

<b>POLICY TITLE</b>	Open Membership Policy
<b>POLICY NUMBER</b>	GG-PO-08
<b>AUTHOR</b>	Jeanette Bolton
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<b>OFFICER RESPONSIBLE FOR REVIEW</b>	Business Support Manager

## **OPEN MEMBERSHIP POLICY**

### **1 POLICY STATEMENT**

- 1.1 Erimus Housing believes that tenants should have a real say in the management of their homes. Open membership to Erimus Housing is one way in which tenants and leaseholders can play an active role.
- 1.2 Erimus Housing has therefore made a commitment to open membership of Erimus Housing to its tenants and leaseholders with members delegating the running of Erimus Housing to the Board and its board members.
- 1.3 No member will hold more than one share, and membership will be effective from the time that the Board agree to the membership, on the provision that the £1.00 share payment has been received and the name of the member becomes registered in the Register of Members.
- 1.4 Collective representation of tenants and leaseholders will not be more than the % allowed within the Erimus Housing Memorandum and Articles.
- 1.5 As Erimus Housing is a registered charity and a not for profit Housing Association, shares carry no right to interest, dividend, bonus and cannot be held jointly.
- 1.6 By becoming a member of Erimus Housing, a tenant or leaseholder will have:
  - The right to attend and vote at Erimus Housing's Annual General meetings;
  - Receive detailed annual performance and financial reports;
  - Receive a share certificate.

### **2 REFERENCE MATERIAL**

- 2.1 Good practice within the housing sector was considered when reviewing this policy.

### **3 DEFINITIONS**

- 3.1 Board Member – means the board members of Erimus Housing.
- 3.2 Member – means a tenant or leaseholder who has bought a share in Erimus Housing.

### **4 POLICY CONTENT**

#### 4.1 Who can become a Member?

- 4.1.1 All eligible Erimus Housing tenants and leaseholders over the age of 18 may apply to become member of Erimus Housing. However, the Board of Erimus Housing reserves the right to agree or reject an application for membership, and membership will not be granted where a tenant is in breach of the tenancy agreement.

#### 4.2 How to become a Member

- 4.2.1 To become a member, tenants and leaseholders will apply to buy a share in Erimus Housing for the cost of £1.00 (Application form shown in Appendix A). As Erimus Housing is a registered charity and a not for profit Housing Association, shares carry no right to interest, dividend, bonus and cannot be held jointly. If membership is not granted for any reason the £1.00 membership fee will be refunded.
- 4.2.2 Any member can withdraw from membership by giving one months notice of their intention to do so. In such a case the £1.00 share returns to the ownership of Erimus Housing.
- 4.2.3 If a complaint about a member is received and the Board considers that the complaint may be detrimental to the interest of Erimus Housing, a member may be expelled by a resolution of two thirds carried out by vote. The £1.00 share will return to the ownership of Erimus Housing.

### **6 CONSULTATION**

- 6.1 Consultation on the original policy was carried out during transfer consultation.

### **7 MONITORING AND REVIEW**

#### 7.1 Review

- 7.1.1 The policy will be reviewed on a triennial basis or sooner if required.

#### 7.2 Monitoring

- 7.2.1 All applications for membership will be recorded and taken to the Board for approval, with the decision of the Board being recorded in the minutes of the meeting.

## **8 RESPONSIBILITY**

- 8.1 The Group Company Secretary and the Managing Director of Erimus Housing are responsible for ensuring the implementation of this policy.



## Application for Open Membership of Erimus Housing

In order to become a member of Erimus Housing, the payment of £1.00 by cheque or postal order is required. Each tenant can buy only one share and the necessary criteria needs to be met.

Where a tenancy is in joint names, each tenant can apply to become a member and separate forms must be completed for this.

**PLEASE PRINT**

NAME: .....

ADDRESS: .....

POSTCODE: ..... TELEPHONE NO: .....

Please answer the following questions.

- 1. Are you a tenant of Erimus Housing? Yes/No
- 2. Are you over 18 years of age? Yes/No

3. *Please detail any connection you have with Erimus Housing (e.g. as an employee or close relative of a board member/employee).*

\_\_\_\_\_

4. Please give your reasons for wanting to become a member of Erimus Housing.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am applying for membership of Erimus Housing and enclose £1.00 membership fee (which is refundable if membership is not granted). I understand that I will not be seen to be a member of Erimus Housing until such time as I receive confirmation in writing and a share certificate.

Signed: ..... Date: .....

## **PLEASE NOTE**

If you have broken any of the conditions in your tenancy agreement e.g. you have not paid your rent or action has been taken against you for anti-social behaviour your application for membership may not be agreed.

It is therefore recommended that you seek advice and assistance from your local housing officer or rent team for any matters relating to your tenancy.

## EQUAL OPPORTUNITIES MONITORING

Erimus Housing is committed to equality and diversity. We require the following information to ensure we fulfill both our company and legal requirements.

### 1 DISABILITY

Do you consider yourself to have a disability? YES  NO

### 2 ORIGIN OF APPLICANT (please tick appropriate box)

**White:** British  Irish  Any other White background   
 (Please write in).....

**Mixed:** White & Black Caribbean  White & Black African   
White & Asian  Any other mixed background   
 (Please write in).....

**Asian or Asian British:** Indian  Pakistani   
Bangladeshi  Any other Asian background   
 (Please write in).....

**Black or Black British:** Caribbean  African   
Any other Black background   
 (Please write in).....

**Chinese or other ethnic group:** Chinese

**Any other:**

(Please write in) .....

### 3 Office Use Only

Action	Date	Initials
Date application received		
Date £1.00 payment received		
Date tenancy commenced		
Is rent account clear? (if No give details)	Yes / No	Comment:
Are there any other tenancy breaches? (if Yes give details)	Yes / No	Comment:
Date acknowledgement sent		
Date £1.00 payment to finance		
Date Approved / Rejected by Board	Approved / Rejected	
Date share certificate sealed and sent		
Date recorded in Register of Members		