

West Whitlawburn Housing Co-operative	
Policy Name	Membership Policy
Reviewed by	Susan Paton August 17
Management Committee Approval Date	21st August 2017
Latest Date of Next Review	
Compliant with Equality and Diversity Policy	Yes
Complaint with Performance Standards	Yes

1. Introduction

- 1.1 West Whitlawburn Housing Co-operative Limited will operate a membership policy in accordance our Fully Mutual and Charitable rules.

2. Membership Criteria

- 2.1 Membership is open to Co-operative tenants and prospective tenants only.
2.2 All Co-operative tenants must become members.
2.3 Each tenant in a joint or multiple tenancy, shall have a membership of his or her own unless following a request from a joint tenant, joint membership is approved the Committee.
2.4 Each membership shall be on the basis of a £1 share. The share can not be withdrawable at any time, including at the end of tenancy.

3. Operating Memberships

- 3.1 Should a member transfer their tenancy within the Co-operative, their membership transfers with them. Should a member move to another house owned by the Co-operative, but in circumstances where the tenancy ends, their membership will be ended. Should a member move to another WWHC house and become a joint or multiple tenant of that house their membership transfers with them.

4. Ending Memberships

Memberships will only be ended in accordance with the rules

- 4.1 Membership will cease when a member dies, is expelled or withdraws or is rescinded in line with clause 3.1 of this policy. (Rules 11, 12 and 15)
4.2 Membership of tenants exercising their preserved right to buy, will end on the date of completion of the sale by the Co-operative.

5. Rights of Members

- 5.1 Membership gives tenants the right to:
- Vote for the Management Committee
 - Stand for election to the Management Committee

- Attend the Annual General Meeting (AGM), and any Special General Meeting (SGM) and vote on appropriate items
- Receive AGM/SGM minutes and annual accounts

Only West Whitlawburn tenants or prospective tenants can become members.

6. Register of Members

- 6.1 The Co-operative will maintain a register of members detailing the information referred to in Rule 64.1 together with a duplicate register kept available for inspection detailing their names, addresses, date of membership, membership number, and date they ceased to be a member.
- 6.2 The membership register will be available for inspection by any member or person with an interest in the funds of The Co-operative. As per Rule 80 and in line with current Data Protection policy guidelines.
- 6.3 The procedure to be followed for inspecting the members register is:
- a. The request must be made in writing, stating the reasons for inspection, to the Co-operative's Secretary.
 - b. Access to the the register will be given in the committee room of the Co-operative's office, with two office bearers present within 7 days of the request.
 - c. The person accessing the register will confirm in writing that access to the register was given.

7. Implementation of policy

- 7.1 Staff have delegated authority to approve membership within the context of the rules and membership policy.
- 7.2 Membership certificates must be signed and sealed in accordance with the Use of the Seal Policy

8. Complaints and Appeals

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

This policy should be read in conjunction with the other policies and procedures of the Co-operative and relevant legislation.