



Membership Procedure

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Procedure	Membership
Version reference	Version 1
Approved by	Operational Managers
Date of Approval	
Review Period	3 Years
Review Due	November 2026
Procedure Review	Governance and Business Improvement Manager

1. Introduction to procedure

- 1.1 This procedure describes our arrangements for processing applications for membership and administering membership on behalf of AHA shareholders. **This procedure must be read in conjunction the Association's [Membership Policy](#) and the [Association's Rules](#)**
- 1.2 An active and diverse membership is important to ensure that AHA delivers the best possible outcomes for its tenants and communities.
- 1.3 Any tenant, service or interested individual/organisation is eligible to become a member if they:
- are over the age of 16 and;
 - are an Almond tenant, factored owner, service user;
 - can demonstrate relevant knowledge, skills, experience or expertise that are complementary to the aims of the Association.
 - All applicants should be supportive of the aims and objectives of AHA.

2. Processing applications for membership

- 2.1 Membership is promoted primarily at sign up stage for new tenants through our Get Involved leaflet and on our [website \(Membership of Almond HA\)](#). From time to time, membership of Almond HA and its Board will also be promoted in order to target attract a diverse range of individuals, skills and experience. Membership applications can be completed online through our [website \(Membership of Almond HA\)](#) or by completing a membership application form in the Get Involved leaflet.
- 2.2 Membership applications received from tenants will be forwarded to their respective Housing Officer for processing and arranging payment. All other applications will be directed to the Business Improvement Officer.
- 2.3 Eligibility criteria as laid out in the Membership Policy and Rules will be checked to ascertain if the applicant is eligible to apply. Membership can only be held individually and not jointly.
- 2.4 A £1 membership fee must be paid by the applicant prior to the application being presented to the Board for approval. The staff member processing the application will contact the applicant to arrange payment of the £1 membership fee. This fee can be paid by tenants into their rent account, in which case the staff member processing the membership must notify the finance team of the payment once it has been made so that it can be transferred out of the rent account.
- 2.5 Alternatively, payment can be made to Almond HA's business account by making a bank transfer to:
- | | |
|-------------------------|--|
| Account name: Almond HA | Branch details: RBS, 36 St Andrew Square, Edinburgh, EH2 2AD |
| Sort code: 830608 | Account number: 00251332 |
- 2.6 Once the membership fee has been paid, the Governance and Business Improvement team must be notified promptly so that the membership application can be presented to the first available Board meeting.

- 2.7 The Board will consider applications for membership in accordance with Rules 7-9. The decision of the Board will be recorded in the minutes of the meeting and the applicant will be notified by the **Business Improvement Officer** of the decision within 14 days of the decision being made.
- 2.8 The **Business Improvement/Housing Officer** will issue the following to approved members:
- Share Certificate
 - a copy of the Association's Rules
 - a copy of the Membership Policy
 - details of how Members can participate in the Association, including the Annual General Meeting (AGM) and how to stand for election to the Board of Management (these will be issued as part of the pre - AGM mailing)
- 2.9 The Business Improvement Officer will add the names of any new members to the Register of Members and maintain the Register with any changes to Membership or Member details.
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3. Prospective Board members and Co-optees

- 3.1 The Association welcomes applications from any individual or organisation that supports our aims and objectives and can offer relevant skills and/or experience desired by the Board. From time to time, the Association will recruit for Board members who must become members before they can be elected to the Board. Recruitment is open to any individual and often attracts non-service users.
- 3.3 Prospective Board members, as outlined in 3.1, must demonstrate the skills and experience that they potentially offer the existing Board by completion of an application process.
- 3.3 Any prospective Board members would need to apply for membership of the Association in the normal way before they can stand for election. However, co-optees to the Board are not required to become members as they are unelected. They will, however, be required to apply for membership if they wish to be elected to the Board
- 3.4 Membership applications will be considered by the Board in the normal way, as outlined in sections 2 and 4.

4. Refusal of Membership

- 4.1 The Board reserves the right to refuse an application for membership in line with Rules 7.2.1 – 7.2.3:
- Where the membership would be contrary to the Almond's Rules or policies
 - Where a conflict of interest may exist which, even allowing for the disclosure of such an interest, may adversely affect the work of Almond HA
 - Where the Board considers that accepting the application would not be in the best interests of Almond

The Board can also refuse an application where the applicant is a member of the Almond HA workforce or has been employed by Almond in the previous 12 months.

4.2 The Business Improvement Officer will notify the refused applicant of the Board's decision and liaise with the finance team to arrange a refund of the £1 membership fee.

5. Terminating membership

5.1 Membership will come to an end if any of the conditions in Rule 11 are met, as outlined below:

- Member can resign by giving 7 days written notice to the Secretary
- The member is expelled as a result of the Association receiving a complaint about the Member's behaviour and more than two thirds of Members vote to end their membership, in accordance with the Rule 11.1.4
- Member changes address but does not notify us of their new address within three months, unless the new address is also one of our properties
- Member fails to attend or submit apologies for five consecutive Annual General Meetings
- Death of member.

5.2 Members can nominate another person to whom their share is transferred in the event of their death, in line with Rule 17.2. The Board must agree do this request and the nominated party must be eligible for membership.

5.3 In each of these circumstances, the Business Improvement Officer must be notified promptly so that the Members Register can be updated accordingly. £1 membership will be retained by the Association.

6. Nomination to Board and standing for election

6.1 All members are entitled to attend the AGM/SGM, stand for election to the Board, and nominate another member for election to the Board.

6.2 Staff should advise any applicant that wishes to nominate or stand for Board election that they must apply for membership allowing sufficient time for approval of membership application prior to AGM mailing is issued. In practice this would normally mean that an application for membership should be received, processed, and presented to the Board for consideration by July.

6.3 Nomination forms are included in the AGM mailings issued in July. All nominations for election to the Board are reviewed by the Board in line with Rule 40.3 prior to the AGM. Board members are elected in line with Rules 39-40.

7. Implementation and Review

7.1 The Governance and Business Improvement Manager has overall responsibility for ensuring this procedure is implemented when required.

7.2 The Governance and Business Improvement Manager will ensure that this procedure is reviewed at least every three years.