



MEMBERSHIP POLICY

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1. Introduction

1.1 ng homes is a trading name of North Glasgow Housing Association ("the Association"), and is a membership organisation. We aim to attract people from the groups and communities ng homes serves to become members of the Association. ng homes seeks to establish a wide and active membership by recruiting as members, individuals with an interest in the work of the organisation, and to make effective use of the skills, experience and views of its members.

1.2 ng homes is a registered society under the Co-operative and Community Benefit Societies Act 2014. Our Rules set out the constitutional arrangements that apply to membership, including the Board's duty to set, review and publish a membership policy for admitting new members.

1.3 The Scottish Housing Regulator (SHR) and the Office of the Scottish Charity Regulator (OSCR) have each approved our Rules. The Rules and this Policy help ensure that we comply with the SHR's Constitutional Requirements.

2. Membership of the Association

2.1 Membership of ng homes is open to organisations sympathetic to the objects of the Association, and to people aged 16 and over who live in our operating area of the north of Glasgow (see boundary map attached) and who are:

- tenants of ng homes
- permanent members of a tenant's household
- service users of ng homes
- resident within communities served by ng homes

2.2 Everyone applying for membership must fulfil the criteria for membership set by the ng homes' Management Board from time to time. Members will hold one share in the Association and their names will be entered in the Register of Members referred to in Association's Rules.

2.3 ng homes will promote membership by circulating information on membership to tenants, and community and representative groups within the communities we serve. Information on membership will be disseminated through local media, contact with tenants and service users, leaflets, and newsletters.

2.4 ng homes seeks to ensure broad representation within our membership of the groups and communities that we serve. To this end the Association will particularly welcome applications from:

- Tenants of ng homes
- Other people who use our services or live in the communities we serve
- Organisations sympathetic to the objects of the Association

2.5 ng homes also seeks to ensure that membership reflects the communities we serve. We welcome applications from all sections of the community and membership is open to all regardless of colour, race, nationality, ethnic or national origins, gender, disability, age or sexuality. To this end the Association will particularly welcome applications from:

- Black and ethnic minority community members
- Individuals who have experience of disability
- 16-25 year olds
- any others who are under-represented.

3. Applying for membership

3.1 To apply for membership applicants should contact the Association for a membership form.

3.2 As a safeguard, to avoid uncontrolled photocopying of application forms, each form will be recorded and numbered when issued. The completed form should be sent with £1.00 to the Chairperson at the registered office.

3.3 Each application is considered by ng homes' Board as soon after the application is received as is practicable. The Board will not consider applications for membership within the period of 14 days before the date of a general meeting.

3.4 If the Board approves your application, you will immediately become a member of the Association and your name will be included in our Register of Members referred to in our Rules, within seven working days. You will then be issued one share in the Association.

3.5 Whilst it is ng homes' intention to encourage membership, the Board has absolute discretion in deciding on applications for membership, including the following grounds for refusal:

- Membership would be contrary to our Rules or other policies

- Approving an application would create a conflict of interest that, even if disclosed, might adversely affect ng homes' work
- The Board considers that accepting an application would not be in ng homes' best interest.

3.6 The Board recognises that the refusal of membership applications must be made in an open and accountable fashion and should not be used to undermine attempts to make the Association locally accountable and representative.

3.7 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; this should normally be made in writing. The Board will consider the reasons at its next practicable meeting and its decision on that occasion will be final.

4. Member Participation

4.1 ng homes wishes to ensure its members are informed and can actively participate in the organisation. To this end we will:

- Provide all members with an annual report
- Write to every member at least 14 days before the day of a general meeting. (This letter will give details of – the time, date and place of the meeting, whether it is an annual or special general meeting and the business for which the meeting is being called).
- Endeavour to provide information in a particular format or language where this is required.
- Make every effort to hold general meetings at times and locations suitable for members, to maximise opportunities to attend.
- Keep members informed on major developments affecting the Association.
- Actively promote the opportunities that exist, through election, for serving on the Board.

5. Termination of Membership and Disputes

5.1 Membership will cease when a member -

- Resigns by giving seven days written notice to the Secretary
- Fails to tell us of a change of address as set out in Rule 10 of the Association's Rules.
- No longer has their main home in the Association's area of operation

- Fails to attend five annual general meetings in a row and does not submit apologies, exercise a postal vote or appoint a representative to attend and vote on their behalf by proxy.
- The Association receives a complaint about your behaviour and two thirds of the members voting at a special general meeting agree to end your membership in line with Rule 11.1.4
- Is expelled in accordance with the Association Rules
- Dies, unless an eligible person is nominated to receive the share
- Is an organisation and the organisation ceases to exist.

5.2 The £1.00 membership fee is not refundable.

5.3 Disputes regarding any aspect of this Membership Policy or the Rules shall be dealt with in accordance with the Rules. If a member (or someone who has been a member in the previous six months) wishes to challenge a decision made by the Association, he/she will be invited to write to the Board setting out their concerns, with reference to the Rules. Submissions shall be considered and decided by the Board. This shall be the final decision-making stage within ng homes.

6. Monitoring Membership

6.1 To help ensure the membership and the Board is representative, the membership application form will be used to collect the following information:

- Age
- Sex
- Housing circumstances
- Ethnicity

6.2 An analysis of this information will be reported to the Board and published by ng homes periodically.

7. Register of Members

7.1 ng homes will keep a Register of Members including the following details:-

- a) The names and addresses of the members and where provided for the purposes of electronic communication, e-mail addresses;
- b) A statement of the share held by each member and the amount each member paid for it;
- c) The date each person was entered in the Register as a member and the date at which any person ceased to be a member of the Association;

- d) A statement of other property in the Association, whether in loans or loan stock held by each member.

7.2 Access to the Register will be in accordance with the Association's Rules.

8. UK General Data Protection Regulation 2021 (UK GDPR)

8.1 The ng group will treat your personal data in line with our obligations under the UK General Data Protection Regulation 2021 (UK GDPR) and our own Data Protection Policy. Information regarding how your data will be used and the basis for processing your data is provided in our Fair Processing Notices.

9. Other Related Policies

- Rules
- Data Protection
- Equality and Diversity

10. Equality Impact Assessment

10.1 This Policy is equally applicable to all and has no detrimental impact on protected characteristic groups as specified within the Equality Act 2010.

11. Policy Review

11.1 This Policy will be reviewed every two years or earlier in line with changes to the Rules of the Association, legislative or regulatory guidance/changes or good practice guidelines.

ng homes Membership Application Form



If you are a North Glasgow tenant or reside in the Association's local area, you can become a member of North Glasgow Housing Association. Just complete this form and enclose £1 and hand it in to your local office or send to:

**The Secretary
ng homes
Ned Donaldson House
50 Reidhouse Street
GLASGOW G21 4LS**

For £1 you get:

- ✓ Membership of the Association
- ✓ A vote in the election of the Board
- ✓ Eligibility to stand for election to the Board

I wish to apply for membership of the Association. I confirm that I reside in the Association's local area and I am over 16 years of age. I have enclosed my £1 fee.

First Name: _____

Full Address: _____

Surname: _____

Date of Birth: _____

Tel/Mob No: _____

Post Code: _____

Email: _____

Signed: _____

Date: _____

Are you interested in joining?:

Board/Committee	Yes	No
Management Board		
Residents' Improvement Group		
Audit Committee		
Human Resources Committee		
Regeneration Committee		
ng2 Board		
ng Property Board		

For statistical information only, please show your housing circumstances by ticking one of the boxes below:

ng homes tenant ☐ Other tenant ☐ Owner ☐ Sharing Owner ☐

Background

The Association was formed in 1976 to benefit the community and prevent further decline in the area, the Association now owns 5,400 properties for rent across the communities of Springburn, Balornock, Possilpark and Parkhouse.

- We have one vision: *A community where people can flourish and prosper.*
- Accountable to the local community, and controlled by a democratically elected voluntary Management Board who are committed to:
 - ✓ providing high quality rented housing and services
 - ✓ improving quality of life in North Glasgow communities
 - ✓ addressing the needs of the most disadvantaged
 - ✓ encouraging people to make decisions that directly affect them
- The Association provides a factoring service to over 1200 owner-occupiers with a proven track record for delivering quality and value for money.
- The Association is regulated by the Scottish Housing Regulator.
- The Association spends approx. £10m annually on repairs and maintenance of its properties.
- The Association is actively involved in regeneration activities in the North Glasgow area providing training opportunities, local jobs and local community services.

Membership Application

Equality Monitoring Form



Information for those completing the form

Why are we asking for equality information?

We collect equality information to help us to plan and deliver effective services and to meet our legal and regulatory obligations.

What do we do with equality information?

We use equality information for a range of purposes, including helping us to:

- Protect and promote your rights and interests
- Promote equality objectives across our services
- Identify and address our customers' needs, and improve our services
- Identify and eliminate any form of discrimination.

Do you need to answer every question?

You can complete some questions and not others or you can complete parts of questions. We may ask for some information in the form where this is required by law e.g. where we need to know your age if you are applying for membership as only those over 16 years old can be Association members.

How do we process your equality information?

We process equality information strictly in line with data protection law, including by:

- Processing your equality data confidentially
- Restricting access only to relevant staff members
- Retaining equality information only as long as necessary
- Sharing data only as lawfully permitted
- Destroying data securely

Who do we gather equality information about?

- People who apply for a home
- Tenants
- People who apply for a job with us
- Our employees
- Board and Committee members
- People who apply for membership of the Association

We can provide this document in alternative format if required. Please contact us if you require help to complete this form.

Name:

Belief or Religion

Please tick the box which best describes your belief or religion from the list below:

Buddhism:				
Christianity				
Catholic:		Protestant:		Other:
Hinduism:				
Islam:				
Judaism:				
Sikhism:				
Other religion (please state what this is):				
No specific belief in religion (eg atheism or agnosticism):				
Other belief (eg humanism):				
Prefer not to say:				

Disability

Are you a disabled person? Yes

☐

No

☐

If yes, please tick the box for which category you would use from the following list:

Autoimmune: (eg multiple sclerosis, HIV, Crohn's/ulcerative colitis):	
Learning Difficulties: (eg Down's Syndrome):	
Mental health issue (eg depression, bi-polar):	
Neuro-divergent condition: (eg autistic spectrum, dyslexia, dyspraxia):	
Physical impairment: (eg wheelchair user, cerebral palsy):	
Sensory impairment: (hearing impairment):	
Sensory impairment (visual impairment):	
Other: If none of the categories above apply to you, please specify the nature of your impairment:	
Prefer not to say:	

Ethnicity

Please tick the box that describes your particular group:

African	
African, African Scottish or African British	

Other African background – (please specify):	
Asian, Scottish Asian or British	
Bangladeshi, Bangladeshi Scottish or Bangladeshi British	
Indian, Indian Scottish or Indian British	
Pakistani, Pakistani Scottish or Pakistani British	
Chinese, Chinese Scottish or Chinese British	
Other Asian background (please specify):	
Black or Caribbean	
Caribbean, Caribbean Scottish or Caribbean British	
Black, Black Scottish or Black British	
Other Caribbean or Black background (please specify):	

Mixed Groups

Mixed or multiple ethnic group (please specify):	
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White

English	
Gypsy Traveller	
Irish	
Polish	
Roma	
Scottish	
Welsh	
Other British	

Other group:	Yes		No	
Please specify your ethnic group:				

Prefer not to say:	
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Sex

What is your sex?	Female		Male		Intersex	
Prefer not to say						

Gender re-assignment (trans/transgender)

Do you consider yourself to be a trans person?	Yes		No	
Prefer not to say				

Sexual Orientation**What is your sexual orientation?**

Bisexual	
Gay man	
Heterosexual/straight	
Lesbian/gay woman	
Other	
Prefer not to say	

In relation to all the above questions please use this space below to advise if you have any particular requirements.

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Please tick here if you wish to discuss these matters in confidence:

☐
Consent

We will use your information:

- to process your membership of the Association;
- to contact you about voting in elections of the Board at our AGM;
- take account of and address your needs and/or accessibility requirements when organising and managing AGM meetings;
- for equal opportunities monitoring;

By completing and submitting this form, you consent to us handling and using the personal information you provide in this form as set out above. You can withdraw your consent at any time by contacting us.

Signed: **Date:**