



# Membership Policy

Board Approved:

22 May 2024

Next Review:

May 2027

## 1.0 INTRODUCTION

- 1.1 Homes for Life Housing Partnership (Homes for Life) is a membership organisation, and aims to attract people from the groups and communities it serves to become members of Homes for Life
- 1.2 Homes for Life is a registered under the Companies Act 2006. It is a Company limited by guarantee and has charitable status. Homes for Life aims to reflect the communities it serves and welcomes membership applications from tenants and service users, other persons who support the objects of Home for Life and members of the local community.
- 1.3 Members of Homes for Life are those people who whose names are entered into the Register of Members. It is a requirement of membership that members are supportive of the aims and objectives of the Company.

## 2.0 REGULATIONS AND BEST PRACTICE

- 2.1 Reference should be made to the Articles of Association when reading this Policy. In developing this policy, consideration has been given to sector best practice.

## 3.0 OPERATIONAL POLICY

- 3.1 Section 5 to 7 of Homes for Life's Articles cover "who may become members".

### **Extract**

- 5 Any person may apply to become a member of the Company. Organisations may also apply to become members; there are special rules governing how they are represented (see articles 15 to 18)
- 6 Before coming a member, your application must be approved by the Directors.
- 7 To become a member you should write to the Company's Registered Office requesting an application form. If your application is approved by the Directors, you immediately become a member and your name will be entered into the Register of Members within five working days.

## 4.0 MEMBERSHIP PROMOTION

- 4.1 Homes for Life will promote membership by circulating information on membership to tenants, owners and local residents. Information on membership will be shared through contact with tenants and applicants, leaflets, newsletters and Homes for Life's website.
- 4.2 Information on membership will be provided at the "sign up" interview for new tenants.
- 4.3 Additionally, the Board of Directors may seek to either co-opt or appoint Members with specific skills or knowledge to assist the Company to meet its strategic objectives from time to time.

## 5.0 MEMBERSHIP APPLICATION PROCESS

5.1 A completed membership form, which is attached as Appendix 1, should be submitted to Homes for Life. The forms are available at the Association's office and can be downloaded from our website. Applicants must be 16 years of age or over. The application will be considered by the Board of Directors as soon as reasonably practicable after its receipt.

5.2 The Board of Directors has the absolute discretion to accept or reject an application for membership and the following shall constitute grounds of refusal of an application for membership as extracted from the Rules and Articles:

### **Extract**

13 The Directors may reject your application if you meet any of the conditions contained in Article 10 (as noted below). Your application may also be rejected if any complaints have been received in respect of the behavior of the applicant which is likely to harm the interests or reputation of the Company.

10 The Directors are entitled to terminate the membership of any member, including members who are also tenants, of the Company:-

- who, being an individual, becomes of unsound mind;
- who becomes bankrupt, insolvent or apparently insolvent, or who suspends payment to or compound with that member's creditors;
- in respect of whose property and undertaking, or any part thereof, a receiver or judicial factor is appointed;
- in respect of whom an effective winding-up order is made or an effective winding-up resolution is passed (other than for the purpose of amalgamation or reconstruction);
- in respect of whom an administration order is made;
- who is in breach of any of the terms of the lease entered into with the Company;
- who has failed to notify the Company within three months of a change of address, unless this is a change between two properties owned or managed by the Company;
- who is convicted of a criminal offence other than a minor motoring offence;
- who otherwise fails to meet the requirements of the Company's Membership Policy.

5.3 Once an application is approved, membership is effective immediately. The members name and other necessary particulars will be included in the Register of Members within five working days.

5.4 No new applications for membership will be considered in the 14 days preceding a general meeting.

## 6.0 MEMBER'S ENTITLEMENT

### 6.1 Members will be:-

- entitled to attend and vote at Annual and Special General meetings;
- able to stand for election to the Board of Directors;
- able to receive a copy of the Association's annual report and accounts.

## 7.0 TERMINATION OF MEMBERSHIP

### 7.1 There are a number of reasons that a membership may be terminated. The following is extracted from the Articles:

#### **Extract**

9 Your membership will cease if you die; your membership may not be transferred or willed to anyone else.

10 The directors are entitled to terminate the membership of any member, including members who are also tenants, of the Company:-

- who, being an individual, becomes of unsound mind;
- who becomes bankrupt, insolvent or apparently insolvent, or who suspends payment to or compounds with that member's creditors;
- in respect of whose property and undertaking, or any part thereof, a receiver or judicial factor is appointed;
- in respect of whom an effective winding-up order is made or an effective winding-up resolution is passed (other than for the purpose of amalgamation or reconstruction);
- in respect of whom an administration order is made;
- who is in breach of any of the terms of the lease entered into with the Company;
- who has failed to notify the Company within three months of a change of address, unless this is a change between two properties owned or managed by the Company;
- who is convicted of a criminal offence other than a minor motoring offence;
- who otherwise fails to meet the requirements of the Company's Membership Policy.

11 Your membership may also be terminated as a result of a complaint regarding behaviour which is likely to harm the interest of reputation of the Company and where two thirds of the membership vote at a general meeting (annual or extraordinary) to end your membership. The following conditions apply:

- the complaint must be submitted to the Secretary in writing;
- You will be notified by the Secretary of the complaint at least one month in advance of the meeting;
- You will be called to respond to the complaint in the meeting;
- If you do not attend the meeting without good reason, the meeting will go ahead and the members shall be entitled to vote to end your membership.

7.2 If a member becomes an employee of the Company, their membership will be suspended for the duration of their employment.

## 8.0 GIVING UP MEMBERSHIP

8.1 Members may give up their membership at any time by giving 7 clear days' notice in writing to the secretary.

## 9.0 REVIEW

This policy will be reviewed at every 3 years or where there has been new legislation, or a change in regulatory requirements or policy guidance.

## 10.0 Application to become a Member of Homes for Life Housing Partnership

I would like to apply to become a member of Homes for Life Housing Partnership.

All applications for membership must be approved by the Board of Directors.

Membership provides a powerful voice in the way in which Homes for Life is controlled.

All members can vote at the Annual General Meeting and are eligible to stand for election to the Board of Directors.

Please complete:

|   |  |
|---|--|
| <b>Name</b>   |  |
| <b>Address</b>  |  |
| <b>Telephone number</b>   |  |
| <b>Email address</b>  |  |
| <b>Please tick what applies to you:</b>   |  |
| <b>I confirm that I am 16 years old or older</b>  |  |
| <b>I am a tenant of Homes for Life</b>  |  |
| <b>I am a resident living within Homes for Life's areas of operation (East Lothian)</b>     |  |
| <b>I am a member of a tenant's household</b>  |  |
| <b>A supporter of Homes for Life, living outside the area of operation</b>                  |  |
| <b>Please tell us briefly why you are interested in becoming a member of Homes for Life</b> |  |
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|--|------------|-----------|
| <b>Would you be interested in joining the Association's Board of Directors</b> | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|

|   |            |           |
|---|------------|-----------|
| <b>Brief details of all members (name, address etc.) are recorded in the Register of Members. A public copy of the Register, will be made available for inspection by any member and any other person with an interest in the Association. Please confirm your consent to this information being provided should it be requested.</b> | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|

**Declaration:** I wish to become a Member of Homes for Life Housing Partnership and will abide by its Rules and support its Aims and Objectives.

I confirm that I am not a member of an organisation whose interest may conflict with those of Homes for Life.

|   |  |
|---|--|
| <b>Please give details of any possible conflicts of interest:</b> |  |
| <br><br><br><br><br><br><br><br><br><br>                          |  |
| <b>Signed</b>   |  |
| <b>Date</b>   |  |

From our Rules, membership of Homes for Life will cease when a member:

- (a) Resigns by giving written notice to the Secretary.
- (b) Becomes an employee of the Association.
- (c) Is expelled in accordance with the Rules.
- (d) Changes address, but does not notify the Association of their new address, unless to another Homes for Life property

Once completed please hand in to our office.

Homes for Life Housing Partnership

57 Market Street

Haddington

East Lothian. EH41 3JG

Or scan and send you application to: [info@homesforlife.co.uk](mailto:info@homesforlife.co.uk)