

Loretto  
Housing



# Membership Policy

Better homes, better lives

We can produce information on request in large print, Braille, tape and on disk. It is also available in other languages. If you need information in any of these formats please contact us on Freephone 0800 479 7979.

如果你向我們提出要求，我們可以為你提供本資訊的其他語言的版本，或者是盲文或磁帶。如果你需要本資訊的任何一種這些版式的版本，請聯繫我們，電話號碼是 0800 479 7979。

Si vous nous le demandez, nous pouvons vous remettre ces informations en d'autres langues, en braille ou sur cassette. Si vous souhaitez que ces informations vous soient fournies sous l'un de ces formats, contactez-nous en composant le 0800 479 7979.

چنانچه مایل باشید می‌توانید این مطالب را به فارسی یا زبان‌های دیگر و همچنین بریل و یا بر روی نوار کاست دریافت دارید. در صورت نیاز خواهشمندیم با شماره تلفن 0800 479 7979 با ما تماس بگیرید.

ਜੇ ਤੁਸੀਂ ਸਾਨੂੰ ਬੇਨਤੀ ਕਰੋ ਤਾਂ ਅਸੀਂ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਹੋਰ ਭਾਸ਼ਾਵਾਂ, ਬ੍ਰੇਲ (ਨੇਤ੍ਰਹੀਣਾਂ ਲਈ ਭਾਸ਼ਾ) ਵਿੱਚ, ਜਾਂ ਟੇਪ ਉੱਪਰ ਦੇ ਸਕਦੇ ਹਾਂ। ਜੇ ਤੁਹਾਨੂੰ ਇਨ੍ਹਾਂ ਵਿੱਚੋਂ ਕਿਸੇ ਰੂਪ ਵਿੱਚ ਚਾਹੀਦੀ ਹੋਵੇ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ 0800 479 7979 ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ।

Na Pana/Pani życzenie możemy zapewnić te informacje w innych językach, alfabetem Braille'a lub na kasecie. Jeśli chciał(a)by Pan(i) uzyskać te informacje w którejś z tych form, prosimy skontaktować się z nami pod numerem telefonu 0800 479 7979.

Haddii aad na weydiisato waxaanu warbixintan kugu siin karaa iyadoo ku qoran luuqad kale, farta ay dadka indhaha la' akhriyaan ama cajalad ku duuban. Haddii aad jeclaan lahayd in warbixintan laguugu siiyo mid ka mid ah qaababkaas, fadlan nagala soo xidhiidh telefoonka 0800 479 7979.

По вашей просьбе данная информация может быть предоставлена на других языках, шрифтом Брайля или в аудиозаписи. Если вам требуется информация в одном из этих форматов, позвоните нам по номеру 0800 479 7979.

Approval body	Loretto Housing Association Board
Date of approval	9 February 2023
Review Year	2026
Customer engagement required	No
Trade union engagement required	No
Equality Impact Assessment	No

## **Table of Contents**

1. Membership Policy .....	4
2. Categories of Membership .....	4
3. Benefits of Membership .....	5
4. Promoting Membership .....	5
5. Applying for, granting and refusing Membership .....	6
6. Managing Membership .....	6
7. Register of Members .....	7
8. Application Form – Appendix 1 .....	8

## **1. MEMBERSHIP POLICY**

- 1.1 Loretto Housing Association Limited is a not-for-profit housing association registered under the Co-operative and Community Benefit Societies Act 2014 (registration number 1920(R)S). It is a registered Scottish charity (charity number SC007241) and a registered social landlord with the Scottish Housing Regulator (landlord number 154).
- 1.2 Our objects are set out in our Rules. Our objects are:
- to provide for the relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage through the provision, construction, improvement and management of land and accommodation and the provision of care; and
  - any other purpose or object permitted under Section 24 of the Housing (Scotland) Act 2010 which is charitable both for the purposes of Section 7 of the Charities and Trustee Investment (Scotland) Act 2005 and also in relation to the application of the Taxes Acts.
- 1.3 We are a membership organisation and encourage applications for membership from (i) our tenants and (ii) any person who is a Board Member and not a Tenant or Parent Appointee.
- 1.4 This policy should be read in accordance with our Rules. In the event of any conflict between this policy and our Rules then the Rules will take precedence. A copy of the Rules can be obtained from our website or by writing to the Governance Team, at the Association's registered office, Wheatley House, 25 Cochrane Street, Glasgow, G1 1HL.

## **2. CATEGORIES OF MEMBERSHIP**

The Members of the Association are those persons or organisations who hold a share in the Association and whose names are entered in the Register of Members. There are three categories of membership:

- i) tenants of the Association
- ii) any person who is a Board Member and not a Tenant or a Parent appointee
- iii) the Parent

### **3. BENEFITS OF MEMBERSHIP**

When you become a member of the Association you will:

- receive an invitation to attend our AGM to hear the chairperson's report and our annual accounts for the preceding year
- be able to vote on matters such as appointment of auditors
- be able to stand for election to our management Board.

### **4. PROMOTING MEMBERSHIP**

4.1 We will encourage membership applications, e.g., by regular advertising in newsletters, information in our offices, at events, on our website and in our tenants' handbooks. New tenants and transferring tenants will be encouraged to become members when they receive their new tenancies.

4.2 We aim to promote membership to all sections of the communities we work in. We seek to promote equality of treatment and opportunity and encourage a diverse membership. This means that we will seek to achieve equality of treatment and opportunity for all groups in society without discrimination or prejudice on any grounds. The Equality Act 2010 introduces the term "protected characteristics" to describe groups against whom any sort of discrimination is unlawful. The Act specifies nine protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and Civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex (Gender)
- Sexual orientation.

4.3 Where an individual possesses one or more of the protected characteristics or belongs to a group not specifically mentioned in the Act we will take all reasonable steps to ensure that no discrimination, whether deliberate or inadvertent, occurs. Particular efforts may be made to target groups that are currently (or historically) under-represented in our membership.

### **5. APPLYING FOR, GRANTING & REFUSING MEMBERSHIP**

5.1 To apply for membership, a completed and signed application form (see Appendix 1) and the sum of one pound (which will be returned to you if the application is not approved) should be sent to the Governance Team at the Association's registered office, Wheatley House, 25 Cochrane Street, Glasgow, G1 1HL.

- 5.2 Applications shall be considered by the Board as soon as reasonably practicable after receipt by the Association. An application for membership will not be considered by the Board within the period of fourteen days before the date of a general meeting. If approved, the applicant will immediately become a Member and be entered into the Register of Members within seven working days. They will then be issued with one share in the Association.
- 5.3 Whilst it is the Association's intention to encourage membership, the Board has absolute discretion in deciding on applications for membership and the following shall constitute grounds for refusal of an application for membership:
- 5.3.1 where membership would be contrary to the Association's Rules or policies;
- 5.3.2 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; and/or
- 5.3.3 where the Board considers that accepting the application would not be in the best interests of the Association.
- 5.4 In such cases, reasons for the refusal will be given within seven days of the Board meeting along with information on the right to appeal to the Chairperson within 14 days of the date of the refusal. The Board will consider an appeal at its next meeting and reply within seven days; this decision being final.

## **6. MANAGING MEMBERSHIP**

- 6.1 We will manage the number of members in each category. Members will have their share cancelled and will be removed from the register of members if;
- a) If a member whose category of membership is Tenant of Association ceases to be a tenant and does not apply to convert their membership;
  - b) The Board reasonably believes they have failed to tell the Association of a change of address;
  - c) They have failed to attend and submit apologies for five annual general meetings, in a row or submitted apologies, exercised a postal vote or appointed a representative to attend and vote on their behalf by proxy; or;
  - d) Any grounds set out in the Rules from time to time for revoking membership apply.
- 6.2 If a member ceases to be a tenant, they must inform the Association within 21 days.

## **7. REGISTER OF MEMBERS**

7.1 We are required to maintain a Register of Members which contains the following information:

- the names and addresses of the Members and, where provided, for the purposes of electronic communication, fax numbers and email addresses;
- a statement of the share held by each Member and the amount each Member paid for it;
- 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 Association; and
- a statement of other property in the Association, whether in loans or loan stock held by each Member.

7.2 We are also required to maintain a second copy of the Register of Members which must be made available for viewing at our offices. The duplicate Register of Members will not contain any statement or shares and property.

# APPENDIX 1: APPLICATION FORM

## Application Form for Membership of Loretto Housing Association Limited

I wish to apply for membership of Loretto Housing Association Limited. I enclose £1.00 payment for my membership share certificate and confirm I am aged 16 or over and:

### PLEASE TICK ONE BOX

A Tenant of the Association

any person who is a Board Member and who is not a Tenant or Parent Appointee.

Name	
Address	
Postcode	
Telephone Number	

**Signature** .....

**Date**.....

---

**Please return this completed form to:**

Governance Team  
Wheatley House  
25 Cochrane Street  
Glasgow  
G1 1HL