

APEX HOUSING ASSOCIATION

POLICY:	Shareholding Membership	DATE:	June 2005
DEPARTMENT:	Governance/Chief Executive	REVISED:	Sept 2014
		NEXT REVIEW:	Sept 2017
POLICY REF:	GOV:POL:R&T: 2.00	PAGES:	3
This policy is available in alternative formats on request			

Apex Housing Association welcomes applications for shareholding membership from anyone who is interested in promoting the success of the Association and has an interest in and commitment to the Association's work. Apex seeks to foster an extensive membership base of up to 50 people and will encourage residents, partners and those living and working in communities it serves to become members through the purchase of a £1.00 share.

Purpose of shareholding membership

- provides an active pool of people who have expressed an interest in the Association and from whom new Board Members can be drawn;
- allows other people to express support for and a commitment to the Association without playing an active role;
- enhances the Association's accountability to the communities where it operates;
- provides the Association with another way of accounting for its activities and performance.

Criteria for selection

All applicants for membership of the Association will be considered by the Board of Management. Applications must meet the essential criterion and at least one of the optional criteria:

Essential

- Does the applicant have the appropriate skills, experience and availability to make a significant contribution to the Association by becoming a member of the Board of Management either at the time of application or in the future?

Optional

- Does the applicant have a long term interest in and support for the Association?
- Does the applicant have the commitment and relevant skills and/or experience to make a positive contribution to the Association without becoming an active Board member?
- Will the applicant help improve the representation of local communities within the Association's shareholding and/or Board membership?
- Will the applicant contribute to achieving a balanced mix within the Association's shareholding and/or Board membership?

Exclusions

- Someone, or their close relative, who has been a member of staff within the 12 months prior to their application, is excluded from consideration to become a member of the Association.
- Someone under the age of 18 years.
- Someone who is in financial debt to the Association or who has been expelled from the Association.

Application for membership

All applications for membership should be made in writing to the Chair at the Association's registered office setting out their reasons for applying and their qualifications. Applications will be considered by the Board of Management under the selection criteria. All applicants will also need to demonstrate that their membership of the Association and/or its Board will not result in an unacceptable conflict of interest, either due to a personal relationship or employment with another organisation, for example another housing association which could be regarded as a competitor.

Membership

Membership of the Association enables the person to

- attend and vote at the Annual General Meeting and
- receive copies of the Association's Annual report
- receive copies of the Association's newsletters for tenants and staff
- be eligible for election onto the Association's Board of Management.

Membership of the Association will be bound by the Association's Rules.

Withdrawal from Membership

Members may withdraw from the Association by giving the Secretary one month's notice in writing of their intention to do so. The Association's Rules also contain provisions for the expulsion of members:

- C14** A shareholder shall cease to be a shareholder if:
- C14.1 they die; or
 - C14.2 they are expelled under rule C15; or
 - C14.3 they withdraw from the association by giving one month's notice to the secretary; or
 - C14.4 they have absented themselves from three consecutive general meetings of the association without delivering written apologies in advance; or
 - C14.5 in the case of a body corporate it ceases to be a body corporate; or
 - C14.6 in the case of the nominee of an unincorporated body, they transfer their share to another nominee of that body.
- C15** A shareholder may only be expelled by a special resolution at a special general meeting called by the board.
- C15.1 The board must give the shareholder at least one month's notice in writing of the general meeting. The notice to the shareholders must set out the particulars of the complaint of conduct detrimental to the association, and must request the shareholder to attend the meeting to answer the complaint.
 - C15.2 At the general meeting called for this purpose the shareholders shall consider the evidence presented by the board and by the shareholder (if any). The meeting may take place even if the shareholder does not attend.
 - C15.3 If the resolution to expel the shareholder is passed in accordance with this rule, the shareholder shall immediately cease to be a shareholder.

Review

The Board of Management will review the membership policy on a periodic basis.