

Becoming a Member of Wishaw and District Housing Association





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Who may become a member?

Anyone who is resident in the Association's area of operation who is 18 years or over may apply to become a member or if you are a tenant or sharing owner you only need to be 16 years or over.

We will also consider anyone who is employed in the Association's area of operation who is also in work that is relevant to the Association, unless this work creates a conflict of interest.

Please note that being a tenant or sharing owner is not the same as being a member of the Association and membership must be applied for separately.

Can an organisation become a member?

We will consider applications for corporate membership where the organisation operates in our area and has aims which complement our own. Such organisations will become corporate members and will be asked to name one person to be their representative member.

Please contact our Admin Officer for more details on corporate membership.

Where is our area of operation?

Wishaw, Craigneuk, Flemington, Muirhouse, Netherton, Cambusnethan, Coltness, Newmains, Shotts and Harthill, and areas in between.

How much does membership cost?

Membership, also known as buying a share in the Association, costs £1.

What are the benefits of membership?

Membership entitles you to involvement in the Association's affairs and a say in how we run our business.

This is achieved by:

- **Receiving papers for and being invited to attend our Annual General Meeting (usually held in July) and any Special General Meetings.**
- **Hearing our auditor present and comment on our accounts at our Annual General Meeting and receiving a copy of these accounts.**
- **Being able to vote at our general meetings on:**
 - auditor's appointment
 - rule changes
 - election of board members
 - other matters on which a vote may be called
- **Being able to stand for election to our Board of Directors.**
- **Being able to formally raise matters of general concern at our Annual General Meeting when Board Members are present, and informally discuss those issues with Board Members after the formal part of the meeting has closed.**
- **Receiving a copy of our Rules.**
- **Being able to read minutes of our Board and Committee meetings on request.**

If I apply will I be accepted?

Our Board of Directors has the authority to decide to whom it will grant membership and all applications are considered by them.

We assume that all tenants, sharing owners and owners who receive a property management service from us have good reason for wishing to join. All applications from these groups are accepted unless we have good reason for believing the applicant has intentions contrary to the best interests of the Association.

All other eligible applicants will be invited to an informal discussion with representatives of the Board so that we can consider your reasons for wishing to join us.

What happens when I am accepted?

You will receive a letter of acceptance, a Share Certificate, and a copy of our Rules.

When the next Annual, or Special, General Meeting is called you will receive the agenda and accompanying papers, including a form that you should complete if you wish to stand for election to the Board.

What happens if I am not accepted?

In the unlikely event of non acceptance we will write advising you of our reasons within 14 days of our decision, and returning your £1 membership fee.

If you wish to appeal this decision you would do so to the Public Services Ombudsman (further details in our leaflet “Appeals, Comments & Complaints”).

How long does it take to become a member?

All applications go to the next scheduled meeting of the Board of Directors. As the Board meets once every two months the maximum period you should ever wait is nine weeks and usually the process is much quicker. Membership is active immediately upon approval.

Our rules do not allow us to consider applications for membership which are made within the 14 day period leading up to our annual general meeting.

Can my membership be ended?

Your membership lasts for your lifetime but you can cancel it should you choose to do so.

We will end your membership if you die, or if you move away and fail to notify us of your new address.

We can end your membership if you fail to attend and submit apologies for five Annual General Meetings.

We can also end your membership if we receive a complaint in writing that you have behaved in a way that might harm the Association’s interests, and two thirds of members voting at a special general meeting agree to end your membership.

We will suspend your membership if you become the representative for a corporate member.

Can I sell or transfer my membership?

You cannot sell your membership and it can only be transferred if we agree.

How do I apply for membership?

We have a simple form you should complete. Please ask for our membership application form.

After I have become a member I may wish to join the Board of Directors. How do I do this?

You would have to be nominated for election by another member at least seven days before our Annual General Meeting. In order to do this you would have to complete the “Nomination Form” enclosed with your Annual General Meeting papers that are sent out 14 days prior to the meeting. (If you do not know any other members who could nominate you then please contact our Admin Officer for assistance.)

Alternatively, sometimes there are vacancies in between Annual General Meetings and it might be possible for you to fill one of these. If this does happen, you will have to stand for election at the first opportunity in order to continue with membership of the Board. If you would like to be considered for any vacancy please register your interest with our Admin Officer.

Equal opportunities

When you apply for membership we will also request that you complete an Equal Opportunities Monitoring Form asking for your gender, your ethnic origin and whether you are disabled. This form does not ask for your name and is confidential. It is separated from your membership application at receipt and not seen by those considering membership.

We ask for the information for statistical purposes so that we can monitor our service to different groups of people, particularly minority or disadvantaged groups. Our Regulators, Communities Scotland, expect us to do this.

If you do not wish to give this information you are not obliged to do so. However, it is very helpful to us if you do.

**As a member,
what information
do you keep
about me?**

We keep a register of members that will contain your name and address, your membership number and the amount you have paid for membership (£1). Should your membership be cancelled or suspended this will also be noted.

This list is a matter of public record.

**Further
information**

For any queries on membership not covered in this leaflet, or if you would like more information on joining our Board of Directors, then please ask to speak to our Admin Officer.

**English not your
first language?
Visually
impaired?**

This information leaflet and all other public information, application forms and documents produced by the Association can be made available in alternative languages and formats upon request.

Wishaw & District Housing Association Limited
55 Kirk Road, Wishaw ML2 7BL
Tel: 01698 377200 • Fax: 01698 358712
E-mail: assoc@wishawdha.org.uk

