



ASSOCIATION MEMBERSHIP POLICY

Date Policy Approved by Board	November 2014
Review Date	November 2017
Scottish Housing Regulator Regulatory Framework	<p>All Standards relating to Governance and Financial Management apply and in particular:</p> <p>Standard 2 – The organisation is open and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these priorities.</p> <p>Standard 5 – The RSL conducts its affairs with honesty and integrity.</p>
National Care Standards	N/A

1. Policy Statement

- 1.1 Viewpoint is a membership organisation and will seek to recruit, as members, individuals who have an interest in our work, support our purpose and will make effective use of their skills, views and experience. Viewpoint is formed for the benefit of the community and its objectives are to carry on for the benefit of the community (2.1 of our Rules refers).
- 1.2 Viewpoint recognises that its membership is an important means of enhancing and demonstrating its accountability to the local communities in which it operates.
- 1.3 Members will be expected to adhere to the principles and expectations set out in Viewpoint's Code of Conduct.

2.0 Policy Aims

- 2.1 As a matter of policy, we will seek to ensure that Viewpoint has a broad-based membership which reflects its constitution and the communities it serves. In particular, we will welcome applications from tenants, service users, community groups and other residents of the areas in which we operate.
- 2.2 Viewpoint will actively promote membership through appropriate channels by:
 - Providing information on membership to tenants and service users through our Newsletters
 - Providing information about membership on our website
 - Promoting membership through Tenants Association Meetings and other public meetings in which we are involved
 - Making information available within our office to all those who enquire about membership
 - Making reference to membership when letting a property (although we will make it clear that membership is not a condition of receiving a tenancy)
- 2.3 In fulfilment of our equality objectives, Viewpoint will seek to ensure that no individual or group is debarred from access to membership.

3.0 Membership

- 3.1 A member is an individual or an organisation holding a share in Viewpoint and whose names are entered in the Register of Members.

- 3.2 Anyone who is 16 years or older may apply for membership.
- 3.3 No member can hold more than one Viewpoint share.
- 3.4. In principle, Viewpoint has the right to refuse membership to any applicant who might bring Viewpoint into disrepute or otherwise harm Viewpoint.
- 3.5 An organisation which is a member is free to appoint any person it considers suitable to act as its representative. A representative of an organisation cannot also be an individual member of Viewpoint.

If a representative is already an individual member when they start to represent an organisation which is a member, then the individual membership will be suspended until such times as that member is no longer a representative of the organisation (12.4 of our Rules refers).

- 3.6 Members are entitled to:
- Attend and vote at Annual or Special General Meetings
 - Seek election to the Board of Management
 - Vote in any elections to the Board
- 3.7 The Membership fee will not be refundable on termination of membership but will become the property of Viewpoint.
- 4.0 Promoting Membership
- 4.1 Viewpoint will not only encourage wide membership but also an active, informed and participative membership. We will therefore:
- Publicise general meetings at least 14 days before the day of the meeting
 - Circulate information to members to assist them to make informed decisions at general meetings
 - Make every effort to hold general meetings at a time and location suitable for the membership
 - Make a copy of our Annual Report and audited accounts available to all members
 - Provide information, support and training to tenant members who are interested in becoming more actively involved in decision making, in accordance with our Tenant Participation Strategy

- Promote opportunities for members to seek election to our Board of Management in accordance with our policy on the Recruitment of Board members

5.0. Implementation and Review

- 5.1 The Secretary is responsible for ensuring that this policy is implemented when required.
- 5.2 The Secretary will ensure that an annual report on current membership is submitted to the first meeting of the Board following each Annual General meeting.
- 5.3 The Secretary will ensure that this policy is reviewed at least every three years.