

MEMBERSHIP POLICY

INTRODUCTION

- 1 As a fully mutual housing co-operative all members of the Co-operative must be tenants. All applicants who are about to sign a tenancy agreement with the Co-operative must apply to and be approved for and take up membership of the Co-operative.
2. There is no register in Lister of 'Prospective tenants' and there are no plans to introduce one.
3. Each member shall hold one share only. The membership fee is £1.00 per share. Upon cessation of membership the member's share certificate shall be cancelled and the paid share of £1.00 shall become the property of the Co-operative. There are no dividends, nor any financial benefits payable to shareholders.
4. Where two or more people are about to sign up for a joint tenancy then all such persons must each apply for and be approved for membership.
5. No person under sixteen may be admitted to membership.
6. The information sheet for people applying for membership explains the rights and responsibilities of membership and the application procedure
7. Membership is not transferable.

ALLOCATIONS AND MEMBERSHIP INTERVIEW PANEL

8. There is an Allocations and Membership Interview Panel set up with delegated powers from the Management Committee. It has the delegated power to grant membership. The composition of the Panel is set out in its delegated powers. The Panel is also the first stage in the appeals process. The note on the appeals procedure sets out the details of appeals.
9. The Panel members shall respect the confidentiality of all information conveyed to them by applicants.
10. If there is a major review of this policy then the Panel shall meet to review it and make any necessary recommendations for amendment to the Management Committee.
11. There should be training at regular intervals for Panel members, especially when there is a change in personnel involved.
12. The decisions of the Panel shall be reported to the Management Committee.

MEMBERSHIP APPLICATIONS

13. All persons who are about to sign a tenancy agreement must apply for and be accepted for membership of the Co-operative. The membership application form sets out the details requested of applicants. Applicants for membership must sign to accept the rights and responsibilities of membership, and agree to abide by the requirements of membership and sign the declaration.

14. Membership is required of those who are to become tenants and for those persons it is available without artificial restriction or any social, political, racial or religious discrimination.
15. If an applicant refuses to complete fully an application form for membership or if membership is approved and the applicant refuses to take up membership then the application for housing can be taken no further and no tenancy agreement shall be granted.
16. The Panel can consider at a membership panel meeting any report or information produced about the applicant by the Lister staff or a Panel member. The applicant can have a copy of any such report upon request. The membership panel may interview applicants or may make a decision on the basis of written material.
17. If membership is refused then the appeals procedure shall operate if the applicant wishes to appeal. All persons refused will be advised of the appeals procedure and the Complaints & Appeals policy. Lister participates in the Scottish Public Services Ombudsman service.

MEMBERSHIP CANCELLATIONS

18. A member shall cease to be a member if:
 - a. He/she dies; *or*
 - b. Is expelled; *or*
 - c. Withdraws from the Co-operative; *or*
 - d. His/her tenancy agreement is terminated; *or*
 - e. He/she ceases to occupy the housing provided by the Co-operative.
19. Any member may withdraw from the Co-operative by giving the Co-operative one month's notice in writing. They must at the same time give 28 days notice to end their tenancy agreement.
20. The rules of the Co-operative explain the procedure for expulsion.
21. Members will be informed in writing when their membership ceases

RULES

22. The rules of the Co-operative set out the formal membership rules.
23. A copy of the rules shall be supplied free to all new tenants. Further copies shall be supplied upon demand on payment of 10 pence.

REGISTERS

24. A register of members is kept and shall be updated with any changes. It shall be cross-checked with the minutes of the Management Committee meetings at regular intervals. A duplicate register shall be kept on the computer and be updated regularly.
25. The seal is used to endorse the share certificate. A register of the use of the seal is kept.

CONFIDENTIALITY, ETC.

26. All information supplied shall be kept confidential and shall only be seen by those staff and members of the Panel who deal with your application. Lister has an Access to personal files policy which also covers the requirements of the Data Protection Act

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