



Membership Policy

Policy name	Membership Policy
Reference	CS-MC-02
Information Classification	Public
Review Frequency	3 years
Date Reviewed/Approved	October 2019
Next Review Due Date	2022
Applicable Committee(s)	Management Committee
Owner - role	Corporate Services Officer

Record of Updates/Changes			
Current Version	Date Approved	Approved By	Changes
	October 2019	SMT	Formatting changes only

1 Introduction

Castlehill Housing Association (CHA) will seek to achieve a membership which is reflective of the interests CHA serves.

2 Eligibility for Membership

2.1 Individuals

Membership of the Association is open to all interested persons who are over the age of 18 (or over the age of 16 if they are tenants of CHA) and who:

- are affected, or may be affected by the activities of CHA, and/or
- are committed to the development, promotion and implementation of the overall aims and objectives of CHA, and/or
- are able to contribute specific skills or expertise which would be of benefit to CHA.

2.2 Unincorporated and Corporate Bodies

Membership is also open to unincorporated and corporate bodies (such as voluntary and support organisations) who are associated with CHA's work.

3 Equal Opportunities

Individual membership will therefore be considered regardless of the sex, marital status, family circumstances, disability, race, ethnic or national origin, age (subject to para 2.1 above), religious beliefs or sexual orientation of the applicant.

4 Applications for Membership

4.1 Applications

Persons interested in applying for membership of the Association should contact CHA direct at 4 Carden Place.

Applicants will be provided with details of memberships, together with an application form. Applicants will be requested to return the completed form together with a one-off payment of £1.00, which is the limit of each member's financial liability.

4.2 Approving Applications

Responsibility for approving membership applications rests with the Management Committee.

All membership applications received will be considered at the next meeting of CHA's Management Committee. Applications will normally be approved if the Committee is satisfied that the conditions of membership, as contained in this policy, have been met.

Applicants will receive written notification of the Committee's decision as follows:

- Applicants who have been accepted as members will receive a £1.00 share certificate and a copy of CHA's Rules.
- Applicants who have not been accepted will be advised in writing of the reason(s) for rejection of their application. Such applicants will be further advised that they have the right to appeal against the Committee's decision under CHA's Complaints procedure.

5 Information to Members and Member Involvement

All members will receive notification of, and will be entitled to attend and vote at, all general meetings of the Society, including any special general meetings which may be called and the Annual General Meeting.

5.1 Individual members

At the Annual General Meeting all individual members are eligible to:

- stand for election to the Management Committee, and
- nominate other individual members for election, and
- vote in the election of Committee members

5.2 Organisational Members

An organisation may be appointed as a member of CHA. Any such organisation is free to nominate any named individual it considers suitable as its representative to CHA. That individual will represent all of the organization's rights and powers at general meetings and has a single vote in the election of committee members.