



# Ongo Homes

## Ordinary Member's Policy

### June 2014

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## **1. Our policy is...**

- 1.1 To make it as easy as possible for Ongo Homes (OH) tenants and leaseholders to become [Ordinary Members](#) of the Company.
- 1.2 Not to have a limit on the number of Ordinary Members.
- 1.3 To encourage Ordinary Members to be actively engaged.

## **2. It applies to...**

- 2.1 Ordinary Membership of Ongo Homes (OH).

## **3. Because we want to...**

- 3.1 Make sure you understand how you can become an Ordinary Member and what this means.

## **4. The main things you need to know are...**

### **4.1 Who can become an Ordinary Member?**

- 4.1.1 To become an Ordinary Member you need to fill in an application form & be:

- ✓ An assured tenant;
- ✓ A [residential licence holder](#);
- ✓ A residential leaseholder;
- ✓ Over 18 years of age.

- 4.1.2 However, we won't grant Ordinary Membership if:

- ✗ You are a leaseholder but no longer live in your property;
- ✗ You have rent arrears of more than £300;
- ✗ You are in serious breach of your obligations as a tenant or leaseholder;
- ✗ You are a ['Local Authority Person'](#).

- 4.1.3 All applications have to be approved by the Chairs of the OH Board & the ongo Partnership Board. If approved, you will immediately become an Ordinary Member.

- 4.1.4 If you become an Ordinary Member you will be able to:

- ✓ Have a say in major decisions;
- ✓ Attend & vote at our Annual General Meeting (AGM);
- ✓ Apply to become a tenant board member of the OH Board;

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- ✓ Have the option to become involved in our existing Resident Involvement activities.

## **4.2 Expectations**

### **4.2.1 We expect you to:**

- ✓ Attend and vote at our Annual General Meeting;
- ✓ Attend and vote at other general meetings which take place on an ad hoc basis;
- ✓ Send your apologies and [vote by proxy](#) if you can not attend;
- ✓ Adhere to our Volunteer's Code of Conduct;
- ✓ Take an interest in housing generally and in particular, around North Lincolnshire;
- ✓ Let us know your views on how we can improve homes and communities.

### **4.2.2 You can expect us to:**

- ✓ Give you plenty of notice when we are arranging meetings;
- ✓ Send you all the relevant paperwork via your preferred contact method in advance;
- ✓ Ensure you have all the paperwork & information you need to make a proxy vote if you cannot attend;
- ✓ Help with reasonable out of office expenses to attend meeting, e.g. transport, childcare;
- ✓ Give you permission to take time out of work to attend meetings if you are also an ongo/OH staff member.

## **4.3 Ceasing to be an Ordinary Member**

**4.3.1** You can stop being an Ordinary Member at any time by completing & signing the resignation form and giving one month's notice.

**4.3.2** Your membership will automatically cease if:

- If you are no longer an OH tenant;
- If you become a 'Local Authority Person';
- You are declared bankrupt;
- You lose mental capacity;
- If you are no longer a residential leaseholder.



4.3.3 We can terminate your membership if you:

- Fail to meet the criteria for Ordinary Membership.

4.3.4 Membership can be terminated by a resolution passed by a majority of at least  $\frac{3}{4}$  of the votes cast at a general meeting. We will give you 28 days notice if we intend to remove your membership, letting you know the reasons why. You can attend the meeting or send a representative if you wish to object.

4.3.5 You can also be removed as a Member if a notice in writing to that effect is signed by the ongo Partnership & delivered to OH's registered office.

## **5. Making sure we do what we say...**

5.1 We'll monitor:

- The number of Ordinary Members and how often each member attends meetings and/or votes;
- How we communicate with Ordinary Members.

## **6. Other things to bear in mind...**

6.1 Are our:

- Articles of Association;
- Board Membership Policy & Procedure;
- Volunteer's Code of Conduct;
- Resident Involvement Expenses Policy;
- Menu of Options;
- Resident Involvement Handbook.

## **7. We'll look at this again...**

7.1 In three year's time, or earlier if anything changes.

## 8. What we mean...

Word	What it means
Ordinary Member	For the purpose of this policy, Ordinary Member refers to someone who holds a OH assured tenancy, licence or lease of a OH residential property. You must also live in that property.
Proxy vote	A way you can vote without having to attend the meeting. This can be done by post or by sending someone else to vote on your behalf.
Local authority person	Means any person: (i) who is or has been a member of a Relevant Council (where OH operates) in the preceding four years; or (ii) who is an officer of a Relevant Council (which for these purposes shall not include employees with non-managerial posts apart from housing employees); or (iii) who is or has been both an employee and either a director, manager, secretary or other similar officer of a company which is under the control of a Relevant Council in the preceding four years.
Residential licence holder	A person who lives in an OH property under a licence rather than having a tenancy agreement.

### Appendix One – How do I become an Ordinary Member?

- a) You need to complete an application form for Ordinary Membership and return it to the Governance Officer. Application forms are available on the ongo web site.
- b) Your form will be checked to make sure it meets the criteria outlined in this policy.
- c) If it does, the Chair of OH and the Chair of the ongo Partnership will be asked to approve it.
- d) If approved, you will become an Ordinary Member. We will write to you to confirm this.