

KEY HOUSING ASSOCIATION

POLICY REGISTER

ITEM A9

POLICY: Membership

First approved:	June 1997
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This policy is reviewed annually
at the January meeting of the Board

KEY

POLICY ON MEMBERSHIP

1. GENERAL STATEMENT

Key seeks to encourage applications for membership from all people who have an interest in our work, including, and in particular, people whom we support and tenants. Key places a high priority on participation by people who use our services, and encourages membership as part of this strategy.

Members of Key are those people who hold a share and whose names are entered into the Register of Members. It is a requirement of membership that members are supportive of the aims and objectives of Key.

2. PROMOTION OF MEMBERSHIP

Key shall promote membership by circulating information in written and audio form on membership to people who use our services, and on request from others interested in our work.

Key shall incorporate information about membership in its initial information at the start of tenancies and support services, and shall promote membership in its ongoing communication with unsupported tenants, including the regular Tenant Satisfaction Survey. The Annual General Meeting shall be as participatory as possible for all those who receive a housing or support service from Key.

3. ELIGIBILITY FOR MEMBERSHIP

Key seeks to ensure broad representation in its membership in relation to tenants, those supported by Key both directly and indirectly, and people with an interest in the work of Key. To this end, Key particularly welcomes applications from:

- * tenants of Key
- * people supported by Key directly and indirectly (through Community Lifestyles)
- * others who can contribute particular personal or professional experience of learning disability, and other relevant professional and business experience and skills.

Membership is open to all sections of the community regardless of colour, race, nationality, ethnic or national origins, gender, disability, age or sexuality.

Key also seeks to recruit as members those with a particular interest in the running of the organisation. To this end, Key welcomes applications from those with experience or interest in:

- * housing management
- * building and maintenance
- * financial management
- * management
- * community care issues
- * working in the social care field.

4. PROCEDURES FOR APPLYING FOR MEMBERSHIP

Those who wish to apply for membership should contact Key for a membership form. The completed form should be sent with £1 to Key's Secretary at the 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.

Once approved, Key will, within 7 working days, write to the new member to confirm their membership, and issue them with a share certificate, a copy of our rules, and details of how members can participate in the organisation.

Members will receive an Annual Report and regular newsletters.

While it is Key's intention to encourage membership, the Board has absolute discretion in deciding on applications for membership, taking full account of the membership policy and rules. Where an application is unsuccessful, a statement of the reasons for refusal will be given. An applicant will then have one further opportunity to request membership, and to give reasons why the decision should be changed. The Board will consider the reasons at its next practical meeting, and its decision on the application will be final.

5. MEMBER PARTICIPATION

Key wishes to ensure its members are informed and can actively participate in the organisation. To this end, Key will:

- * publicise general meetings at least 14 days before the date of the meeting
- * circulate information to members so they can make informed decisions at the general meetings
- * where information in a particular format or language is required, Key will endeavour to provide this
- * make every effort to hold general meetings at times and locations suitable for membership, and which is accessible to all
- * keep members informed of all major developments affecting Key.

6. TERMINATION OF MEMBERSHIP

Membership will cease when a member:

- * resigns by giving written notice to the Secretary
- * becomes an employee of Key
- * is expelled in accordance with the rules
- * changes address but does not notify Key of the new address within 3 months, unless the new address is also a property of Key.

The £1 membership fee is not refundable on termination of membership.