

Membership Policy	Policy No: EO 03	Page: 1 of 2
-------------------	------------------	--------------

Membership Policy

1. Objective

- 1.1 Loreburn's Rules set out the rules relating to membership. This Policy summarises these rules and shows how membership will be promoted, encouraged and processed

2. Policy Statement

- 2.1 Loreburn seeks to ensure a broad representation in its membership of the communities and groups which it serves.
- 2.2 Loreburn will seek a balance of representation from tenants, service users, local authorities and other organisations sympathetic to Loreburn's objects to ensure that no organisation or group has undue influence.
- 2.3 There are two categories of membership, *corporate* and *individual*.
- 2.4 Loreburn will maintain a Register of Members in accordance with the Rules. The Register will be available for inspection.
- 2.5 Loreburn will actively promote membership opportunities to tenants and service users in the community it serves. All staff will be trained and are expected to be aware and able to implement the Membership Policy as appropriate.
- 2.6 The principles of Loreburn's Diversity Policy will apply. Membership will be monitored as outlined in the Diversity Monitoring Policy and steps taken to promote membership to under-represented groups.

3. Promotion of Membership

- 3.1 Tenants, members of the local community and community groups will be made aware of the opportunity to become members through the website, Newsletter and other appropriate publicity eg. press advertising. Tenants will also be made aware of this at tenancy sign-up.
- 3.2 Tenants will be made aware that membership is not a condition of tenancy.

4. Applying for Membership

- 4.1 Applicants must complete a standard application form, pay the membership fee of £1 and send the application to the Dumfries office.
- 4.2 The Committee has responsibility for approval of membership applications and this will be done at the next meeting, or as soon as possible thereafter.
- 4.3 Membership shall take effect from that time and the Register updated to reflect this within seven working days. At this time one share in Loreburn will be issued to the new member.
- 4.4 You can apply for membership of Loreburn from the age of 16.
- 4.5 No member can hold more than one share in Loreburn.
- 4.6 No staff members can become a shareholder.

Membership Policy	Policy No: EO 03	Page: 2 of 2
-------------------	------------------	--------------

5. Refusal of Membership

5.1 Whilst it is the intention of Loreburn to encourage membership, the Committee has absolute discretion in deciding on applications for membership and the following shall constitute grounds for refusal of an application for membership:

- ▶ Where the membership would be contrary to the Loreburn'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 Loreburn;
- ▶ Where the Committee considers that accepting the application would not be in the best interests of Loreburn

5.2 Written reasons for refusal and the right of appeal will be provided within 14 working days of the Committee meeting at which the decision was made. The £1 membership fee will also be returned at this time.

6. Appealing a Refusal of Membership

6.1 The Rules do not specify that there is a formal right of appeal. Anyone wishing to appeal a refusal will be directed to Loreburn's complaints procedures.

7. Participation of Members

7.1 Members have a right and are encouraged to participate in Loreburn. In particular, members are advised of their right to:

- ▶ Attend the AGM
- ▶ Stand for election to the Committee
- ▶ Receive copies of the Newsletter
- ▶ Submit views to the Chief Executive on any aspect of Loreburn's work and to have their views acknowledged.

7.2 Members may be invited to any meetings held to promote Loreburn or its services. Surveys of members' views may also be carried out.

8. Ending Membership

8.1 The criteria for ending membership is governed by Loreburn's Rules, summarised as follows:

- ▶ A member may withdraw membership by giving the Secretary 7 days notice in writing to the Dumfries office
- ▶ If the Committee is satisfied that a member has failed to notify Loreburn of a change of address then the member shall be deemed to have withdrawn membership.
- ▶ A member may be expelled by a resolution if Loreburn receives a complaint about a member's behaviour and two-thirds of the members present in person or by proxy and voting on a poll at a Special General Meeting. The Rules detail the procedure at 11.1.4.

9. Monitoring & Review

9.1 The Policy shall be reviewed every five years, or as required by legislation or good practice.