

POLICY	MEMBERSHIP
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SCOPE

Abbeyfield Scotland Ltd is a registered social landlord with charitable status and is a not for profit organisation. It seeks a wide and active membership and aims to reflect the communities of people and place that it serves. Applications are welcomed from residents and service users, other persons who support the objects of the Association and organisations sympathetic to the objects of Abbeyfield Scotland.

AIM

The aim of this policy is to promote good governance of the Association and to ensure the proper accountability of our Board by having a membership that is both open and reflects the communities and groups that we serve.

BACKGROUND

Abbeyfield Scotland Limited is registered under the Co-operative and Community Benefit Societies Act 2014 No. 1883R(S). Abbeyfield Scotland Limited is constituted under its Rule Book and is a registered Scottish Charity with the charity number SC012549. Details of membership are set out in the Rules. Members are those people or organisations who hold a share in the Association and whose names are entered in the Register of Members.

POLICY

Who can become a member?

Membership is open to all regardless of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, and sexual orientation.

Applications are welcomed from:

- tenants and residents;
- individuals with skills, knowledge or experience which is relevant to our work;
- persons who support the objects of the Association, and
- organisations with which we have active links.

Membership is not a condition of receiving a tenancy with the Association.

How to become a member

Membership application forms are available from the Association's offices. The completed and signed form should be sent with £1 to the Company Secretary at our registered office.

Every application is considered by the Board at its next meeting after the application is received, or as soon thereafter as is practicable. Confirmation of eligibility should be provided to the Board when it is asked to consider applications. Note that an application for membership will not be considered by the Board within the period of fourteen days before the date of a general meeting.

When an application is approved, membership takes effect immediately and the name of the new member is entered in the Register of Members. The member will receive a £1 share certificate which cannot increase in value and a copy of the Association's Rules.

Member participation

Members of the Association can be involved by:

- attending all general meetings of the Association
- electing members of the Board in accordance with the Rules
- standing for election to the Board
- appointing the auditors

Refusal of membership

The Board has absolute discretion in deciding on applications for membership. While membership is encouraged and refusal will be exceptional, membership may be refused on the following grounds:

- Where membership would be contrary to the Rules or policies of Abbeyfield Scotland
- Where a conflict of interest may exist which, even allowing for the disclosure of such an interest, may adversely affect the work of the Association
- Where failure to meet the membership criteria or where membership would compromise the interests or independence of the Association.

Where an application is unsuccessful a statement of the reasons for refusal will be issued within 10 working days of the decision. The applicant may appeal by giving written reasons why the decision should be changed. The Board will consider the reasons at its next meeting and its decision on that occasion will be final.

Termination of membership

In accordance with the Rules, membership will cease when a member:

- resigns by giving seven days written notice to the Company Secretary
- fails to tell us of a change of address, as required by the Rules
- fails to attend five annual general meetings in a row and did not submit apologies, exercise a postal vote or appoint a representative to attend and vote on your behalf by proxy

The Rules also provide for a member to be expelled, subject to the process stated therein, where a complaint has been received about the member's behaviour.

When membership is terminated, the £1 fee is not refundable.

MONITORING

The operation of this policy shall be monitored by the Board and reported to the membership at the Annual General Meeting.



MEMBERSHIP APPLICATION FORM

I wish to apply for membership of Abbeyfield Scotland Ltd

Name

Signature

Address

.....

Telephone Email

The following information is requested for statistical purposes only. Please indicate whether you are:-

- A tenant or resident with Abbeyfield Scotland Ltd
- An individual with skills, knowledge or experience relevant to our work
- An individual who support the objects of the Association
- A representative nominated by an organisation which has active links with Abbeyfield Scotland Ltd.

Please help us to ensure all sections of the community have access to becoming a member by completing the attached diversity monitoring form.

Return with your £1.00 to: The Company Secretary
Abbeyfield Scotland Ltd
14 New Mart Road
EDINBURGH
EH14 1RL

Your application will be placed before the next meeting of the Board of Abbeyfield Scotland Ltd for approval.

Diversity monitoring form

Abbeyfield Scotland is committed to equality of opportunity and would be grateful if you could complete this form and return it with your application form.

Membership of Abbeyfield Scotland is open to all regardless of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, and sexual orientation. The information on the form will not be used as part of the process for approving your membership and will be held in compliance with The Data Protection Act 1998. The information contained in this form will be used solely for statistical purposes. Your co-operation in completing and returning this form is appreciated.

Name:	
Where did you first hear of Abbeyfield Scotland	

What is your ethnic group?

Choose ONE section from A to F, then tick ONE box which best describes your ethnic group or background.

A. White	B. Mixed or multiple ethnic groups:
Scottish	Any mixed/multiple (specify below)
Other British	
Irish	
Gypsy/traveller	
Polish	
Other (specify below)	

C. Asian, Asian Scottish, Asian British:	D. Black, Black Scottish, Black British:
Indian	Caribbean
Pakistani	African
Bangladeshi	Other (specify below)
Chinese	
Other (specify below)	

E. Other ethnic group:		F.	
Arab	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
Other (specify below)	<input type="checkbox"/>		
	<input type="checkbox"/>		

Please tick the box that best describes your age range:			
Under 25	<input type="checkbox"/>	25 - 34	<input type="checkbox"/>
35 - 44	<input type="checkbox"/>	45 - 54	<input type="checkbox"/>
55 - 64	<input type="checkbox"/>	65 +	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>		

Sex (please tick):			
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>		

Disability (please tick):			
I have no disability	<input type="checkbox"/>	I have a disability	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>		

Religion, religious denomination or body (please tick):			
None	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Church of Scotland	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>
Roman Catholic	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Other Christian	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>	Hindu	<input type="checkbox"/>
		Pagan	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>		

Sexual orientation (please tick):			
Heterosexual / Straight	<input type="checkbox"/>	Gay or Lesbian	<input type="checkbox"/>
Bisexual	<input type="checkbox"/>	Other	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>		



Once you have fully completed the Application Form and Diversity Monitoring Form, please return to:

The Company Secretary
Abbeyfield Scotland Ltd
14 New Mart Road
EDINBURGH
EH14 1RL

Or email to: HR@abbeyfield-scotland.com