

PENNINE HOUSING 2000

POLICY & PROCEDURES

COMPANY MEMBERSHIP

PENNINE HOUSING 2000

Contents

- 1. Introduction**
- 2. Definition of “Member” and “Membership”**
- 3. Becoming a Member**
- 4. Consultation & Review**
- 5. Responsibility**

1. Introduction

Pennine Housing 2000 is committed to conducting its business in an open and accountable way and strives to meet the highest standards in governance and probity.

As a means of enhancing its accountability, the company encourages tenants and members of the wider community to become involved in decision making processes at all levels.

The company membership scheme is an opportunity for tenants and those in the wider community, to become members of Pennine Housing 2000. Membership confers a number of benefits, rights and responsibilities, all of which are outlined in this policy. Details of membership are also contained in the company's Memorandum and Articles of Association.

Pennine Housing 2000 will strive to promote its membership policy and encourage as many applicants as possible

2. Definition of "Member" and "Membership"

The term "member of the company" should not be confused with term "Member of the Board". The former refers to general company membership, which can be achieved through the application process outlined in this policy. The rights of general members are clearly defined in the company's Memorandum and Articles of Association. "Members of the Board" may also apply to become members of Pennine Housing 2000 but they have been elected or appointed to serve on the company's Board. Rights and responsibilities of Board Members are also clearly defined in the Memorandum and Articles of Association.

3. Becoming a Member

3.1 Types of Membership

In addition to individual membership, the company will consider applications from "corporations" or "unincorporated associations", who may wish to nominate a member or official to act as a representative.

The process of application is the same for all types of membership, as are the rights and responsibilities.

Each admitted member of the company (other than the Local Authority Member or Local Authority Persons) shall be designated by the Board as a Tenant Member or Independent Member. (See appendix 2 for the definition of a Local Authority Person)

3.2 Eligibility

All Members must be at least 18 years old and should be committed to the company's vision, values and objectives (as outlined in appendix 1), a copy of which will be available on request.

Staff of Pennine Housing 2000, are not eligible to be Members of the company. Former staff of Pennine Housing 2000 are not eligible to become Members until at least 12 months after leaving the employment of the company.

3.3 Application

Those wishing to apply for membership should contact the Company Secretary who will supply an application form (see appendix 2), which should be completed and returned. As Pennine Housing 2000 is a "not for profit" company, membership does not confer any financial benefit, such as a share dividend. All applications will be considered by the Board who reserve the right to refuse membership. However, it will not do so without good reason. Anyone who is refused membership will be given a full, written, explanation within 1 week of the decision.

Successful applicants will receive a "certificate of membership", a copy of the company's Memorandum and Articles of Association and vision and values statement. Details will be then entered into a register of members and held by the Company Secretary

For the purpose of gaining entry to AGMs, members should bring their certificate of membership or other form of personal identification.

3.4 Member's Rights and Responsibilities

Members of the company have the following rights :

- a) to attend and vote at the company's Annual General Meeting and :
 - (i) appoint the company's auditors
 - (ii) receive the company's annual report
 - (iii) elect Independent Board Members
- b) to attend other general meetings

Members of the company have the following responsibilities :

- a) to abide by the rules of the company as laid out in the Memorandum and Articles of Association
- b) to support the objectives of the company
- c) to refrain from conduct which is detrimental to the interests of the company

3.5 Ending Membership

A member may resign from the company by giving written notice to the Company Secretary. A member may be expelled from the company by a resolution passed by at least three quarters of the votes cast at a general meeting. A notice outlining the resolution shall be sent to the party involved and all other members, not less than 28 days before the meeting. Grounds for expulsion include conduct which is detrimental to the interests of the company.

4. Consultation and Review

Pennine Housing 2000 will seek the views of tenants in the drafting and subsequent reviews of this policy. A review will take place as required but no less frequently than every 5 years.

5. Responsibility

Responsible Committee	Human Resources
Policy Development and Monitoring	Human Resources
Implementation	Director of Corporate Services

Appendix 1

Vision and Values and Aims of Pennine Housing 2000

- **Vision Statement**

“ To provide and maintain high quality homes at an affordable price”

- **Statement of Organisational Values**

Pennine Housing 2000 will

- Be open and honest
- Be led by the needs of its tenants
- Only make promises it can keep
- Be accountable
- Be fair
- Be innovative in its work

- **Statement of Strategic Aims**

- To provide high quality, affordable homes which meet the needs of people now and in the future.
- To regenerate local communities by investing in people, their homes and the surrounding environment
- To encourage its tenants to play an active part in deciding its spending plans and priorities
- To widen the choices available to its tenants and work with others to improve the quality of life for its tenants
- To deliver best value local services with equality for all
- To develop a culture where staff are valued and encouraged to enhance their skills and experience through training and continuous development

Appendix 2



APPLICATION FORM FOR MEMBERSHIP OF PENNINE HOUSING 2000

- 1. Name:
- 2. Address:

- 3. Are you a tenant of Pennine Housing 2000 ? yes/no
- 4. Are you over 18 years old ? yes/no
- 6. Are you currently employed by Pennine Housing 2000 or were you an employee of the company within the last 12 months ? yes/no
- 6. Are you a Local Authority Person ? yes/no
(*see below for definition)

Declaration

I hereby agree to:

- a) abide by the rules of the company as laid out in the Memorandum and Articles of Association
- b) support the objectives of the company
- c) refrain from conduct which is detrimental to the interests of the company

Signed.....

Date.....

*A Local Authority Person is someone who is a Member or employee (apart from non –managerial or non-housing employee) of Calderdale Council or an officer of an organisation under the control of Calderdale Council

