



## **Membership Policy**

# Atrium Homes

## Membership Policy

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<b>Compliant with Scottish Housing Regulator's Regulatory Framework:</b>	1.7, 6.4
<b>Compliant with Tenant Participation Strategy:</b>	N/A
<b>Compliant with Equal Opportunities:</b>	N/A
<b>Compliant with Business Plan:</b>	N/A
<b>Date Approved:</b>	September 2019
<b>Date Reviewed:</b>	November 2020, August 2025
<b>Date for Next Review:</b>	August 2030 or earlier if required by changes in legislation or guidance, or if the Governing Body sees fit
<b>Responsible Officer:</b>	Chief Executive
<b>The Membership Policy has a direct link to the following Atrium policies and procedures:</b>	Atrium's Rules (Articles of Association)

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### **Introduction**

This policy describes the membership constituencies outlined in the Articles of Association and outlines the means by which Atrium will both promote membership of the organisation and encourage members to take an active part in the governance of the organisation.

It does not supersede the Articles of Association and in the cases of conflict between this policy and the Articles of Association, the latter will take precedent.

Atrium will aim to ensure that in the implementation of this policy no individual or group is treated unfairly or discriminated against on the grounds of race, colour, culture, ethnic or national origin, religion, gender, age, disability, sexual orientation, family circumstances or marital status.

### **Role and Responsibilities of Members**

Members of Atrium Homes are entitled to attend and participate in all general meetings of the Company.

Atrium will hold an Annual General Meeting, within 6 months of the financial year end to receive a report on the affairs of the company, annual accounts and auditor's report, and to elect members to the Board. Each member will be entitled to stand for election to the Board and to nominate and help elect other prospective Board members. Members and other suitably qualified persons may also be co-opted to the Board or its sub-committees or be appointed to fill casual vacancies on the Board.

Members elected or appointed to the Board will have the opportunity to influence the strategies, policies and management of the organisation.

Members will be consulted periodically on the management and operation of Atrium Homes.

The liability of the members is limited. In the event that the company is wound up with debts, members of Atrium would be liable to contribute a maximum of £1, if they are current members or dissolution is within one year of them ceasing to be a member.

### **Register of Members**

Atrium will keep a proper register of members containing the names and addresses and such other particulars of members. This register will be available for public scrutiny should the need arise, subject to Data Protection limitations.

### **Membership**

Membership of the company is open to the following range of persons and bodies

- Tenants of the Company;
- Service users of the Company;
- Other persons who support the objects of the Company;
- Organisations sympathetic to the objects of the Company.

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### **Applications for Membership**

The minimum age for members is eighteen years, or in the case of existing tenants of Atrium, sixteen years.

Applications must be made in a format approved by Board and sent to our offices. Approved formats are either a Membership Application form or via registration for the Tenant Portal.

Atrium will ensure that every application is considered by the Board at its next meeting after it is made, or as soon thereafter as it is practicable.

If the application is approved, membership is immediate and the applicant's name entered onto the register.

Whilst it is the Company's intention to encourage membership, the Board has absolute discretion in deciding on applications for membership and the following shall constitute grounds for refusal of an application for membership:-

- Where membership would be contrary to the Company's Articles or policies;
- Where a conflict of interest may exist which, even allowing for the disclosure of such an interest, may adversely affect the work of the Company; or
- Where the Board considers that accepting the application would not be in the best interests of the Company.

### **Representatives of Corporate and Unincorporated Bodies**

A person who is a representative of a body corporate cannot be admitted into membership of the Company as an individual member of the Company.

Where an individual is already a member and is made a representative of a body corporate, his/her individual membership will be suspended for the period that they represent the body corporate.

A member representing an unincorporated body will be treated as an individual member but the register of members will also show the name of the unincorporated body that they represent.

Where an individual ceases to represent or be associated with a member organisation, they will be deemed to have automatically withdrawn from membership. The organisation's membership will however, continue and it may appoint another representative.

### **Notification of Changes of Address**

If a member organisation that is a body corporate, changes its registered office, it must provide details of their new registered office within three calendar months of the change.

Any other member who changes their main residence is also required to notify us within three calendar months of the change. The exception to this is where the member is also a tenant of Atrium and changes their main residence by way of transfer or mutual exchange.

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### **Withdrawal from Membership**

Any member may withdraw from membership of the Company by giving the Secretary one month's written notice.

A member who fails to provide details of a change of address as required will be assumed to have withdrawn from membership (unless they are a tenant who has changed address by way of internal transfer or mutual exchange).

Atrium will record all such withdrawals from membership and the reason, in the register of members.

The rights and privileges of being a member are personal and cannot be transferred to someone else. These rights will end when the person stops being a member.

### **Expulsion of Members**

Members can be expelled from membership if there is evidence to show that they have been involved in conduct capable of being detrimental to the interests of Atrium.

Before a member can be expelled the following procedure must be followed:

- The Secretary will call an extraordinary general meeting of the Company;
- The Secretary will write to the member outlining the basis for expulsion and asking the member to attend the EGM to answer the complaint;
- At the meeting the members attending will be presented with the evidence and asked to reach a view;
- A vote will be taken on a resolution to expel the member concerned; and
- If two-thirds or more of the members present vote in favour of the resolution the member will be expelled.

Someone who is expelled from membership can only be readmitted if two-thirds of the members present at another general meeting vote in favour.

### **Promotion of Membership**

Atrium will operate an open membership policy, which allows interested parties to apply for membership of the Company.

Atrium will promote membership to include a wide cross section of members from the communities within which it operates using a variety of methods including direct mail and publicity and approaches to particular target groups and organisations, as well as Atrium's tenants and neighbouring residents.

Atrium will produce a simple application form, which is easy to complete. All new tenants of the organisation will be advised of the opportunity to become a member of the company and will be asked if they wish to become a member when they join Atrium's tenant portal.