



fairfield housing
co-operative

Rules 2017

These are the Rules

of

Fairfield Housing Co-operative Limited

Based upon
SFHA Charitable Model Rules (Scotland) 2013
(as amended 2015)

Registered under the
Co-operative and Community Benefit Societies Act 2014
and the Housing (Scotland) Act 2010

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INTRODUCTION

Name

- 1 The name of the Society shall be Fairfield Housing Co-operative Limited (herein after referred to as "the Co-operative").

Objects

- 2 The objects of the Co-operative are:
 - 2.1 To provide, construct, improve and manage
 - 2.1.1 houses for occupation by Members
 - 2.1.2 properties on behalf of other Registered Social Landlords by agreement
 - 2.2 To undertake any additional purposes or objects permitted under Section 24 of the Housing (Scotland) Act 2010.
- 3 The permitted activities and powers of the Co-operative will include anything which is necessary or expedient to help the Co-operative achieve these objects.
 - 4.1 The Co-operative shall not trade for profit and any profits shall only be applied for the purpose of furthering the Co-operative objects and/or in accordance with these Rules.
 - 4.2 Nothing shall be paid or transferred by way of profit to Members.
- 5 The registered office of the Co-operative is at 8 Charlotte Street, Perth, PH1 5LL.

MEMBERSHIP

- 6 The Members of the Co-operative shall be those persons who hold a share in the Co-operative and whose names are entered in the Register of Members.
- 7 A person is only eligible to be a member of the Co-operative if he or she is a tenant of the Co-operative. A Tenancy Agreement granted by the Co-operative does not give a Member any right to purchase the house.

Applying for Membership

- 8.1 The Committee shall set, review and publish its membership policy for admitting new Members. Subject to the provisions of Rule 8.2 the following shall be eligible to become Members:-
- 8.1.1 Tenants of the Co-operative.
- 8.2 A prospective Member is to submit a housing application for the Co-operative. Whilst it is the Co-operative's intention to encourage membership, the Committee has absolute discretion in deciding on applications for membership and the following shall constitute grounds for refusal of an application for membership:-
- 8.2.1 Where membership would be contrary to the Co-operatives Rules or policies;
- 8.2.2 Where a conflict of interest may exist which, even allowing for the disclosure of such an interest, may adversely affect the work of the Co-operative;
- 8.2.3 Where the Committee considers that accepting the application would not be in the best interests of the Co-operative.
- 8.3. Your application shall be considered by the Committee as soon as reasonably practicable after its receipt by the Co-operative. The Committee has the power in its absolute discretion to accept or reject the application.
- 8.4 If the Committee approve your application, you will then be required to pay One pound and will immediately become a Member and your name and other necessary particulars will be included in the Register of Members within seven working days. You will then be issued one share in the Co-operative.
- 8.5 You may at any time, with the approval of the Committee, become a joint tenant together with another person admitted by the Committee to joint tenancy. You must send an application form and One Pound (which will be returned to you if the application is not approved) to the secretary at the registered office. The Register of Members shall be amended accordingly.
- 8.6 If your application is approved, each of your names shall be entered into the Register of Members, and one share of the Co-operative shall be issued to each of you. Your names shall be entered in the Register of Members and shall appear on the Share Certificate. As joint Members, you must sign a Tenancy Agreement for a house provided by the Co-operative. You must sign the Tenancy Agreement and occupy the house within one month of being requested to do so by the Co-operative under the Tenancy Agreement. .
- 9 You can apply for membership of the Co-operative from the age of 16.
- 10 No Member can hold more than one share in the Co-operative

ENDING YOUR MEMBERSHIP

- 11.1 Your membership of the Co-operative will end and the Committee will cancel your share and record the ending of your membership in the Register of Members if:-
 - 11.1.1 You resign your membership by giving the Secretary 28 days notice in writing at the registered office provided that you give up your Tenancy agreement at the same time.
 - 11.1.2 If the house is abandoned. The Co-operative will then service a Notice of Abandonment. After 4 weeks the tenancy and the membership of the Co-operative will be deemed to have ended.
 - 11.1.3 Your Tenancy Agreement ends or is ended: or
 - 11.1.4 On death
 - 11.1.5 The Co-operative receives a complaint about your behaviour and two-thirds of the Members voting at a special general meeting agree to end your membership. The following conditions apply to this procedure:
 - 11.1.5.1 the complaint must be in writing and must relate to behaviour which could harm the interests of the Co-operative.
 - 11.1.5.2 the Secretary must notify the Member of the complaint in writing not less than one calendar month before the meeting takes place;
 - 11.1.5.3 the notice for the special general meeting will give details of the business for which the meeting is being called;
 - 11.1.5.4 you will be called to answer the complaint at the meeting. The Members present will consider the evidence supporting the complaint and any evidence you decide to introduce;
 - 11.1.5.5 the Members can vote in person or through a representative by proxy;
 - 11.1.5.6 if you receive proper notice but do not go to the meeting without providing a good reason, the meeting will go ahead without you and the Members will be entitled to vote to end your membership.
- 11.2 If your membership is ended in accordance with Rule 11.1.5, you will immediately cease to be a Member from the date that the resolution to end your membership was passed and any further application for membership by you will need to be approved by two-thirds of the Members voting at a general meeting.
- 11.3 If there is a joint tenancy, and one tenant dies, the surviving tenant will become the sole tenant.
- 11.4 Following the issue of a Decree of Ejection from the house from Perth Sheriff Court which itself leads to ejection from the house.

SHARE CAPITAL

Shares

- 12 The share capital of the Co-operative will be raised by issuing one-pound shares to Members. Joint tenants of the Co-operative may each become individual Members.
- 13 There is no interest, dividend or bonus payable on shares.
- 14 If a Member dies or ceases to be a Member, the Committee will cancel the share. The share is non transferrable and non withdrawable. The value of the share will then belong to the Co-operative.

BORROWING POWERS

- 15.1 The Co-operative can borrow money as long as the total borrowing at any time is not more than £50,000,000.
- 15.2 In respect of any proposed borrowing for the purposes of Rule 15.1, the amount remaining undischarged of any index-linked loan previously borrowed by the Co-operative or any deep discounted security shall be deemed to be the amount needed to repay such borrowing in full if the pre-existing borrowing became repayable in full at the time of the proposed borrowing.
- 15.3 For the purposes of Rule 15.1 in respect of any proposed borrowing intended to be index-linked or on any deep discounted security the amount of borrowings shall be deemed to be the proceeds of such proposed borrowings that would be receivable by the Co-operative at the time of the proposed borrowing.
- 15.4 The Co-operative will not pay more than the market rate of interest as determined by the Committee having regard to the terms of the loan on any money borrowed.
- 15.5 The Co-operative will not accept money on deposit.
- 15.6 The Co-operative can lend money to an organisation which is a subsidiary of the Co-operative within the meaning of the Companies Act 2006 or the Co-operative and Community Benefit Societies Act 2014 at a market rate of interest as determined by the Committee having regard to the terms of the loan. Where the Co-operative is using a loan facility to on lend it must comply with the Regulatory Framework and Regulatory Guidance issued by The Scottish Housing Regulator from time to time.
- 15.7 The Co-operative may borrow money from such lawful sources as is permitted by its Treasury Management Policy subject always to the requirement that the Co-operative will comply with the Regulatory Framework and Regulatory Guidance issued by The Scottish Housing Regulator from time to time.
- 15.8 Subject to the foregoing provisions the Committee can determine and change the conditions under which the Co-operative borrows or lends money.
- 16. The Co-operative shall not lend money to Members.

GENERAL MEETINGS

Annual General Meeting

17. The Co-operative will hold a general meeting known as the annual general meeting within six months of the end of each financial year of the Co-operative. The functions of the annual general meeting are to:
- 17.1 present the Chairperson's report on the Co-operative activities for the previous year;
 - 17.2 present the accounts, balance sheet and auditor's report;
 - 17.3 elect Committee Members.
 - 17.4 appoint the auditor for the following year; and
 - 17.5 consider any other general business included in the notice calling the meeting.

Special General Meeting

- 18.1 All general meetings other than annual general meetings are known as special general meetings. The Secretary will call a special general meeting if:
- 18.1.1 the Committee requests one; or
 - 18.1.2 At least one twentieth of the Members so requests
- 18.2 Whoever asks for the meeting must give the Secretary details of the business to be discussed at the meeting.
- 18.3 If a special general meeting is requested, the Secretary must within 10 days of having received the request give all Members notice calling the meeting. The meeting must take place within 28 days of the Secretary receiving the Members' request. The Secretary should decide on a time, date and place for the meeting in consultation with the Committee or the Chairperson, but if such consultation is not practicable the Secretary can on his/her own decide the time, date and place for the meeting.
- 18.4 If the Secretary fails to call the meeting within ten days, the Committee or the Members who requested the meeting can arrange the meeting themselves.
- 18.5 A special general meeting must not discuss any business other than the business mentioned in the notice calling the meeting.

Notice for Meetings

- 19.1 The Secretary will call all general meetings by written notice posted or email to every Member at the address, or email address given in the Register of Members at least 14 days before the date of the meeting. This notice will give details of:
- 19.1.1 the time, date and place of the meeting;
 - 19.1.2 whether the meeting is an annual or special general meeting;
 - 19.1.3 the business for which the meeting is being called

- 19.2 The Committee may ask the Secretary to include with the letter or send separately to Members any relevant papers or accounts. If a Member does not receive notice of a meeting or papers relating to the meeting, this will not stop the meeting going ahead as planned. Each communication sent to a Member by post, addressed to his or her registered address, shall be deemed to have arrived forty eight hours after being posted. Each communication sent to a Member by email shall be deemed to have arrived on the day it is sent.
- 20 The proceedings of a meeting shall not be invalidated by the inadvertent failure of the Co-operative to send a notice calling the meeting to any Member.

PROCEDURE AT GENERAL MEETINGS

- 21.1 For a meeting to take place at least one twentieth of the members must be present or represented.
- 21.2 If not enough Members are present in person or by representative within half an hour of the time the meeting was scheduled to start, the meeting shall be re-scheduled to the same day the following week at the same time and at such place as may be fixed by the Chairperson of the meeting and announced at the meeting. There is no need to give notice to Members of the rescheduled meeting. If at that meeting there are not enough Members present in person or by representative at the scheduled starting time the meeting can still go ahead.
- 22 If a majority of Members present agree, the Chairperson of a meeting can adjourn the meeting. No business can be discussed at the adjourned meeting other than the business not reached or left unfinished at the original meeting. There is no need to give notice to Members of the adjourned meeting.
- 22.1 The Chairperson of the Committee will be Chairperson at all meetings of the Co-operative. If there is no Chairperson or he/she is not present or willing to act, the Members present must elect a Member of the Committee to be Chairperson of the meeting. If no Committee Members are present, the Members present must elect a Member to be Chairperson of the meeting.
- 22.2 If the Chairperson arrives later, after the meeting has commenced, he/she will take over as Chairperson of the meeting as soon as the current agenda item is concluded.

Proxies/Representatives/Postal Votes

- 23.1 To appoint a representative to vote on your behalf by proxy, you must let the Co-operative have a properly completed document in the form shown in Appendix 1. Your representative does not need to be a Member. The document must reach the Co-operative at least five days before the meeting at which you want to be represented.
- 23.2 If there is any doubt about whether your representative has authority to vote, the Chairperson will decide and his/her decision will be final.
- 23.3 The maximum number of proxy votes that may be cast by any one person is 10.

- 23.4 To reverse your appointment of a representative, you must let the Co-operative have a properly completed document in the form shown in Appendix 2. The document must be presented to the Co-operative before the meeting at which you no longer want to be represented convenes. Alternatively, if you declare yourself present before the meeting convenes, the appointment of a representative to vote on your behalf will automatically fall.
- 23.5 The Chairperson will report to the meeting the details of any documents seeking to appoint a representative received but which are not valid.
- 23.6 If there is to be an election of Committee Members at an Annual General Meeting, you can vote by post. Not less than 14 days before a meeting is held at which one or more Committee Members will be elected, you will receive a ballot paper for the election. You can vote in the election by returning the ballot paper to the Co-operative, or by bringing your ballot paper along to the meeting.

Voting

- 24 If a decision of a meeting is put to the vote, the outcome will be determined by the majority of those Members voting. Voting will be by a show of hands except where a poll is requested or required. Votes cannot be taken on resolutions which conflict with any provisions of these Rules or the law.
- 25.1 Where a vote is by a show of hands every Member present in person has one vote. Where a vote is by a poll every Member present in person or who has appointed a representative has one vote. Where an appointed proxy is present, and he/she advises the Chairperson, the Chairperson shall direct that the vote is by a poll.
- 25.2 In relation to the election of Committee Members, the vote is by a poll using the ballot paper issued to the Members prior to the meeting; votes received by post in advance of the meeting will be counted in the total number of votes at the meeting.
- 26 If there is an equal number of votes for and against a resolution, or in relation to the election of Committee Members, the Chairperson will have a second and deciding vote. The Chairperson's announcement of the decision of a vote will be final and conclusive. The decision is then recorded in the minutes of the meeting. There is no need to record the number of votes for or against the decision.
- 27.1 A poll can be required before or immediately after a vote by a show of hands, if at least one twentieth of the Members present at the meeting (in person or by proxy through a representative appointed in accordance with Rule 23.1) request this.
- 27.2 A poll must take place as soon as the Chairperson has agreed to it, in line with the Chairperson's instructions. The result of the poll will stand as the decision of the meeting.

PROCEEDINGS AT GENERAL MEETINGS

- 28 All speakers must direct their words to the Chairperson. All Members must remain quiet and orderly while this is happening.
- 29 You will not be allowed to speak more than once on any individual matter unless it is to explain something or ask for an explanation until every other Member has had the chance to speak. You will then have the opportunity to speak a second time on a matter but only if the Chairperson agrees. Where the Chairperson raised the matter for discussion initially, he/she shall be permitted to make a final reply on the matter.
- 30 The Chairperson will decide how long each speaker is allowed to speak, allowing equal time to each speaker.
- 31 If any point arises which is not covered in these Rules, the Chairperson will give his/her ruling. If the Chairperson's ruling is challenged by more than one person, the Chairperson will step down and those present will decide the point raised on a majority vote. If the vote is tied, the Chairperson's original ruling is carried.
- 32 Meetings must not last longer than two hours unless at least two-thirds of the Members present agree after the end of that time to continue the meeting.

THE COMMITTEE OF MANAGEMENT

Composition of the Committee

- 33.1 The Co-operative shall have a Committee of Management which shall have a minimum of 7 and a maximum (including co-optees) of 15 persons. The Co-operative shall keep up to date a register of the names of the Committee Members which shall be made available to any person at no cost.
- 34.2 The first Committee Members will be the Members who have signed the application to register the Co-operative. The first Members and all subsequent Members who are eligible shall be Committee Members until there are more than seven Members. Once there are more than seven Members of the Co-operative, at the end of the next annual general meeting, all of the Committee Members shall retire.
- 34.3 A person must be aged 18 or over and a Member to become a Committee Member (including any person appointed to fill a casual vacancy) other than a person appointed as a co-optee or appointed by The Scottish Housing Regulator who must be aged 18 or over but need not be a Member.
- 34.4 An employee of the Co-operative, or a Close Relative of an employee, may not be a Committee Member.
- 34.5 No Committee Member may take office until they have agreed to and signed the Co-operative's code of conduct for Committee Members.

- 34.6 The Committee shall assess annually the skills, knowledge, diversity and objectivity that it needs for its decision making and what is contributed by the Committee Members by way of annual performance reviews. The Committee must be assured that any Committee Member who has continuous service on the Committee of nine years or more and who is seeking re-election is able to demonstrate his/her continued effectiveness as a Committee Member before he/she may stand for re-election.
- 34.7 Each of the Committee Members shall, in exercising his/her role as a Committee Member, act in the best interests of the Co-operative, its tenants and service users and will not place any personal or other interests ahead of his/her primary duty to the Co-operative; and, in particular, must:-
- 34.7.1 seek, in good faith, to ensure that the Co-operative acts in a manner which is in accordance with its objects.
 - 34.7.2 act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person.
 - 34.7.3 in circumstances giving rise to the possibility of a conflict of interest between the Co-operative and any other party:-
 - 34.7.3.1 put the interests of the Co-operative before that of the other party, in taking decisions as a Committee Member;
 - 34.7.3.2 where any other duty prevents him/her from doing so, disclose the conflicting interest to the Co-operative and refrain from participating in any discussions or decisions involving the other Committee Members with regard to the matter in question.

Interests

- 35.1 The Committee shall set and periodically review its policy on payments and benefits. If a person is a Member, employee of the Co-operative or serves on the Committee or any sub-committee he/she must not receive any payment or benefit unless it is permitted by the policy. In making any payment or conferring any benefit the Co-operative shall act at all times with transparency, honesty and propriety.
- 35.2 If a person serves on the Committee or any sub-committee he/she must declare any personal or other external interests on an annual basis in accordance with the Co-operative Code of Conduct for Committee Members. If while serving on the Committee that person has any conflict of interest in any contract or other matter about to be discussed at a meeting, he/she must tell the Committee. He/she will be required to leave the meeting while the matter is discussed and will not be allowed to vote on the matter or to stay in the meeting while any vote on the matter is being held. If that person is inadvertently allowed to stay in the meeting and vote on the matter, his/her vote will not be counted.

ELECTING COMMITTEE MEMBERS

- 36.1 At the end of each annual general meeting at least one-third of the Committee Members or the nearest whole number thereto, must retire. Anybody appointed as a co-optee under Rule 39.1 or to fill a casual vacancy under Rule 38 and who retires for that reason, shall not count towards the one third provision. The retiring Committee Members should be selected in accordance with Rule 36.2.

- 36.2 The retiring Committee Members should be those who have served the longest on the Committee since the date of their last election. If two or more Committee Members have served equally long and cannot agree who should retire, they must draw lots.
- 36.3 Committee Members must also retire if they have been co-opted onto the Committee under Rule 39.1 or have filled casual vacancies under Rule 38.
- 36.4 If a Committee Member retires from the Committee in terms of Rule 36 before or on the date of the next annual general meeting, that Committee Member can stand for re-election without being nominated.
- 37.1 If, at the annual general meeting the number of Members standing for election is less than or equal to the number of vacant places, the Chairperson will declare them elected without a vote. If there are more Members standing for election than there are vacant places, those present at the general meeting or those exercising a postal vote in accordance with Rule 23.6 will elect Members onto the Committee, in accordance with Rule 25.2. Each Member present or who has appointed a representative will have one vote for each place to be filled on the Committee. A Member must not give more than one vote to any one candidate.
- 37.2 The Co-operative will post or email intimation of the intended date of the annual general meeting and information on the nomination procedure to each Member at the address, or email address given in the Register of Members of the Co-operative not less than 28 days before the date of the meeting. Nominations for election to the Committee must be in writing and in the form specified by the Co-operative and must give the full name, address and occupation of the Member being nominated. A Member cannot nominate himself/herself for election to the Committee. Nominations must be signed by and include a signed statement from the Member being nominated to show that they are eligible to join the Committee in accordance with Rules 34.4 and 40, and that they are willing to be elected. Nomination forms can be obtained from the Co-operative and must be completed fully and returned by hand or by post to the Co-operative's office at least 21 days before the general meeting.
- 38 If an elected Committee Member leaves the Committee between the annual general meetings, this creates a casual vacancy and the Committee can appoint a Member to take their place on the Committee until the next annual general meeting.

Co-optees

- 39.1 The Committee can co-opt to the Committee or to a sub-committee anyone it considers is suitable to become a Committee Member or member of a sub-committee. Co-optees only serve as co-optees on the Committee or sub-committee until the next annual general meeting or until removed by the Committee. A person co-opted to the Committee can also serve on any sub-committees.
- 39.2 A person appointed as a co-optee shall undertake the role of Committee Member or member of a sub-committee and accordingly will be subject to the duties and responsibilities of a Committee Member. Co-optees can take part in discussions at the Committee or any sub-committees and vote at Committee and sub-committee meetings on all matters except those which directly affect the Rules, the membership of the Co-operative or the election of the Co-operative's Office Bearers. Co-optees may not stand for election, nor be elected as one of the Office Bearers of the Committee.

- 39.3 Committee Members co-opted in this way must not make up more than one-third of the total number of the Committee or sub-committee members at any one time. The presence of co-optees at Committee Meetings will not be counted when establishing whether the minimum number of Committee Members are present to allow the meeting to take place as required by Rule 45 and the presence of co-optees will not count towards the quorum for sub-committee meetings.

Eligibility for the Committee

- 40.1 A person will not be eligible to be a Committee Member and cannot be appointed or elected as such if:-
- 40.1.1 he/she has been adjudged bankrupt, has granted a trust deed for or entered into an arrangement with creditors or his/her estate has been sequestrated and has not been discharged; or
 - 40.1.2 he/she has been convicted of an offence involving dishonesty which is not spent by virtue of the Rehabilitation of Offenders Act 1974; or
 - 40.1.3 he/she is a party to any legal proceedings in any Court of Law by or against the Co-operative; or
 - 40.1.4 he/she is or will be unable to attend the Committee Meetings for a period of 12 months; or
 - 40.1.5 he/she has been removed from the Committee of another registered social landlord within the previous five years; or
 - 40.1.6 he/she has resigned from the Committee in the previous five years in circumstances where the resignation was submitted after the date of his/her receipt of notice of a special committee meeting convened to consider a resolution for his/her removal from the Committee in terms of Rule 41.5; or
 - 40.1.7 he/she has been removed from the Committee in terms of Rules 41.4 or 41.5 within the previous five years; or
 - 40.1.8 he/she has been removed, disqualified or suspended from a position of management or control of a charity under the provisions of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 or the Charities and Trustee Investment (Scotland) Act 2005; or
 - 40.1.9 he/she has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commissioners for England and Wales or by Her Majesty's High Court of Justice in England on the grounds of any misconduct in the administration of the charity for which he/she were responsible or to which he/she were privy, or which his/her conduct contributed to or facilitated; or
 - 40.1.10 a disqualification order or disqualification undertaking has been made against that person under the Company Directors Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002 (which relate to the power of a Court to prevent someone from being a director, liquidator or administrator of a company or a receiver or manager of company property or being involved in the promotion, formation or management of a company).
- 40.2 A person cannot be re-elected as a Committee Member if the Committee is not satisfied under Rule 34.6 of the individual's continued effectiveness as a Committee Member. In these circumstances the Committee must not allow the individual to stand for re-election
- 41 A Committee Member will cease to be a Committee Member if:
- 41.1 he/she resigns his/her position as a Committee Member in writing; or
 - 41.2 he/she ceases to be a Member unless he/she is a co-optee in terms of Rule 39.1 or an appointee of The Scottish Housing Regulator; or

- 41.3 he/she misses four Management Committee meetings in a row without special leave of absence previously being granted by the Committee either at his/her request or by exercise of the Committee's discretion; or
- 41.4 the majority of Members voting at a general meeting decide this. (The Members at the meeting may then elect someone to take his/her place. If a replacement is not elected at the meeting, the Committee may appoint a Committee Member in terms of Rule 38); or
- 41.5 the majority of those remaining Committee Members present and voting at a special meeting of the Committee convened for the purpose decide to remove him/her as a Committee Member. The resolution to remove him/her as a Committee Member must relate to one of the following issues:
 - 41.5.1 failure to perform to the published standards laid down by the Scottish Federation of Housing Associations and/or The Scottish Housing Regulator adopted and operated by the Co-operative;
 - 41.5.2 failure to sign or failure to comply with the Co-operative's Code of Conduct for Committee Members; or
 - 41.5.3 a breach of the Co-operative's Rules, standing orders or other policy requirements;
- 41.6 he/she becomes ineligible as a Committee Member in terms of Rule 40.1; or
- 41.7 he/she is a co-optee whose period of office is ended in accordance with Rules 36.1 or 39.1; or
- 41.8 he/she is a Committee Member retiring in accordance with Rule 36.1.

POWERS OF THE COMMITTEE OF MANAGEMENT

- 42 The Committee is responsible for directing the affairs of the Co-operative and its business and may do anything lawful which is necessary or expedient to achieve the objects of the Co-operative. The Committee is not permitted to exercise any powers which are reserved to the Co-operative. In general meetings either by these Rules or by statute. The Committee is responsible for the leadership, strategic direction and control of the Co-operative with the aim of achieving good outcomes for its tenants and other service users in accordance with Regulatory Standards and Guidance issued by The Scottish Housing Regulator from time to time.
- 43 The Committee acts in the name of the Co-operative in everything it does. A third party acting in good faith and without prior notice does not need to check if the powers of the Committee have been restricted, unless they are already aware that such a restriction may exist.
- 44 Amongst its most important powers, the Committee can:-
 - 44.1 buy, sell, build upon, lease or exchange any land and accept responsibility for any related contracts and expenses.
 - 44.2 agree the terms of engagement and remuneration of anyone employed in connection with the business of the Co-operative and act as employer for anyone employed by the Co-operative.
 - 44.3 grant heritable securities over land owned by the Co-operative and floating charges over all or any part of property and assets both present and in future owned by the Co-operative. This includes accepting responsibility for any related expenses.
 - 44.4 decide, monitor and vary the terms and conditions under which property owned by the Co-operative is to be let, managed, used or disposed of.
 - 44.5 appoint and remove solicitors, surveyors, consultants, managing agents and employees, as required by the Co-operative's business.

- 44.6 refund any necessary expenses as are wholly necessary incurred by Committee Members and sub-committee members in connection with their duties.
- 44.7 compromise, settle, conduct, enforce or resist either in a Court of Law or by arbitration any suit, debt, liability or claim by or against the Co-operative.
- 44.8 accept donations in support of the activities of the Co-operative..

COMMITTEE PROCEDURE

- 45 It is up to the Committee to decide when and where to hold its ordinary meetings, but it must meet at least six times a year. There must be at least four Committee Members present for the meeting to take place.
- 46 The Committee will continue to act while it has vacancies for Members. However, if at any time the number of Committee Members falls below seven, the Committee can continue to act only for another two months. If at the end of that period the Committee has not found new Members to bring the number of Committee Members up to seven, the only power it will have is to act to bring the number of Committee Members up to seven.
- 47 Committee Members must be sent notice of Committee meetings posted, or delivered, by hand or email to their address for such communications given to the Co-operative at least five days before the date of the meeting. The accidental failure to give notice to a Committee Member or the failure of the Committee Member to receive such notice shall not invalidate the proceeding of the relevant meeting.
- 48 Meetings of the Committee can take place in any manner which permits those attending to hear and comment on the proceedings.
- 49 All speakers must direct their words to the Chairperson. All Committee Members must remain quiet and maintain order while this is happening. The Chairperson will decide who can speak and for how long.
- 50 If any point arises which is not covered in these Rules, the Chairperson will give his/her ruling which will be final.
- 51 All acts done in good faith as a result of a Committee Meeting or sub-committee meeting will be valid even if it is discovered afterwards that a Committee Member was not entitled to be on the Committee.
- 52 A written resolution signed by not fewer than three quarters of the Committee Members or three quarters of the members of a sub-committee will be as valid as if it had been passed at a Committee Meeting or sub-committee meeting duly called and constituted.

Special Committee Meetings

- 53.1 The Chairperson or two Committee Members can request a special meeting of the Committee by writing to the Secretary with details of the business to be discussed. The Secretary will send a copy of the request to all Committee Members within three working days of receiving it. The meeting will take place at a place mutually convenient for the majority of Committee Members, normally the usual place where Committee Meetings are held, between 10 and 14 days after the Secretary receives the request.

- 53.2 No other business may be discussed at the meeting other than the business for which the meeting has been called.
- 53.3 If the Secretary does not call the special meeting as set out above, the Chairperson or the Committee Members who request the meeting can call the meeting. In this case, they must write to all Committee Members at least seven days before the date of the meeting.
- 54 If a Committee Member does not receive notice of the meeting, this will not prevent the meeting going ahead.

Sub-committees

- 55.1 The Committee can delegate its powers to sub-committees or to staff or to Office Bearers. The Committee will establish the terms of reference for such delegation, which will be set down in writing and communicated to the recipient of the delegated powers. Such delegation will be set out down in writing in standing orders, schemes of delegated authority or other appropriate documentation. In the case of a sub-committee such delegation shall include the purposes of the sub-committee, its composition and quorum for meetings. A minimum number of members for a sub-committee shall be three. There must be at least two of the members of a sub-committee present for the meeting to take place. The Committee shall be responsible for the on-going monitoring and evaluation of the use of delegated powers.
- 55.2 The meetings and procedures of sub-committees or otherwise must comply with the relevant terms of reference.
- 55.3 Any decision made by sub-committee must be reported to the next Committee Meeting.
- 55.4 The Committee can establish and delegate powers to sub committees, designated as Area Committees, to take decisions relating to the management and maintenance of properties within a particular geographical area. The Committee will determine the membership and delegated responsibility of an Area Committee in its terms of reference. An Area Committee shall exercise such delegated powers notwithstanding the provisions of Rules 39.1 and 39.3 which provisions shall not apply to Area Committees.

THE SECRETARY AND OFFICE BEARERS

- 56.1 The Co-operative must have a Secretary, a Chairperson and any other Office Bearers the Committee considers necessary. The Office Bearers, must be elected Committee Members and cannot be co-optees. The Committee will appoint these Office Bearers. If the Secretary cannot carry out his/her duties, the Committee, or in an emergency the Chairperson, can ask another Office Bearer or employee to carry out the Secretary's duties until the Secretary returns.
- 56.2 The Secretary and the other Office Bearers will be controlled, supervised and instructed by the Committee.
- 56.3 The Secretary's duties include the following (these duties can be delegated to an appropriate employee with the Secretary assuming responsibility for ensuring that they are carried out in an effective manner):
- 56.3.1 calling and going to all meetings of the Co-operative and all the Committee Meetings;
 - 56.3.2 keeping the minutes for all meetings of the and Committee;

- 56.3.3 sending out letters, notices calling meetings and relevant documents to Members before a meeting;
 - 56.3.4 preparing and sending all the necessary reports to the Financial Conduct Authority and The Scottish Housing Regulator;
 - 56.3.5 ensuring compliance with these Rules;
 - 56.3.6 keeping the Register of Members and other registers required under these Rules; and
 - 56.3.7 supervision of the Co-operative's seal.
- 56.4 The Secretary must produce or give up all the Co-operative's books, registers, documents and property whenever requested by a resolution of the Committee, or of a general meeting.
- 56.5 A Chairperson will be appointed on an annual basis at the next scheduled Committee Meeting held after each annual general meeting.

Role of the Chair

The Chairperson is responsible for the leadership of the Committee and ensuring its effectiveness in all aspects of the Committee's role and to ensure that the Committee properly discharges its responsibilities as required by law, the Rules and the standing orders of the Co-operative. The Chairperson will be delegated such powers as is required to allow the Chairperson to properly discharge the responsibilities of the office. Among the responsibilities of the Chairperson are that:-

- 56.5.1 the Committee works effectively with the senior staff;
- 56.5.2 an overview of business of the Co-operative is maintained;
- 56.5.3 the Agenda for each meeting is set;
- 56.5.4 meetings are conducted effectively;
- 56.5.5 minutes are approved and decisions and actions arising from meetings are implemented;
- 56.5.6 the standing orders, code of conduct for Committee Members and other relevant policies and procedures affecting the governance of the Co-operative are complied with;
- 56.5.7 where necessary, decisions are made under delegated authority for the effective operation of the Co-operative between meetings;
- 56.5.8 the Committee monitors the use of delegated powers;
- 56.5.9 the Committee receives professional advice when it is needed;
- 56.5.10 the Co-operative is represented at external events appropriately;
- 56.5.11 appraisal of the performance of Committee Members is undertaken, and that the senior staff officer's appraisal is carried out in accordance with the agreed policies and procedures of the Co-operative; and
- 56.5.12 the training requirements of Committee Members, and the recruitment and induction of new Committee Members is undertaken.

- 56.6 The Chairperson must be elected from the Committee Members (excluding co-optees) and must be prepared to act as Chairperson until the end of the next annual general meeting (unless he/she resigns the post). The Chairperson can only be required to resign if a majority of the remaining Committee Members present at a special meeting agree to this.
- 56.7 If the Chairperson is not present at a Committee meeting or is not willing to act, the Committee Members present will elect another Committee Member to be Chairperson for the Committee Meeting. If the Chairperson arrives at the meeting late, he/she will take over as Chairperson of the Committee meeting as soon as the current agenda item is concluded.
- 56.8 If the votes of the Committee Members are divided equally for and against an issue, the Chairperson will have a second and deciding vote.
- 56.9 The Chairperson can resign his/her office in writing to the Secretary and must resign if he/she leaves the Committee or is prevented from standing for, or being elected to the Committee under Rule 40. The Committee will then elect another Committee Member as Chairperson.
- 56.10 The Chairperson can be re-elected but must not hold office continuously for more than five years.

FINANCIAL GUARANTEES FOR OFFICERS

- 57.1 The Committee shall take out fidelity guarantee insurance to cover all Office Bearers and employees who receive or are responsible for the Co-operative's money, or, these office bearers and employees must be covered by a bond as set out in Schedule 1 of the Co-operative and Community Benefit Societies Act 2014, or a guarantee under which they promise to account for and repay money due to the Co-operative accurately.
- 57.2 The Committee shall have the power to purchase and maintain indemnity insurance for, or for the benefit of, persons who are, or were at any time, Committee Members, officers or employees of the Co-operative. A Committee Member may form part of a quorum and vote at a meeting where such insurance is under consideration notwithstanding the terms of Rules 35.1 and 35.2.
- 58 Office Bearers and employees will not be responsible for the Co-operative's loss while they are carrying out their duties unless there has been gross negligence or dishonesty. If an Office Bearer or employee is dishonest, the Co-operative will try to recover any loss that it has suffered and may alert the police or other relevant authority.

THE COMMITTEE'S MINUTES, SEAL, REGISTERS AND BOOKS

Minutes

- 59 Minutes of every general meeting, Committee Meeting and sub-committee meeting must be kept. Those minutes must be presented at the next appropriate meeting and if accepted as a true record, signed by the Chairperson of the meeting at which they are presented. All minutes signed by the Chairperson of the meeting shall be conclusive evidence that the minutes are a true record of the proceedings at the relevant meeting.

Execution of Documents and Seal

- 60 The Co-operative shall execute deeds and documents in accordance with the provisions of the Requirements of Writing (Scotland) Act 1995 and record the execution in the register. The use of a common seal is not required. The Co-operative may have a seal which the Secretary must keep in a secure place unless the Committee decides that someone else should look after it. The seal must only be used if the Committee decides this. When the seal is used, the deed or document must be signed by the Secretary or a Member of the Committee or another person duly authorised to subscribe the deed or document on the Co-operative's behalf and recorded in the register.

Registers

- 61 The Co-operative must keep at its registered office a Register containing:
- 61.1 the names and addresses of the Members and where provided for the purposes of electronic communication, e-mail addresses;
 - 61.2 a statement of the share held by each Member and the amount each Member paid for it;
 - 61.3 the date each person was entered in the Register as a Member and the date at which any person ceased to be a Member of the Co-operative;
 - 61.4 the names and addresses of the Office Bearers of the Co-operative, their positions and the dates they took and left office.
- 62.1 The Co-operative must also keep at its registered office:
- 62.1.1 a second copy of the Register showing the same details as above. This second register must be used to confirm the information recorded in the main Register.
 - 62.1.2 a register of loans and to whom they are made.
 - 62.1.3 a register showing details of all loans and charges on the Co-operative's land.
- 62.2 The inclusion or omission of the name of any person from the original Register of Members shall, in the absence of evidence to the contrary, be conclusive that the person is or is not a Member of the Co-operative.

Registered Name

- 63 The registered name of the Co-operative must be clearly shown on the outside of every office or place where the Co-operative's business is carried out. The name must also be engraved clearly on the Co-operative's seal and printed on all its business letters, notices, adverts, official publications, website and legal and financial documents.

Documentation

- 64 The Co-operative's books of account, registers, securities and other documents must be kept at the registered office or any other place the Committee decides is secure.
- 65 At the last Committee Meeting before the annual general meeting, the Secretary must confirm in writing to the Committee that Rules 59 to 64 have been followed or, if they have not been followed, the reasons for this. The Secretary's confirmation or report must be recorded in the minutes of the Committee Meeting.

ACCOUNTS

- 66 The Co-operative must keep proper books of accounts to cover its income, expenditure transactions and its assets, liabilities and reserves in line with Part 7 of the Co-operative and Community Benefit Societies Act 2014. It must also set up and maintain a suitable system for controlling its books of accounts, its cash and its receipts and invoices.
- 67 The Committee must send the Co-operative's accounts and balance sheet to the Co-operative's auditor. The auditor must then report to the Co-operative on the accounts it has examined. In doing this, the auditor must follow the conditions set out in Part 7 of the Co-operative and Community Benefit Societies Act 2014 and Part 6 of the Housing (Scotland) Act 2010.
- 68 The Co-operative must provide The Scottish Housing Regulator and the Financial Conduct Authority with a copy of its accounts and the auditor's report within six months of the end of the period to which they relate.

THE AUDITOR

- 69.1 Each year the Co-operative must appoint, at a general meeting of the Co-operative, a qualified auditor to audit the Co-operative's accounts and balance sheet. In this Rule "qualified auditor" means someone who is a qualified auditor under Section 91 of the Co-operative and Community Benefit Societies Act 2014.
- 69.2 None of the following can act as auditor to the Co-operative:-
- 69.2.1 a Committee Member or employee of the Co-operative;
 - 69.2.2 a person who is a partner of, or an employee or employer of a Committee Member or employee of the Co-operative;
- 70 The Committee may appoint an auditor to fill in a casual vacancy occurring between general meetings of the Co-operative. The Committee shall take such steps as it considers necessary to ensure the continuing independence of the Co-operative's auditor including the periodic review of the need for audit rotation. The Co-operative must send a copy of its accounts and the auditor's report to The Scottish Housing Regulator within six months of the end of the period to which they relate.

- 70.1 An auditor appointed to act for the Co-operative one year will be re-appointed for the following year unless:-
- 70.1.1 a decision has been made at a general meeting to appoint someone else or specifically not to appoint them again; or
 - 70.1.2 they have given the Co-operative notice in writing that they do not want to be re-appointed; or
 - 70.1.3 they are not a qualified Auditor or are excluded under Rule 69.2; or
 - 70.1.4 they are no longer capable of acting as Auditor to the Co-operative; or
 - 70.1.5 notice to appoint another Auditor has been given.
- 70.2 To prevent an auditor being re-appointed or to appoint another person as auditor, not less than 28 days' notice must be given to the Co-operative that the matter requires to be discussed at the next meeting of the Co-operative.
- 70.3 The Co-operative shall give notice to the auditor who is to be asked to step down that the matter will be discussed at the next meeting of the Co-operative. If possible the Co-operative will also give proper notice of this matter to the Members but if this is not possible, the Co-operative can give notice by advertising in the local newspaper at least 14 days before the meeting.
- 70.4 The retiring Auditor may make representations to the Co-operative or give notice that he/she intends to make representations at the meeting and the Co-operative must tell the Members of any representations made by the Auditor under Section 95 of the Co-operative and Community Benefit Societies Act 2014.

ANNUAL RETURNS AND BALANCE SHEET

- 71.1 Every year, within the time allowed by the law, the Secretary shall send to the Financial Conduct Authority the annual return in the form required by the Financial Conduct Authority.
- 71.2 The Secretary must also send:
- 71.2.1 a copy of the auditor's report on the Co-operative's accounts for the period covered by the return; and
 - 71.2.2 a copy of each balance sheet made during that period and of the auditor's report on that balance sheet.
- 72 If requested, the Co-operative must provide a free copy of the latest annual return and auditor's reports to Members or people with a financial interest in the Co-operative.
- 73 The Co-operative must always keep a copy of the latest balance sheet and auditor's report publicly displayed at its registered office.
- 74 The Co-operative must comply with the requests of The Scottish Housing Regulator for annual returns.

SURPLUSES AND DONATIONS

- 75.1 The Co-operative must not distribute its surpluses to Members.

- 75.2 The Committee shall set and review periodically its policy for the donation of funds to charities or other voluntary groups. Such donations must further the objects of the Co-operative and the Committee shall report to the Members on such donations.

INVESTMENTS

- 76 The Co-operative funds may be invested by the Committee in such manner as is permitted by its Investment Policy subject always to the requirement that the Co-operative will comply with the Regulatory Framework and Regulatory Guidance issued by The Scottish Housing Regulator from time to time.

INSPECTING THE REGISTER

- 77 Any Member or person having a financial interest in the Co-operative can inspect their own account. They may also inspect the second copy of the Register of Members which shall be made available to them for inspection within 7 days of the request of a Member or eligible person. The books must be available for inspection at the place they are kept at all reasonable hours. The Committee may set conditions for inspecting the books. The Co-operative will also maintain a register of the names of those Members who have given consent for this purpose which shall be made available for inspection within 7 days of the request of any person.

DISPUTES

- 78 Every dispute between the Co-operative or the Committee and:-
- 78.1 a Member; or
 - 78.2 a person aggrieved who has ceased to be a Member within the previous six months; or
 - 78.3 a person claiming under the Rules of the Co-operative shall be dealt with in accordance with these Rules and any procedures determined by the Committee from time to time but without prejudice to all rights which any person may have to raise an action on the matter in any court with competent jurisdiction, including without prejudice the Sheriff Court in the Sheriffdom in which the Co-operative's registered office is located.

STATUTORY APPLICATIONS TO THE FINANCIAL CONDUCT AUTHORITY

- 79 Any 10 Members of the Co-operative who have been Members for at least the 12 previous months can apply to the Financial Conduct Authority to appoint an accountant or actuary to inspect and report on the Co-operative's books on payment to the Financial Conduct Authority of the costs required.
- 79.1 One-tenth of Members can apply to the Financial Conduct Authority to:

- 79.1.1 appoint an inspector to examine and report on the affairs of the Co-operative;
or
 - 79.1.2 call a special general meeting of the Co-operative.
- 79.2 If there are more than 1000 Members in the Co-operative, only 100 Members need to apply to the Financial Conduct Authority in terms of Rule 79.1.

COPIES OF RULES

- 80 The Secretary shall, on demand, provide a copy of the Rules of the Co-operative free of charge to any Member who has not previously been given a copy and, upon payment of such fee as the Co-operative may require, not exceeding the amount specified by law, to any other person.

CLOSING DOWN THE CO-OPERATIVE

- 80.1 The Co-operative may be closed down in either of the following ways:
- 80.1.1 by an order or resolution to wind up the Co-operative as set out in the Insolvency Act 1986 and/or Section 105 of the Housing (Scotland) Act 2010; or
 - 80.1.2 In accordance with Section 119 of the Co-operative and Community Benefit Societies Act 2014, by an instrument of dissolution to which not less than three-fourths of the Members have given their consent testified by their signatures to the instrument.
- 81 If any property remains after the Co-operative has paid its debts, this property will be transferred to such other registered social landlord as determined by The Scottish Housing Regulator.

CHANGING THE RULES

- 82.1 Any of these Rules can be changed or deleted and new Rules can be introduced if:
- 82.1.1 three-quarters of the votes at a special general meeting are in favour of the change(s); and
 - 82.1.2 The Scottish Housing Regulator has approved the change(s).
- 83.1 The Co-operative must apply to the Financial Conduct Authority to register every rule change as set out in treasury regulations. Each Member must receive a copy of the change. No change is valid until it has been registered by the Financial Conduct Authority.
- 83.2 The Co-operative can change its name if:
- 83.2.1 three-quarters of the votes at a special general meeting are in favour of the change; and
 - 83.2.2 the Financial Conduct Authority approves the change in writing.

- 83.3 If the Co-operative changes its name in terms of Rule 83.2 it must inform The Scottish Housing Regulator in writing within 14 days.
- 83.4 The Co-operative can change its registered office but must notify The Scottish Housing Regulator and Financial Conduct Authority of the change in registered office within seven working days of the decision having been made.

INTERPRETING THESE RULES

- 84.1 In these Rules, the following words and phrases have the meanings given below:
- 84.1.2 “Co-operative” means the registered social landlord referred to in Rule 1 whose Rules these are.
- 84.1.3 “Chairperson” means the Chairperson of the Co-operative referred to in Rule 56.1.
- 84.1.4 “Close Relative” means someone who is the spouse or civil partner of a person, or (being either of the same or different sex) who cohabits with that person, or is that person’s parent, grandparent, child, stepchild, grandchild, brother or sister.
- 84.1.5 “Committee” means the Committee of Management referred to in Rule 33.1.
- 84.1.6 “Committee Meeting” means a meeting of the Committee.
- 84.1.7 “Committee Member” means a member of the Committee.
- 84.1.8 “Financial Conduct Authority” means the registering authority for societies registered under the Co-operative and Community Benefit Societies Act 2014 and the Credit Unions Act 1979 set up in terms of the Financial Services Act 2012 or its successor body.
- 84.1.9 “Meeting” means a general meeting of the Co-operative, whether special, general or annual referred to in Rules 17-20.
- 84.1.10 “Member” means a member of the Co-operative whose name is entered in the Register of Members.
- 84.1.11 “Office Bearer” means the Chairperson, Secretary, and such other Officer Bearer appointed under Rule 56.1.
- 84.1.12 “organisation” means a legal body which exists separately and distinctly from its members and includes companies, building societies, community benefit societies, local authorities and so on and also for the purposes of these Rules includes unincorporated organisations such as social clubs, branches of political parties or trade unions and other voluntary bodies.
- 84.1.13 “property” includes everything which can be passed on by inheritance (including loans, certificates, books and papers).
- 84.1.14 A reference to law or statute is a reference to that law or statute as re-enacted, amended or replaced.

- 84.1.15 "Register of Members" means the register of members referred to in Rule 64.
- 84.1.16 "Rules" means the registered Rules of the Co-operative.
- 84.1.17 "Taxes Acts" means Part 11 of the Corporation Tax Act 2010 as read with Schedule 6 of the Finance Act 2010 and any statute or statutory provision which amends, extends, consolidates or replaces the same.
- 84.1.18 "The Scottish Housing Regulator" means The Scottish Housing Regulator as established pursuant to Section 1 of the Housing (Scotland) Act 2010.
- 84.1.19 "Secretary" means the Office Bearer appointed by the Committee to be the Secretary of the Co-operative or anyone authorised by the Committee to stand in for the Secretary.
- 84.1.20 Words in the singular also include the plural. Words in the plural also include the singular.

85 In the event of Sterling joining the Euro any sums of money referred to in Sterling in these Rules shall be redenominated into Euros at the rate of exchange applying for such redenomination as at the date of joining the Euro.

APPENDIX 1

PROXY FORM

You must use the wording shown below to appoint a representative to vote at a meeting for you. Please see Rule 23.1 for more details.

I (insert name) am a member of (insert name)
Fairfield Housing Co-operative Limited.

My address is: (please insert).

.....
.....

I hereby appoint (insert name)who lives at (insert
address)

.....
.....

to be my representative and vote for me at the Co-operative's meeting on (insert
date) and any other dates that
meeting
continues on.

Your name _____

Your signature _____

Date _____

APPENDIX 2

CANCELLATION OF PROXY

You must use the wording shown below to reverse your application to send a representative to vote at a meeting for you. Please see Rule 23.4 for more details.

I (insert name) am a member of (insert name)
Fairfield Housing Co-operative Limited.

My address is: (please insert).

.....
.....

I hereby revoke the appointment of (insert name)

.....as

my representative to vote for me at the Co-operative's meeting on (insert date)

.....made by me on the (insert date).....

I no longer authorise the person referred to above to represent me at the meeting referred to above.

Your name _____

Your signature _____

SIGNATURE OF COMMITTEE MEMBERS

Date _____

1. _____

2. _____

3. _____

4. _____ Members

5. _____

6. _____

7. _____

_____ Secretary

