 2023	All	Document revised and much procedural detail removed to a procedure.	Mgt Comm April 2023