

DARTINGTON HOUSING ASSOCIATION

Policy for the Admission of Shareholders

1. Policy context

- 1.1 The "*Dartington Housing Association Limited*" (the Association) is incorporated under charitable Rules as an Industrial and Provident Society. The Rules provide for a shareholding membership whose powers include the election of the Board, the appointment of auditors, and the amendment of the Rules.
- 1.2 Not more than one-third of the shareholders may be tenants of the Association.
- 1.3 No shareholder may hold more than one share and each share shall carry only one vote. A share may not be held jointly except by nominees of an unincorporated body.
- 1.4 All shareholders agree to be bound by the obligations on them as set out in the Rules and in this policy. When acting as shareholders they will act at all times in the interests of the association and, for the benefit of the community, as guardians of the objects of the Association.
- 1.5 The Rules of the Association require the Board to review and publish its policies and objectives for admitting new shareholders. This policy is designed to meet this requirement.

2 Dartington HA as a Community Based Housing Association

- 2.1 The Association is clear in its aim to become a community-based organisation and recognises that its activities will have an impact on, and could make a positive contribution to the local community.
- 2.2 The Association recognises that people in rural areas such as the South Hams often have few housing choices in the way that other consumers do. Against this background the Association, as a significant provider of homes in the local area, wishes to be accountable to local people.
- 2.3 The Association therefore aims to involve tenants and other local people in influencing decisions about its housing services and standards and recognises that shareholding membership of the Association may be one of the vehicles for achieving this.

3 Purpose of shareholding membership

- 3.1 The Association's objectives in admitting new shareholders are:
 - to provide an active pool of people who have expressed an interest in the Association and from whom new Committee Members can be drawn;
 - to allow local people to express support for and a commitment to the Association without playing an active role;
 - to allow tenants of the Association to play a formal part in the affairs of the Association., and
 - generally, to further the aims set out at para 2 of this policy.

4 Criteria for admission to membership

- 4.1 All applications for membership of the Association will be considered by the Board. Applications shall be required to meet at least one of the following criteria:
 - the applicant has a long term interest in and support for the Association;
 - the applicant has the appropriate skills, experience and availability to make a

significant contribution to the Association by becoming a Member of the Board, either at the time of application or in the future, if not;

- the applicant has the commitment and relevant skills and/or experience to make a positive contribution to the Association without becoming an active Board member;
- the applicant's membership would help improve the representation of local communities within the Association's shareholding and/or Board membership;
- the applicant's membership would contribute to achieving a balanced mix within the Association's shareholding and/or Committee membership.

4.2 An applicant may be the nominee of an unincorporated body. In such cases the tests in para 4.1 shall be applied to the unincorporated body as a whole. If the application is approved the register shall contain the name and address of the shareholder, and shall designate the shareholder as the nominee of a named unincorporated body. The address of the unincorporated body shall also be entered in the register if it differs from the address of the shareholder nominee.

4.3 A corporate body may be an applicant. In such cases the tests in para 4.1 shall be applied to the corporate body. It may appoint an individual to exercise its rights at general meetings. Any such appointment shall be in writing, and given to the secretary.

5 Exclusions

5.1 The following may not be admitted as shareholders:

- A minor;
- A person who has been expelled as a shareholder, except as authorised by special resolution at a general meeting;
- An employee of the Association,
- A person, who has been an employee of the Association within the 12 months prior to their application, or a close relative of such a person.
- A person whose membership of the Association and/or its Board would result in an unacceptable conflict of interest, either due to a personal relationship or employment with another organisation, for example another housing association which could be regarded as a competitor.

6 Procedure for shareholding membership application

6.1 An applicant for shareholding membership shall apply to the Association in the format set out at Appendix A.

6.2 The Board in accordance with the Rules and this policy shall consider applications. The Board shall have absolute discretion to accept or reject each application. If rejected the one pound fee shall be refunded. If an application is approved the name of the applicant and other necessary particulars of the applicant shall be entered in the register of shareholders. One share in the association and a copy of its rules shall be issued to the applicant.

7 Ending of shareholding membership

7 A shareholder shall cease to be a shareholder if:

- The shareholder dies; or
- The shareholder is expelled as provided for by the Rules of the Association.
- The shareholder withdraws from the association by giving one month's notice to the secretary;
- The shareholder does not participate in, nor deliver written apologies in advance to, a general meeting of the Association in the period starting with one annual general meeting up to and including the next annual general meeting; or
- In the case of a body corporate it ceases to be a body corporate; or
- In the case of the nominee of an unincorporated body, they transfer their share to another nominee of that body.

Appendix A

DARTINGTON HOUSING ASSOCIATION LTD

SHAREHOLDER / BOARD MEMBER APPLICATION

PART I

1. **Name** **Phone**
Address
.....
E-mail

2. **Please describe your main occupation(s) during the last 10 years; including both paid and unpaid work. (Unpaid work could include voluntary work, family commitments or other interests)**

3. **What are the reasons you wish to become a shareholder / Board Member?**

4. Please tick the box that best describes your skill level in each of the following areas:

	Highly skilled	Some skills	Not very skilled
Organising things			
Chairing meetings			
Participating in meetings			
Making presentations			
Public speaking			
Oral communication			
Dealing with the press			
Time management			
Managing conflict			
Challenging others			
Thinking creatively			
Researching			
Evaluating			
Written communications			
Being sensitive			
Seeing things through			

5. Are there any other relevant skills or knowledge that you have not yet mentioned?

6. Is there anything that the Association could do that would assist you in your role if you were to become a Board Member?

I agree to be bound by the obligations placed on shareholders and / or Board Members as set out in the Rules and Policies of the Association. When acting as a shareholder and./or Board Member I shall act at all times in the interests of the Association and for the benefit of the community.

I enclose £1 membership fee (refundable if shareholding membership is not granted).

Signed **Dated**

SHAREHOLDER / BOARD MEMBER APPLICATION

PART II

The Association is dedicated to the elimination of discrimination and aims to demonstrate a fair and equitable approach to the rights and responsibilities of all individuals, groups, and communities. We promote equality of opportunity and respect for diversity, so that all people have equal access to our services, employment and tendering opportunities.

Please help us to reflect the diversity of our community by giving the following details:

A. Please describe your ethnic origin

Choose one section from **a** to **f**, then tick the appropriate box to indicate your background.

a. White

British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Other	<input type="checkbox"/>

b. Mixed

White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Other	<input type="checkbox"/>
Please write in	<input type="checkbox"/>

c. Asian or Asian British

Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Other	<input type="checkbox"/>
Please write in	<input type="checkbox"/>

d. Black or Black Brit

Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Other	<input type="checkbox"/>
Please write in	<input type="checkbox"/>

e. Chinese or Other Ethnic Group

Chinese	<input type="checkbox"/>
Any other background	<input type="checkbox"/>
Please write in	<input type="checkbox"/>

f. Refused

B. Age group: under 30..... 30-39..... 40-49..... 50-59.... 60-69..... over 70.....

C. Are you Male or Female?

D. Disability

Do you consider yourself to have a disability? Yes / No delete as appropriate

Are you registered disabled? * Yes / No delete as appropriate

If yes please give your registration number