

# Wellington Mills Housing Co-operative

## STANDING ORDER NO. 4

## ADMISSION TO MEMBERSHIP

This procedure is laid down by the General Meeting and must conform to the Rules on membership (Rule 6). Under the Council's Housing Allocation Scheme 2008, tenant membership of the Wellington Mills Housing Co-operative is a condition for the allocation of an introductory tenancy. Leaseholders are admitted under a separate but similar procedure.

### **Aim**

The aim of this procedure is to describe how members are admitted to the Co-operative.

### **Scope**

The procedure describes the application, decision-making on the application, admission to membership and the issue of a share certificate.

### **Responsibilities**

The Secretary has overall responsibility for the administration of applications for membership (Rule 15.3) and for issuing share certificates. The Secretary or Assistant Secretary supervises the procedure and informs the Management Committee and the General Meeting of the names of new members. The Management Committee notes the names of new members. The Estate Manager provides support to the Secretary and Assistant Secretary and is responsible for distributing information leaflets, administering tenant and leaseholder membership and for other related duties agreed with the Secretary.

### **Procedure**

1. Membership is open to tenants and leaseholders, and in certain circumstances, their partners, children and grandchildren. (Rules 6.2.1 and 6.2.4).
2. Membership is open to the appointed nominee of corporate bodies and to the nominee of unincorporated bodies holding a lease. (Rules 6.2.2 and 6.2.3).
3. Only persons aged 18 or over are eligible to become members. (Rule 6.3).
4. Applications for membership of the Co-operative can not be unreasonably rejected. (Rule 6.7).

5. The decision to accept membership is based on the applicant signing the Application Form which requires an understanding of the responsibilities of membership and adherence to the principles and values of the Co-operative.
6. Membership and the right to vote dates from the date of entry in the share register and on the share certificate. Prospective members may attend General Meetings but may not vote.

### **Tenant procedure**

7. Admission to membership is a condition of tenancy under the Council's Housing Allocation Scheme 2008 and is described in Schedule 2 to Chapter 6 of the Management Agreement.
8. In advance of or during the viewing of a property, the Estate Manager provides prospective tenants with the:
  - List of Responsibilities of Membership
  - Co-operative Principles and Values
  - Application for Membership (form)If, after reading them, prospective tenants agree to rent the property, sign the membership form and pay 5p, they are thereby admitted as members. Members of the Co-operative may not normally be involved in this process.
9. A delay of one working day is permitted for a prospective tenant to read the documents if requested.
10. The Welcome Pack with a copy of the Code of Conduct will be provided on moving in.
11. Within three weeks of the tenant moving in, the Secretary or Assistant Secretary will arrange an introductory meeting with the tenant and Estate Manager, at which the share certificate and a copy of the Rules and Standing Orders will be handed over and any questions answered.

### **Leaseholder procedure**

12. The procedure for leaseholders is similar. The Welcome Pack with a copy of the Code of Conduct will be provided on moving in.
13. The Estate Manager will provide new leaseholders with the:
  - List of Responsibilities of Membership
  - Co-operative Principles and Values
  - Application for Membership (form)within 2 weeks of moving in and will monitor the return of the form.
14. Once the leaseholder has completed the application and paid 5p, the Secretary or Assistant Secretary will arrange an introductory meeting at the earliest opportunity with the leaseholder and the Estate Manager, at which the share certificate and a copy of the Rules

and Standing Orders will be handed over and any questions answered.

15. Applications by non-resident leaseholders (for conditions, see Rules 6.2.2 and 6.2.3) will be administered by the Secretary and Estate Manager by post or email. The Application Form must be signed by the applicant or, in the case of a corporate body, with a proven electronic signature. The share certificate and accompanying documents will be returned by a tracked postal service.
16. Where the nominee of an Unincorporated Body (6.2.2) or the individual appointed by a Corporate Body to exercise its rights (6.2.3) is changed by the Body, the Secretary must be informed in writing of the change and provided with a sample of the new handwritten or electronic signature. The Secretary will update the share register and other documentation as necessary.
17. Full temporary membership may be given to sub-tenants (including voting rights) by leaseholder landlords (6.2.5). The sub-tenant needs to be 18 years old, and membership will cease when the tenancy ends. The Secretary will be informed of the change. When such temporary right is given the leaseholder will be required to waive their right to vote. The procedure for Leaseholder sub-tenant is similar to steps 12-13 & 14 above.

#### **Notification Procedure**

18. The Secretary notifies the Management Committee of the names of applicants at their next meeting following the return of their completed application, independently of the issue of the share certificate. Their names are noted in the minutes of the meeting.
19. The Secretary submits the names of new members to the following General Meeting for information. Their names are noted in the minutes of the meeting.
20. Applicants will be kept advised of the procedure by the Estate Manager.

#### **Entry on the Share Register, Publication and Statistics (Tenants and Leaseholders)**

21. The Secretary enters the details of the new member in the Share Register (see Secretary's procedures).
22. The details for non-resident leaseholders must include the property address and a separate mailing address, **including email**. The Estate Manager will maintain a list of their contact details and will update the share register address as necessary. **Where a Leaseholder agrees to waive their rights to vote allowing a sub-tenant to be a member, this will be entered in the Share Register.**
23. Members may only be entered once on the share register and may only have one vote, regardless of the number of properties they own.
24. Statistics of new members are entered on the annual return to the Registrar of Friendly

Societies (Financial Conduct Authority) and in the Annual Report of the Co-operative.

### **Associate Membership**

If the General Meeting decides to have a category of Associate Membership (Rule 6.6) the following procedure applies:

25. Associate members may have neither a share nor a vote but may attend and speak at any General Meeting. They may not attend nor observe Management Committee meetings.
26. Any lawful occupant of a Co-operative dwelling who is eighteen years of age or older and is not eligible for membership may apply for Associate Membership.
27. An Associate member shall cease to be a member if he or she:
  - 27.1. resigns either by writing to the Secretary or in person at a General Meeting; or
  - 27.2. is expelled from membership at a meeting of which notice has been duly given. Expulsion shall be by a simple majority of those present and voting at a General Meeting or by the unanimous vote of members present at a Management Committee meeting; or
  - 27.3. ceases to occupy Co-operative premises.
28. Application for Associate Membership is similar to steps 12-13 and 16-18 above, except that the Management Committee decides on whether applicants shall be admitted, based on a report by the Secretary, before submitting the names of successful applicants to the General Meeting. The decision of the Management Committee is final.
29. The Secretary will send a certificate of Associate Membership to successful applicants.

### **Associated Documents (available from the Office)**

Note: all documents must conform to the Rules (Constitution), this Standing Order, and where relevant the Management Agreement.

#### Documents which may be amended by the Management Committee/General Meeting

- Application for Membership (form)
- List of Responsibilities of Membership
- Co-operative Principles and Values
- Code of Conduct
- Annual Report of the Co-operative

#### Statutory Documents

- Share Register
- Management Agreement Schedule 2 to Chapter 6
- Registrar of Friendly Societies Annual Return

### **Status of this Standing Order**

Approved by the General Meeting on 29th April 2008, amended by the General Meeting on 27<sup>th</sup> January 2009, **amended by the General Meeting on 20<sup>th</sup> October 2022.**