Membership Policy

Presented to Board for Approval: 25 June 2026

Next Review: June 2029

1. Introduction

Cadder Housing Association's (CHA's) Rules require that the Board should set, review and publish its Membership Policy for admitting new members. (Rule 7.1).

The purpose of this policy is to ensure that CHA complies with this obligation.

2. Membership of CHA

Members of CHA shall be those people or organisations who hold a share in CHA and whose names are entered in the Register of Members.

3. Eligibility for Membership

Members of CHA can be Tenants, Service users, other persons who support the objects of CHA and organisations sympathetic to the objects of CHA. (Rule 7.1.1 to 7.1.4).

Applications for membership can be received from any person aged 16 or over. (Rule 8).

Applicants who have a joint tenancy with CHA should apply individually for membership. Joint applications for membership cannot be accepted.

Membership is open to all those entitled to apply regardless of their personal characteristics or circumstances. This includes, colour, race, nationality, ethnic or national origins, gender, age, sexuality, disability, religion or beliefs, and marital, pregnancy, maternity or family status.

4. Promoting Membership

CHA is a community-based housing association and is positive about attracting people from the communities it serves, and beyond, to become members of the association.

CHA seeks to establish a broad and active membership by encouraging individuals and local organisations who have an interest in and support the aims and objectives of the association to become members.

CHA wishes to make use of the skills and experience of its members where possible, particularly where those skills match the identified skills being sought as part of the process of recruiting new board members.

CHA will promote membership to relevant people and organisations in the following ways:

- Encouraging new tenants to become members of the association at the point when they sign their tenancy agreement (it will always be made clear that membership is not a condition of being allocated a tenancy).
- Promoting membership in CHA's regular newsletter, and on its website.

- Circulating information on membership to local community and representative organisations, and voluntary and other organisations who are active in the local community.
- Advertising for people with relevant skills who may be potential Board members, and must first become members of the association.

CHA is committed to promoting diversity and ensuring equality of opportunity. We will strive to ensure our membership reflects the communities we serve. We will put in place arrangements for monitoring the composition of our membership to enable periodic assessment of the extent to which it is representative.

5. Applying for Membership

Any individual or organisation who wishes to apply for membership should complete and sign a membership application form and send it to CHA's registered office along with the membership fee of £1.

Applications for membership will be considered by the Board as soon as reasonably practicable, normally at its next scheduled meeting following receipt of the application. It should be noted that no application can be considered within 14 days preceding the date of a general meeting of CHA i.e. Its AGM.

The Board of CHA has absolute discretion as to whether to accept or reject and application for membership.

Examples for refusing an application for membership include:

- Membership would be contrary to CHA's Rules and/or policies
- The Board considers the application would not be in the best interest of CHA
- Where a significant conflict of interest may exist

Applicants are asked to declare any potential conflicts of interest in their application form. Examples include employment by or membership of another governing body of a registered social landlord. However, existence of conflicts of interest are not in themselves grounds for rejection of an application.

CHA wishes to encourage membership and only in rare occasions would an application be refused. If this should happen, the applicant will be informed in writing, and informed of the reason and the £1 payment will be refunded.

Once an application is approved, CHA will write to the new Member confirming this and will enter their name in the Register of Members within 7 working days of the date of the meeting where approval was granted. They will also be issued with a Share Certificate, and directed to the Rules, the Membership Policy, Annual Reports and Newsletters on CHA's website. Hard copies can also be provided.

6. Organisation Membership

Once an organisation's application has been approved as detailed at item 4 above, the organisation is free to nominate anyone it considered suitable to be its representative to CHA. That person then represents all of the organisation's rights and powers at general meetings.

The organisation must send CHA a copy of the authorisation of appointment of their representative. This should be by an authorised signatory of the organisation and the signature must be independently witnessed.

The identity of the representative can be changed by following the process above and withdrawing the authority of the original representative.

Any representative of an organisation cannot also be a member in their own right. If the representative is found to be already on the register of members and an individual, their individual membership will be suspended for the period they represent the organisation.

7. Termination of Membership

Membership of CHA will come to an end if:

- A member resigns, giving 7 days notice to the Secretary
- The Board believed that the Member has failed to advise CHA of a change of address
- If the Member does not attend, submitted apologies, exercised a postal vote or appointed a proxy to attend on their behalf for 5 AGMs in a row.

Where a member inadvertently loses membership due to the above, and wishes to remain a member, they can re-apply for membership and the Board will give consideration to the application.

Membership may also come to an end as a result of a complaint about the behaviour of a member, when two thirds of the members voting at a special general meeting convened to consider the complaint agree to this course of action. The details of this procedure are set out at 11.1.4 of CHA's Rules.

Members are obliged to notify CHA of any change of address in writing within 3 months of the change. This is important as failure to do so may lead to termination of membership. This requirement does not apply to tenants who move home in order to transfer to another CHA property.

8. Member Involvement

As a Member of CHA you will receive:

- Regular newsletters
- Annual Report
- Annual Financial Statements

- Invitations to major events such as formal openings
- Invitation to attend CHA's Annual General Meeting

Members are entitled to vote on any matters requiring a decision at a general meeting. They are also entitled to nominate another member to stand for election onto the board, or to be nominated themselves for election, and to vote in any election for the appointment of board members.

CHA is committed to keeping its members informed about key issues and developments at CHA, so that members can make informed contributions and decisions at general meetings. It will do this primarily via its newsletters, but also by preparing short reports to be circulated in advance for any special items requiring consideration.

CHA will actively promote to its members the opportunities that exist for being elected and serving on the board. Every year, CHA makes an assessment of the skills, knowledge and diversity that it needs amongst its board members in order to have a fully effective board membership, and identifies any gaps that need filling in the next round of board recruitment and elections. CHA will make this information available to its members each year in advance of any Annual General Meeting, to guide members in making suitable nominations for board membership as part of the election process.

9. Review

This Policy will be reviewed on a three yearly basis and in line with any Rules change.