

COM04	ADOPTED: 19.1.94	REVIEWED: 28.2.96; 25.2.98; 26.5.99; 28.2.01; 28.5.03; 25.5.05; 30.5.07; 28.10.09
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MEMBERSHIP POLICY

1.0 INTRODUCTION

- 1.1 Prospect Community Housing Ltd. is registered with the Scottish Housing Regulator and seeks to provide quality homes in West Edinburgh.
- 1.2 We wish to encourage wide membership from all parts of the community. This policy describes how to become a member of Prospect, gives brief details about the Management Committee, and describes the training arrangements for those interested in becoming Committee Members.
- 1.3 This policy complies with Performance Standard GS2.2 on Tenant Participation.

GS2.2 Tenant participation: We have published and are implementing a sound strategy for encouraging and supporting tenants, residents and service users to participate actively in all areas of our work. We support tenants to take an active interest in managing their homes.

2.0 WHY SHOULD I JOIN?

- 2.1 We need to know the views of the residents of West Edinburgh. You can influence our decisions by becoming a member - for example, decisions about the numbers and types of flats and houses we should provide, or how we manage our homes and run the organisation.
- 2.2 As a member, you can help us to achieve our aim of providing good quality homes at affordable costs, and be part of an organisation which is actively working to improve living standards and conditions in West Edinburgh.

3.0 WHO MAY APPLY?

3.1 You may apply to join Prospect Community Housing if:

- you are 16 years or over and are a tenant of Prospect;
- or**
- you are 18 years of age or over and **either**:
 - live elsewhere in the West Edinburgh area, **or**
 - live outside West Edinburgh, but have a genuine interest in the work of, and/or have skills which could benefit Prospect;
- and**
- you do not have any recent or current interests which could conflict with your membership of Prospect.

4.0 HOW DO I APPLY?

- 4.1 To apply for membership, you should visit or contact our office to obtain an Application Form and background information about Prospect.
- 4.2 The cost of membership is £1.00. The completed Application Form should be returned, along with the £1.00 fee, to Prospect Community Housing.
- 4.3 Your application will be considered at the next available meeting of our Management Committee, and you will be advised of their decision as soon as possible after that meeting.

5.0 ANNUAL GENERAL MEETING

- 5.1 Our Annual General Meeting is held in September each year. At the A.G.M. a report on the previous year's activities is given, the Annual Accounts are presented, and elections are held for vacancies on the Management Committee.
- 5.2 Every member of Prospect may attend the A.G.M. to take part in the discussions and be involved in the elections for the Management Committee.

6.0 MANAGEMENT COMMITTEE

Membership

- 6.1 Our affairs are run by a Management Committee of up to 15 Members. Any Prospect member may be nominated for election to the Committee, in accordance with the nomination procedures circulated before each Annual General Meeting. We wish to encourage a wide representation on the Committee from all areas of the Community.

Meetings

- 6.2 The Management Committee normally meets monthly (except for July and December).

The Management Committee is supported by Working Groups who meet as required to make recommendations on specific areas of work.

Elections

- 6.3 At each Annual General Meeting, one third of the Management Committee stand down but are eligible for re-election without nomination. Any other Member may be nominated for a vacancy on the Committee. The nomination and appointment procedure is explained in the information sent to every member before the A.G.M.

Office Bearers

- 6.4 At their first meeting after the A.G.M., the Management Committee elect a Chairperson, Vice-Chair, Secretary and Treasurer.

Given their important responsibilities, the following positions are normally only open to those who have been Management Committee Members for the minimum periods shown:

Chairperson	2 years
Vice Chair, Secretary, Treasurer and Chair of Sub-Committee	1 year

Co-opted Members

- 6.5 The Management Committee may co-opt individuals onto the Committee for up to one year. They may include individuals from outwith the West Edinburgh area and need not be members of Prospect. The maximum number of co-opted members will be one-third of the maximum size of the Committee.
- 6.6 Co-optees may be invited in order to balance the membership of the Committee in terms of sex, experience, skills, etc., or to give the Committee access to group(s) with whom Prospect is working, or with whom we wish to work in future.
- 6.7 The procedure for Co-option will be:-
- after each A.G.M., or at other times as appropriate, Committee Members, assisted by the Director, will seek to identify gaps in the balance or knowledge of the Committee;
 - once the Committee has agreed on the gaps to be filled, they will seek to recruit suitable persons to fill them, by personal contact, advertising, etc.
 - the Chairperson and Director, or another office-bearer in place of the Chairperson, will meet informally with prospective Co-optees, and then put a recommendation to the Management Committee, who will decide if a formal invitation is to be issued to the individual.

Training

- 6.8 Training may be provided to Members who may be interested in standing for election to the Management Committee in the future.
- 6.9 In order to develop and maintain their skills and knowledge, Management Committee Members are expected to attend the following minimum number of training sessions each year:

New Members	-	Induction training, and at least 3 sessions
Experienced Members	-	At least 3 sessions

Full details are contained in the policies entitled “Committee Training” and “Induction Training”, copies of which are available from our office.

7.0 IMPLEMENTATION AND REVIEW

- 7.1 Attendance at Committee meetings is recorded and reported on annually to the Management Committee at their September meeting.
- 7.2 Attendance at Committee training sessions is recorded and reported annually to the Management Committee at their September meeting.
- 7.3 The list of current Members is updated following the approval of each application. The list is formally reviewed by Management Committee each March and October.
- 7.4 The Depute Director is responsible for ensuring that this policy is implemented and will ensure that the Management Committee reviews this policy at least every three years.

Review approved by Management Committee on: 28 October 2009

Next review due by: October 2012

SignedDate
(Chairperson)

**APPLICATION FOR MEMBERSHIP OF
PROSPECT COMMUNITY HOUSING LIMITED**

(Please complete in ink)

NAME: DATE OF BIRTH:

ADDRESS:

..... TELEPHONE NO:

WHY DO YOU WISH TO BECOME A MEMBER?

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OUTLINE ANY RELEVANT SKILLS OR KNOWLEDGE YOU MAY HAVE

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OUTLINE ANY INVOLVEMENT YOU HAVE WITH OTHER ORGANISATIONS, COMMUNITY OR HOUSING GROUPS

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DECLARATION:

I attach the sum of £1.

I agree to abide by the Rules and Policies of Prospect Community Housing (a copy of which are available for inspection in Prospect's registered office).

I understand that I may withdraw from membership of Prospect Community Housing by giving to the Secretary one month's notice in writing of my intention to do so.

I understand that my membership fee is non returnable in these circumstances.

I understand that membership of Prospect Community Housing will not place me on any waiting list for housing by Prospect.

Signed : Date:

Please hand in or send the completed application form together with the sum of £1 to The Secretary, Prospect Community Housing Limited, 6 Westburn Avenue, West Edinburgh, Edinburgh EH14 2TH. The application will be considered by the Committee at its next meeting or as soon thereafter as is practicable. If the application is approved the name of the applicant will be entered in the register of members and one share in Prospect Community Housing will be issued to the applicant. Shares carry no right to interest, dividend or bonus and shall not be held jointly.