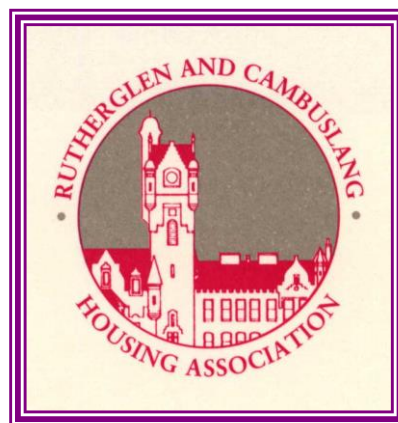


RUTHERGLEN AND CAMBUSLANG HOUSING ASSOCIATION

POLICY: Constitution and Membership Policy

Policy History;	
First Publication	May 2002
First Review	October 2006
Second Review	September 2009
Third Review	January 2014
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Next Review	2020



RUTHERGLEN & CAMBUSLANG HOUSING ASSOCIATION

CONSTITUTION AND MEMBERSHIP POLICY

FRAMEWORK

The Association is registered with the Financial Conduct Authority under the Industrial and Provident Societies Act 1965 and is also a Charity Registered in Scotland (No. SC041992) and has adopted the SFHA Model Charitable Rules (2013). The Associations Rules set out clearly the following;

- Name, Objects and Registered Office
- Membership Criteria
- Membership and Share Recording
- Issue of Shares
- Borrowing Powers
- Procedures for General Meetings
- Management Committee Membership
- Election of Committee Members
- Proceedings of Committee
- Committee Powers
- Conduct of Committee Meetings
- Production of Accounts and Annual Returns
- Appointment of Auditors

Under the Rules the Association also operates a Membership Policy which determines who can become a shareholder of the Housing Association.

THE MEMBERSHIP POLICY

Rutherglen and Cambuslang Housing Association operates primarily within the geographical areas of the following South Lanarkshire Council Wards;

- Rutherglen Central and North
- Rutherglen South
- Cambuslang East
- Cambuslang West

In accordance with the Associations objective of tenants and resident involvement anyone living within the boundaries of the above noted wards can become a shareholder of the Association and be elected onto its Management Committee in accordance with the adopted rules. The Association will, however, apply the following criteria when considering share applications;

1. The membership of the Association must represent the best interests of the Association it seeks to serve.
2. A member may not be a serving member of staff.
3. An applicant who is a tenant or sharing owner of the Association, or who owns a house factored by the Association, will be assumed to have good and proper reasons for wishing to join and will be automatically granted membership by the committee unless the committee considers there is good reason for believing to the contrary.
4. Where membership would be contrary to the Association's Rules or policies;
5. 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;
6. Where the Committee considers that accepting the application would not be in the best interests of the Association.

Applicants from outwith the Associations area of operation will be considered on their merits and accepted should the committee feel that they support the objects of the Association and their membership would be in the interests of the Association.

Membership application forms will be available on request from the Associations office; these will also be included in new tenancy packs in line with our objective of promoting tenant involvement in the management of the Association.

Once a share application is received with the fee of £1.00 this will be passed to the Director who will present the application to the next Management Committee for consideration. If the application is approved by the committee a share certificate will be issued to the new shareholder together with a copy of the Association's current rules.

Whilst it is the Association's intention to encourage membership, the Committee has absolute discretion in deciding on applications for membership as outlined in clause 7.2 of its Rules. Should the committee consider that the application warrants further discussion as per the criteria above then the applicant will be asked either to submit additional information or arrange to meet with either the Director or members of the Management Committee as appropriate. In these cases the application will be considered at the following Management Committee meeting where the additional information will be available to the committee. Should the committee refuse the application the applicant will be advised within 3 working days of the date of the meeting.

The Association will keep a share register at its registered office which will contain the names, addresses and share number of every member. Every new share will be noted in the register as soon as practically possible after the committee meeting when it is approved. If a member cancels their share, moves away from the area or dies then the share will be cancelled and the number will be assigned to the next new member. Housing management staff will review the share register each year prior to the issue of AGM notices to cancel those shares of any tenants that they are aware of that have either moved away or deceased. Should a notice for the AGM be returned to the Association marked gone away then that shareholders share will also be cancelled.

AREA OF OPERATION

The Association will primarily work within its share boundary as defined above. The Association will consider development activity outwith our share boundary only where this meets with our aims and business objectives and those of our partners. We will also consult with any other local RSL's operating in that area before agreeing to proceed with any development.

COMMITTEE STRUCTURE

The Management Committee shall be elected in accordance with the Associations Rules at its Annual General Meeting. The Association will also co-opt additional committee members from time to time in accordance with its Rules. The Association will also accept nominations from representative members from other organisations i.e. local authorities in accordance with our Rules. The management committee must ratify any nominations of this nature. The rules governing the operation of the

Management Committee and sub-committees of the Association will be set out in it's standing orders.