



MEMBERSHIP POLICY

Policy Reviewed	March 2025
Policy Due For Review By:	March 2028

Policy: **Membership Policy**

Date Approved: March 2025

Approved By: Board

Applicable to: Persons applying for membership of
the Association
Members of the Association

Policy Owner: Diana MacLean

Review Date: March 2028

Membership Policy

1. Aims

The Association aims to attract a diverse range of interested people into Membership who can contribute particular skills and knowledge which would be supportive and beneficial to the Association's business.

The aim of this policy is to provide information on how tenants, service users and other potential members will be encouraged to become members of the Association and the benefits of doing so.

2. General

- 2.1 The Association is a customer-driven organisation and aims to attract members who share its values. It is therefore a pre-requisite of Membership that all Members must be supportive of the vision, values and charitable objectives of the Association and the services it seeks to provide to its customers.

3. Eligibility to become a Member of the Association

3.1 The Association has two categories of membership:

3.1.1 Ordinary membership of the Association. The following will be eligible to become ordinary members:

- a) tenants of the Association.
- b) service users of the Association.
- c) Other persons who support the objects of the Association; and
- d) organisations sympathetic to the objects of the Association.

3.2.2 Parental membership of the Association, consisting of one share, which is held by the Association's Parent Company, The Riverside Group Limited.

3.2 We anticipate that the majority of applicants will live in the Association's areas of operations, however, applications from people living outwith these areas will be considered, providing the applicant is supportive of the Association's aims and objectives.

3.3 No person will be admitted into ordinary membership if they are under the age of sixteen years.

3.4 Employees of the Association are not eligible to become ordinary members. If an ordinary member of the Association becomes an employee, their membership will be withdrawn.

3.5 No member shall hold more than one ordinary share in the Association.

4. Membership Application Procedure

4.1 Completed Membership Application forms, accompanied by the sum of £1.00 will be considered by the Board at its next meeting following submission, or as soon as is practical thereafter.

4.2 The Board shall have absolute discretion in deciding on Membership Applications, taking full account of this Membership Policy and the Association's Rules. The following shall constitute grounds for refusal of a Membership Application:

- a) Where Membership would be contrary to the Association's Rules or its policies;
- b) Where a conflict of interest may exist which, even allowing for the disclosure of such an interest, may adversely affect the work of the Association; or
- c) Where the Board considers that accepting the Membership Application would not be in the best interests of the Association.

4.3 If approved, membership will commence with immediate effect and within seven working days, we will write to the applicant confirming the Board's decision and their details will be entered into the Register of Members. The new member will also be issued with their Share Certificate and a copy of the Association's Rules.

4.4 If rejected, we will write to the applicant advising of the reasons for our decision and return the £1.00 payment made as part of the application.

5. Membership Register

5.1 The Association shall maintain a Register of Members with the names and addresses of all members and other particulars associated with their membership.

- 5.2 Members should notify the Association in writing of any change of address within 3 months. This requirement does not apply to members who are tenants and have transferred their tenancy to another Association property.

6. **Opportunities for Member Involvement**

6.1 Members are entitled to:

- attend and vote at the Annual General Meeting and any other general meeting of the Association
- nominate or be nominated to stand for election to the Board, subject to consideration by the Board (only members aged 18 and over are eligible to become a Board Member)
- formally elect Board Members at the Annual General Meeting
- attend any Shareholder Events
- vote on any amendments to the Association's Rules

7. **Termination of Membership**

7.1 Membership of the Association will be terminated:

- when a member withdraws from membership by giving 7 days written notice to the Secretary.
- on the death of a member (unless the member has nominated a person, to transfer their share to, in accordance with the Rules)
- if a member is expelled in accordance with the Association's Rules.

7.2 Membership will be deemed to have been withdrawn, with effect from the passing of a resolution by the Board, when a member:

- becomes an employee of the Association
- fails to notify the Association of their change of address within 3 calendar months, unless a tenant of the Association has transferred their tenancy to another Association property
- has failed to either attend or give apologies, for five consecutive Annual General Meetings.

7.3 The member's share fee is not refundable on termination of Membership.

8. Make-Up of the Board

- 8.1 The Association's Board shall consist of not less than 8 Members and no more than 12, including the Parent Nominee. In addition, the Board may also co-opt to the Board.
- 8.2 Board Members are formally elected by the Membership at the Annual General Meeting in accordance with the Association's Rules.
- 8.3 Vacancies arising on the Board outwith the Board Member nomination timescales for the Annual General Meeting, will be advertised from time to time in accordance with the associated procedures.

9. Equality, Diversity and Inclusion

- 9.1 The Association is committed to Equality, Diversity & Inclusion. We strive to be fair in our dealings with all people, communities and organisations, taking into account the diverse nature of their culture and background and actively promoting inclusion. This policy aligns with Riverside's Equality, Diversity and Inclusion Policy and has been subject to an Equality Impact Assessment.

Please Note: If there appears to be any difference between this Policy and the Association's Rules - then the latter takes precedence.