

MEMBERSHIP POLICY

JANUARY 2026



LANARKSHIRE
HOUSING ASSOCIATION LTD



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191 Brandon Street
Motherwell ML1 1RS
Tel: (01698) 269119
Fax: (01698) 275202

MEMBERSHIP POLICY

(*Note Lanarkshire Housing Association hereinafter referred to as LHA)

1.0 INTRODUCTION AND OVERVIEW

- 1.1 Membership of LHA will be actively encouraged across all areas of the community, subject to compliance with LHA's rules, with members encouraged to participate in a variety of ways.
- 1.2 LHA is committed to engaging tenants and local residents, while also developing a diverse membership of interested individuals whose skills can contribute to the management of its affairs.
- 1.3 Membership will be open to all, and LHA will actively encourage applications from any under-represented groups, in accordance with its Equality Policy.

2.0 LEGAL AND REGULATORY FRAMEWORK

- 2.1 This Policy should be read in conjunction with LHA's Rules, based upon SFHA Charitable Model Rules (Scotland) 2020.
- 2.2 LHA will fully comply with the Scottish Housing Regulator's Regulatory Standards of Governance and Financial Management.

3.0 APPLICATIONS

- 3.1 Parties eligible to become LHA Members are:
 - Tenants of LHA
 - Service Users of LHA
 - Other Persons or Organisations who support the objects of LHA
 - Persons over the age of sixteen
- 3.2 Forms are available to download from LHA's website or by contacting its Registered Office. Applicants should submit a completed application form to LHA's office, together with the sum of one pound (£1).
- 3.3 On receipt of the application form, it will be presented to the next meeting of the Management Committee, unless LHA considers this is not reasonably practicable, whereby it will be deferred to the following meeting. The application will be either approved or rejected, however, applications will not be considered within fourteen days prior to a general meeting.

- 3.4 LHA's Committee exercises absolute discretion in determining membership applications and may refuse an application on any of the following grounds:
- Where membership would be contrary to LHA'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 LHA
 - Where Committee considers that accepting the application would not be in LHA's best interests
- 3.5 An application for membership will only be rejected (and the £1 returned) where the Committee agree, by majority vote, that any of the grounds stated at 3.4 apply.
- 3.6 In the unusual event of an applicant's membership being refused, the reason for the decision and voting result shall be recorded in the official minutes.
- 3.7 Shares cannot be held jointly and no Member can hold more than one share.

4.0 NEW MEMBERS

- 4.1 Following approval of an application, new Members will be added to the Register of Members within seven working days and issued with a one-pound share certificate in LHA, signed by the Secretary and two other Committee Members. In the absence of the Secretary, another Committee Member shall be appointed to sign the certificate.
- 4.2 New members will also receive a Membership Information pack providing details of LHA's mission, values, aims and objectives, and outlining how they can contribute to these, including attending the AGM and standing for election to the Committee of Management (except for Employees who are only permitted to be General Members).
- 4.3 Membership is specifically covered by The Rules, numbered 6 to 17.3 within the LHA Rule Book and each new member will be provided with a full copy of the Rules of LHA, to retain for reference purposes.
- 4.4 Members will be provided with newsletters, annual reports and sufficient information to enable them to attend the Annual General Meeting and Special meetings to vote on key issues.

5.0 PROMOTION AND REVIEW OF MEMBERSHIP

- 5.1 Active promotion of membership will be carried out by LHA through tenant newsletters, social media campaigns, advertising in appropriate forums, open days, etc.
- 5.2 LHA will on a periodic basis consider both progress in increasing member numbers and the level of active engagement among members.

6.0 MEMBERSHIP OF THE LHA GOVERNING BODY (i.e. MANAGEMENT COMMITTEE)

- 6.1 LHA will adopt a proactive approach to Governing Body membership planning. This will ensure an appropriate composition within its membership, so that those who become Governing body Members have the required expertise to oversee its efficient running.
- 6.2 The Management Committee will also strive to secure a broad range of experience among Management Committee Members, to maximise participation and ensure it reasonably reflects the community served by LHA.
- 6.3 LHA is committed to promoting tenant and resident participation in influencing the decision-making process and appropriate local groups will be afforded an opportunity to be represented at Management Committee level, wherever possible.
- 6.4 The Management Committee will make appropriate use of co-options as a means of ensuring specialist expertise is available to inform deliberation, with a co-optee not requiring to be a member.
- 6.5 There will be no fewer than seven and no more than fifteen places available on the Management Committee. Co-opted members will form part of the maximum number (fifteen) and will not be more than one third of the Committee at any one time.
- 6.6 The implementation of annual appraisal reviews and active succession planning will enable LHA to retain Governing Body Members with sufficient expertise. It will also be ensured that members seeking re-election after nine years of continuous service can demonstrate continued effectiveness.
- 6.7 Management Committee members will have regular opportunities to provide feedback and contribute to improvements. This will be facilitated through a standing monthly agenda item on Membership and Committee matters and completion of the annual appraisal process.
- 6.8 Members of LHA's Management Committee (must be over eighteen years of age) and any persons co-opted to the Management Committee or a Sub Committee will be bound by:
 - LHA's Standing Orders & Committee Administration

- LHA's Model Code of Conduct for Governing Body Members (must sign up before taking office)
- LHA's Delegated Authority & Sub Committee Remits
- LHA's Entitlements, Payments and Benefits Policy
- LHA's Payment of Expenses to Committee Member Policy
- LHA's Register of Interests, in accordance with the Conflicts of Interest Policy

6.9 In accordance with its Equality Policy, LHA will collect and analyse equality data for General Members and Governing Body Members, to assist in the achievement of balanced representation of the community it serves.

6.10 New Management Committee Members will undertake LHA's Induction Procedures.

7.0 TERMINATION OF MEMBERSHIP

7.1 LHA will only end the membership and cancel the share of any member following resignation, death or removal under the rules.

7.2 Where a Governing Body Member ceases to be a member of LHA, they shall automatically cease to be a Governing Body Member.

7.3 Where a Governing Body Member ceases to hold office, this does not in itself affect their membership of LHA, unless action is taken under the Rules or this Policy to end their membership.

8.0 RESPONSIBILITY FOR POLICY

8.1 Responsibility for review of this policy and completion of all associated tasks lies with the Finance and Corporate Services Director.

9.0 POLICY REVIEW

9.1 This policy will be subject to review by the Management Committee on a three yearly basis.