



**Belmont House, 57 Belmont Road, Cambuslang, G72 8PG**  
**www.wwhc.org.uk E: enquiries@wwhc.org.uk T: 0141 641 8628**

<b>Policy Name</b>	<b>Membership Policy</b>
<b>Policy Author</b>	<b>Director</b>
<b>Approved by Sub Committee</b>	<b>N/A</b>
<b>Approved by Management Committee</b>	<b>April 2022</b>
<b>Latest date of Next Review</b>	<b>April 2027</b>

West Whitlawburn Housing Co-operative will provide this policy on request at no cost, in larger print, in Braille, in audio or other non-written format, and in a variety of languages. Please contact the office.



**Registered with the Scottish Housing Regulator No. 203**  
**Registered Charity No. SC038737, VAT Registration No. 180223636**  
**Registered society under the Co-operative and Community Benefit Societies Act 2014**

## **1. Introduction**

1.1 West Whitlawburn Housing Co-operative Limited (WWHC) is a fully Mutual Housing Co-operative with charitable status registered under the Co-operative and Community Benefit Societies Act 2014 with the Financial Conduct Authority and the Scottish Housing Regulator.

1.2 Section 7.1 of the Rules requires that the Committee will set, review and publish its membership policy for admitting new Members.

## **2. Membership Criteria**

2.1 Section 6 of the Rules states that Members of the Co-operative shall be those persons who hold a share in the Co-operative and whose names are entered in the Register of Members.

2.2 The following are eligible to become Members:

- Tenants of the Co-operative, occupying housing or accommodation provided under the terms of a Tenancy Agreement granted by the Co-operative; or
- Prospective tenants of the Co-operative who have applied for housing and whose names are entered in the register of prospective tenants (the housing list).

2.3 All Co-operative tenants must become members.

2.4 No Member can hold more than one share in the Co-operative.

## **3. Applying for Membership**

3.1 Only tenants and prospective tenants can apply for Membership by submitting a completed and signed application form and the sum of one pound (which will be returned if the application is not approved) to the Co-operative's registered office.

3.2 If the application is approved, the tenant or prospective tenant will immediately become a Member and their name and other necessary particulars will be included in the Register of Members within seven working days. They will then be issued one share in the Co-operative.

## **4. Joint Tenants**

- 4.1 Each tenant in a joint or multiple tenancy, can have an individual Membership of the Co-operative. Each membership will be on the basis of a one pound share.
- 4.2 Rule 7.5 allows that with the approval of the Committee, a Member can become a joint Member with another person admitted by the Committee to joint membership.
- 4.3 The share issued as a Member will be converted to a joint share in both names.
- 4.4 The Register of Members will be amended and the first Member name will be shown first in the Register of Members. The joint Member whose name appears first in the Register is solely entitled to exercise the rights of membership granted by the Rules.
- 4.5 Joint Members must become joint tenants under the tenancy agreement for a house provided by the Co-operative which they must sign. Joint members must occupy the house within one month of being requested to do so by the Co-operative.

## **5. Grounds for Refusal of Membership**

While it is the Co-operative's intention to encourage membership, the Committee has absolute discretion in deciding on applications for membership and the following constitute grounds for refusal of an application for membership:

- Where membership would be contrary to the Co-operative's Rules or policies; or
- Where a conflict of interest may exist which, even allowing for the disclosure of such an interest, may adversely affect the work of the Co-operative; or
- Where the Committee considers that accepting the application would not be in the best interests of the Co-operative

## **6. Benefits of Membership**

Membership gives tenants and prospective tenants the right to

- Attend and vote at any Annual General Meeting (AGM), or Special General Meeting (SGM) of WWHC.
- Stand for election to the Management Committee in accordance with the Rules
- Vote for the Management Committee

## **7. Operation of Memberships**

7.1 Should a member transfer their tenancy within the Co-operative, their membership transfers with them.

7.2 Should a member move to another house owned by the Co-operative, but in circumstances where the tenancy ends, their membership will be ended.

7.3 Should a member move to another WWHC house and become a joint or multiple tenant of that house their membership transfers with them.

## **8. Ending Memberships**

Membership or joint Membership of the Co-operative will end and the Committee will cancel the share and record the ending of a membership in the Register of Members in accordance with Rule 10 parts 1 to 6 summarised below:

8.1 A Member resigns with one month's written notice provided that the Member gives up their tenancy agreement at the same time.

8.2 The Member has ceased to occupy the house under the tenancy agreement.

8.3 The tenancy agreement ends or is ended.

8.4 A prospective tenant who is a member notifies in writing that they no longer require accommodation to be provided or has refused to enter into a tenancy agreement offered.

8.5 The member has died.

8.6 The Co-operative receives a complaint about a Member's behaviour and two-thirds of the Members voting at a special general meeting agree to end the membership following the procedure set in Rule 10.1.7. Any further application for membership would need the approval of two-thirds of the Members voting at a general meeting.

8.7 If a joint tenant ceases to occupy the house under the tenancy agreement or dies, their interest in the membership share and the tenancy agreement will belong to the remaining joint Member who will then become an individual Member. The joint share will be changed to a share in the sole name of the remaining Member and the Register of Members will be amended accordingly.

8.8 A joint membership will end and the Co-operative will cancel the share, if the Member fails to sign a Tenancy Agreement as required by Rules 7.5 and 7.6 or the joint Member fails to occupy the house provided.

## **9. Register of Members**

9.1 In accordance with Rule 61, the Co-operative will keep a Register of Members in the office containing the names and addresses of the Members and where provided e-mail addresses; membership numbers and: the date each person was entered in the Register as a Member and the date at which any person ceased to be a Member of the Co-operative.

9.2 In accordance with Rule 62, the Co-operative must also keep a second copy of the Register showing the same details as above which is used to confirm the information recorded in the main Register.

9.3 The inclusion or omission of the name of any person from the original Register of Members will, in the absence of evidence to the contrary, be conclusive that the person is or is not a Member of the Co-operative.

- 9.4 Any Member or person having a financial interest in the Co-operative can inspect the second copy of the Register of Members in accordance with Rule 78.

The Management Committee have set the following procedure for inspecting the Members Register:

- 9.4.1 The request should be made to the Co-operative's Secretary
- 9.4.2 Access to the Register will be given during office hours, in the Committee room of the office, within 7 days with a staff or Committee member present.
- 9.4.3 The person accessing the register will confirm in writing the date and time access was given.

## **10. Policy Implementation**

The Management Committee has absolute discretion in deciding on applications for membership of the Co-operative.

- 10.1 Housing Management staff have delegated authority to approve membership within the context of the Rules, the Allocations Policy and the Membership Policy.
- 10.2 Membership certificates must be signed and sealed in accordance with the Use of the Seal Policy.
- 10.3 A report on the Member Register detailing additions and deletions will be submitted to Committee quarterly.

## **11. Complaints and Appeals**

- 11.1 Any complaints or appeals against a decision made in relation to this policy should follow the Complaints Policy of the Co-operative

## **12. Equality and Diversity**

We are committed to ensuring equal opportunities and fair treatment for all people in our work. In implementing this Policy, we will provide a fair and equal service to all people, irrespective of factors such as gender, race, disability, age, sexual orientation, language or social origin, or other personal attributes.

### **13. Risk Management**

Key to mitigating the risks related to service delivery including membership of WWHC is having a comprehensive policy and procedure in place. The Policy provides clear guidance for staff in how to deal with applications for membership and clear information for applicants on what they need to do to apply. WWHC will ensure compliance with our rules and all legislative and regulatory requirements.

### **14. Policy Review**

This Policy will be reviewed every five years or sooner to ensure it continues to comply with changes to the Rules, best practice or legislation.