

# Association Rules

October 2010





# The Rules of Wishaw & District Housing Association Limited



October 2010

Based upon SFHA Charitable Model Rules (Scotland) 2009.

Registered under the Industrial and Provident Societies Act 1965 and the Housing (Scotland) Act 2001 as amended by the Housing (Scotland) Act 2006.



# Contents

ITEM	PAGE	ITEM	PAGE
<b>Introduction</b>	<b>3</b>	<b>The Board's Minutes, Seal, Registers and Books</b>	<b>22</b>
Name	3	Minutes	22
Objects	3	Seal	22
<b>Membership</b>	<b>4</b>	Registers	22
Applying for Membership	4	Registered Name	23
<b>Ending your Membership</b>	<b>5</b>	Documentation	23
<b>Representing an Organisation</b>	<b>6</b>	<b>Accounts</b>	<b>23</b>
<b>Share Capital</b>	<b>7</b>	<b>The Auditor</b>	<b>24</b>
Shares	7	<b>Annual Returns and Balance Sheet</b>	<b>25</b>
Transferring Shares	7	<b>Surpluses and Donations</b>	<b>25</b>
<b>Borrowing Powers</b>	<b>8</b>	<b>Investments</b>	<b>25</b>
<b>General Meetings</b>	<b>9</b>	<b>Inspecting the Books</b>	<b>26</b>
Annual General Meeting	9	<b>Disputes</b>	<b>26</b>
Special General Meeting	9	<b>Statutory Applications to the Financial Services Authority</b>	<b>26</b>
Notice of Meetings	10	<b>Copies of Rules</b>	<b>27</b>
<b>Procedure at General Meetings</b>	<b>10</b>	<b>Closing Down the Association</b>	<b>27</b>
Proxies/Representatives/ Postal Votes	11	<b>Changing the Rules</b>	<b>27</b>
Voting	11	<b>Interpreting these Rules</b>	<b>28</b>
<b>Proceedings at General Meetings</b>	<b>12</b>	<b>Appendices</b>	<b>30</b>
<b>Board of Directors</b>	<b>13</b>	Appendix 1: Proxy Form	30
Composition of the Board	13	Appendix 2: Cancellation of Proxy	31
Members' Interests	13		
<b>Electing Board Members</b>	<b>14</b>		
Co-optees	14		
Eligibility for the Board	15		
<b>Powers of the Board of Directors</b>	<b>17</b>		
<b>Board Procedure</b>	<b>18</b>		
Special Board Meetings	18		
Committees	19		
<b>The Secretary and Officer Bearers</b>	<b>20</b>		
<b>Financial Guarantees for Officers</b>	<b>21</b>		

# Introduction



## Name

- 1** The name of the Society shall be Wishaw and District Housing Association Limited (hereinafter referred to as “the Association”).

## Objects

- 2** The objects of the Association are:
  - 2.1** To provide for the relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage through the provision, construction, improvement and management of land and accommodation and the provision of care; and
  - 2.2** To undertake any activity allowed under Section 58 of the Housing (Scotland) Act 2001 (as amended by the Housing (Scotland) Act 2006 and SSI 2006/211 (Registered Social Landlords (Purposes or Objects) (Scotland) Order)) which is charitable both for the purposes of Section 7 of the Charities and Trustee Investment (Scotland) Act 2005 and also Section 505 of the Income and Corporation Taxes Act 1988.
- 3** The permitted activities and powers of the Association will include anything which is necessary or expedient to help the Association achieve these objects.
- 4** The Association shall not trade for profit.
- 5** The registered office of the Association is at:  
55 Kirk Road, Wishaw, Lanarkshire ML2 7BL

# Membership

- 6 The Members of the Association shall be those persons or organisations who hold a share in the Association and whose names are entered in the Register of Members.

## Applying for Membership

- 7.1 The Board of Directors shall set, review and publish its membership policy for admitting new Members.
- 7.2 If you are applying for membership you must send a completed and signed application form and the sum of one pound (which will be returned to you if the application is not approved) to the Association's registered office.
- 7.3 Your application shall be considered by the Board as soon as reasonably practicable after its receipt by the Association. An application for membership will not be considered by the Board within the period of fourteen days before the date of a general meeting. The Board has the power in its absolute discretion to accept or reject the application.
- 7.4 If the Board approve your application, you 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 Association.
- 8 You can apply for membership of the Association from the age of 16.
- 9 No Member can hold more than one share in the Association.
- 10 If you change your address, you must let the Association know by writing to the Secretary at the registered office within three months. This requirement does not apply if you are a tenant of the Association and have moved home by transferring your tenancy to another property owned and managed by the Association.

# Ending your Membership

- 11.1** Your membership of the Association will end and the Board will cancel your share and record the ending of your membership in the Register of Members if:
- 11.1.1 You resign your membership giving seven days notice in writing to the Secretary at the registered office.
  - 11.1.2 The Board reasonably believes that you have failed to tell the Association of a change of address as required by Rule 10; or
  - 11.1.3 For five annual general meetings in a row you have not attended, submitted apologies, exercised a postal vote or appointed a representative to attend and vote on your behalf by proxy.
  - 11.1.4 The Association 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:
    - 11.1.4.1 the complaint must be in writing and must relate to behaviour which could harm the interests of the Association.
    - 11.1.4.2 the Secretary must notify the Member of the complaint in writing not less than one calendar month before the meeting takes place;
    - 11.1.4.3 the notice for the special general meeting will give details of the business for which the meeting is being called;
    - 11.1.4.4 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;
    - 11.1.4.5 the Members can vote in person or through a representative by proxy;
    - 11.1.4.6 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 11.1.4, 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.

# Representing an Organisation

- 12.1** An organisation which is a Member is free to nominate any person it considers suitable as its representative to the Association. That person will represent all of the organisation's rights and powers at general meetings.
- 12.2** To confirm the identity of a representative, the organisation must send the Association a copy of the authorisation or appointment of an individual as a representative. This should be signed by a Director, Secretary or Authorised Signatory of the organisation which signature must be witnessed, or in the case of a local authority, by the Chief Executive, or properly authorised Officer of the local authority.
- 12.3** An organisation can change the identity of the person entitled to represent that organisation at any time by confirming the identity of the new representative in terms of Rule 12.2 and withdrawing the authority of the original representative.
- 12.4** If you are a representative in terms of Rule 12.2, of an organisation which is a Member, you cannot be a Member as an individual yourself. If you are already a Member as an individual when you start to represent an organisation which is a Member, the Association will suspend your membership as an individual, until such time as you are no longer a representative of an organisation which is a Member.

# Share Capital

## Shares

- 13** The share capital of the Association will be raised by issuing one-pound shares to Members. Shares cannot be held jointly. Joint tenants of the Association may each become individual Members.
- 14** There is no interest, dividend or bonus payable on shares.

## Transferring Shares

- 15** You cannot sell your share but you can transfer it if the Board agrees.
- 16** If you die or end your membership or have your membership ended, or you are a representative of an organisation which no longer exists, the Board will cancel your share (except in those circumstances outlined in Rule 17.1) and the value of the share will then belong to the Association.
- 17.1** You can nominate the person to whom the Association must transfer your share in the Association when you die, as long as the person that you nominate is eligible for membership under these Rules and in terms of the Association's membership policies. On being notified of your death, the Board shall transfer or pay the full value of your share to the person you have identified. Your nomination must be in the terms required by the Industrial and Provident Societies Act 1965.
- 17.2** If you die or become bankrupt and your personal representative or trustee in bankruptcy seeks to claim your share, the Board (to the extent that your personal representative or trustee in bankruptcy has right) will transfer or pay the value of your share in terms of your representative's or trustee's instructions.

# Borrowing Powers

- 18.1** The Association can borrow money as long as the total borrowing at any time is not more than £100,000,000.
- 18.2** In respect of any proposed borrowing for the purposes of Rule 18.1, the amount remaining undischarged of any index-linked loan previously borrowed by the Association 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.
- 18.3** For the purposes of Rule 18.1 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 Association at the time of the proposed borrowing.
- 18.4** The Association will not pay more than the market rate of interest as determined by the Board having regard to the terms of the loan on any money borrowed.
- 18.5** The Association will not accept money on deposit.
- 18.6** The Association can lend money to an organisation which is a subsidiary of the Association within the meaning of the Companies Act 2006 or the Friendly and Industrial and Provident Societies Act 1968 at a market rate of interest as determined by the Board having regard to the terms of the loan. Where the Association is using a loan facility to on lend it must comply with regulatory guidance issued by The Scottish Housing Regulator.
- 18.7** The Association's borrowing will be underpinned by treasury management arrangements, which will comply with regulatory guidance issued by The Scottish Housing Regulator.
- 18.8** Subject to the foregoing provisions our Board can determine and change the conditions under which we borrow or lend money.
- 19** The Association shall not lend money to Members.

# General Meetings

## Annual General Meeting

- 20** The Association will hold a general meeting known as the annual general meeting within six months of the end of each financial year of the Association. The functions of the annual general meeting are to:
- 20.1 present the Chairperson's report on our activities for the previous year;
  - 20.2 present the accounts, balance sheet and auditor's report;
  - 20.3 elect Board Members;
  - 20.4 appoint the auditor for the following year; and
  - 20.5 consider any other general business included in the notice calling the meeting.

## Special General Meeting

- 21.1** All general meetings other than annual general meetings are known as special general meetings. The Secretary will call a special general meeting if:
- 21.1.1 the Board requests one; or
  - 21.1.2 At least four Members request one in writing. If there are more than 40 Members, at least one tenth of all the Members must ask for the meeting.
- 21.2** Whoever asks for the meeting must give the Secretary details of the business to be discussed at the meeting.
- 21.3** 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 Board 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.
- 21.4** If the Secretary fails to call the meeting within ten days, the Board or the Members who requested the meeting can arrange the meeting themselves.
- 21.5** A special general meeting must not discuss any business other than the business mentioned in the notice calling the meeting.

## Notice of Meetings

- 22.1** The Secretary will call all general meetings by written notice posted or sent by fax or email to every Member at the address, fax number 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:
- 22.1.1 the time, date and place of the meeting;
  - 22.1.2 whether the meeting is an annual or special general meeting;
  - 22.1.3 the business for which the meeting is being called.
- 22.2** The Board 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 fax or email shall be deemed to have arrived on the day it is sent.
- 23** The proceedings of a meeting shall not be invalidated by the inadvertent failure of the Association to send a notice calling the meeting to any Member.

## Procedure at General Meetings

- 24.1** For a meeting to take place there must be at least seven members either present at the venue or represented at the venue by a representative approved in terms of Rule 27.1. If there are more than 70 members, at least one-tenth must either be present or represented at the venue by a representative in terms of Rule 27.1.
- 24.2** 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 rescheduled 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.
- 25** 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.
- 26.1** The Chairperson of the Board will be Chairperson at all our meetings. If there is no Chairperson or he/she is not present or willing to act, the Members present must elect a Member of the Board to be Chairperson of the meeting. If no Board Members

are present, the Members present must elect a Member to be Chairperson of the meeting.

- 26.2** If the Chairperson arrives later, after the meeting has commenced, she/he will take over as Chairperson of the meeting as soon as the current agenda item is concluded.

## Proxies/Representatives/Postal Votes

- 27.1** To appoint a representative to vote on your behalf by proxy, you must let the Association 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 Association at least five days before the meeting at which you want to be represented.
- 27.2** If there is any doubt about whether your representative has authority to vote, the Chairperson will decide and his/her decision will be final.
- 27.3** The maximum number of proxy votes that may be cast by any one person is ten.
- 27.4** To reverse your appointment of a representative, you must let the Association have a properly completed document in the form shown in Appendix 2. The document must be presented to the Association 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.
- 27.5** The Chairperson will report to the meeting the details of any documents seeking to appoint a representative received but which are not valid. If you represent an organisation, your authorisation or appointment as a representative requires to be in accordance with the terms of Rule 12.2.
- 27.6** If there is to be an election of Board 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 Board 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 Secretary at least five days before the day of the meeting, or by bringing your ballot paper along to the meeting.

## Voting

- 28** 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.

- 29.1** 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 advises the Chairperson, the Chairperson shall direct that the vote is by a poll.
- 29.2** In relation to the election of Board 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.
- 30** If there is an equal number of votes for and against a resolution, or in relation to the election of Board 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.
- 31.1** A poll can be required before or immediately after a vote by a show of hands, if at least one-tenth of the members present at the meeting (in person or by proxy through a representative appointed in accordance with Rule 27.1) request this.
- 31.2** 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

- 32** All speakers must direct their words to the Chairperson. All Members must remain quiet and orderly while this is happening.
- 33** 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, she/he shall be permitted to make a final reply on the matter.
- 34** The Chairperson will decide how long each speaker is allowed to speak, allowing equal time to each speaker.
- 35** 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.
- 36** 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 Board of Directors

## Composition of the Board

- 37.1** The Association shall have a Board of Directors which shall have a minimum of seven and a maximum (including co-optees) of 13 persons including a Representative of North Lanarkshire Council (or its successor). If no Representative of North Lanarkshire Council is appointed then the Board of Directors will have a maximum of 12 persons.
- 37.2** The first Board Members will be the Members who have signed the application to register the Association. The first Members and all subsequent Members who are eligible shall be Board Members until there are more than seven Members. Once there are more than seven Members of the Association, at the end of the next annual general meeting, all of the Board members shall retire.
- 37.3** You must be a Member and aged 18 or over to become a Board Member, unless you are a co-optee or an appointee of The Scottish Housing Regulator. An individual appointed to fill a casual vacancy must also be aged 18 or over and a Member.
- 37.4** An employee of the Association, or a close relative of an employee, may not be a Board Member.
- 37.5** No Board Member may take office until they have agreed to and signed the Association's code of conduct for Board Members.

## Members' Interests

- 38.1** If you serve on the Board or any of its committees you must not receive any payment or benefit unless it is permitted by Schedule 7 Part 1 of the Housing (Scotland) Act 2001.
- 38.2** If while serving on the Board you have any conflict of interest in any contract or other matter about to be discussed at a meeting, you must tell the Board. You will be required to leave the meeting while the matter is discussed unless the Board agree that in the circumstances it is appropriate for you to remain but you 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 you are inadvertently allowed to stay in the meeting and vote on the matter, your vote will not be counted.

# Electing Board Members

- 39.1** At the end of the first annual general meeting after the total membership of the Association has risen to seven or more, all Board Members must retire. From then on each Board Member is elected to serve for a period of three years, after which they must retire.
- 39.2** Board Members must also retire if they have been co-opted onto the Board under Rule 42.1 or have filled casual vacancies under Rule 41.
- 39.3** If you retire from the Board in terms of Rule 39 before or on the date of the next annual general meeting, you can stand for re-election without being nominated.
- 40.1** 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 27.6 will elect Members onto the Board, in accordance with Rule 29.2. Each Member present or who has appointed a representative will have one vote for each place to be filled on the Board. A Member must not give more than one vote to any one candidate.
- 40.2** The Association will post or send by fax or email intimation of the intended date of the annual general meeting and advice on the nomination procedure to each Member at the address, fax number or email address given in the Register of Members of the Association not less than 28 days before the date of the meeting. Nominations for election to the Board must be in writing and in the form specified by the Association and must give the full name, address and occupation of the Member being nominated. A Member cannot nominate himself/herself for election to the Board. Nominations must be signed by and include a signed statement from the Member being nominated to show that they are eligible to join the Board in accordance with Rules 37.4 and 43, and that they are willing to be elected. Nomination forms can be obtained from the Association and must be completed fully and returned by hand or by post to the Association's registered office at least twenty-one days before the general meeting.
- 41** If an elected Board Member leaves the Board between the annual general meetings, this creates a casual vacancy and the Board can appoint a Member to take their place on the Board until the next annual general meeting.

## Co-optees

- 42.1** The Board can co-opt to the Board anyone the Board considers is suitable to become a Board Member. Co-optees do not need to be Members, but they can only serve as co-optees on the Board until the next annual general meeting or until removed by the Board. A person co-opted to the Board can also serve on any Committees.

- 42.2** In rule 37.1 the Association has reserved one place on its Board in order that it may, if it wishes, co-opt on an annual basis a representative of North Lanarkshire Council.
- 42.3** Co-optees can take part in discussions at the Board or any Committees and vote at Board and Committee meetings on all matters except those which directly affect the membership of the Association or the election of the Association's Office Bearers. Co-optees may not stand for election, nor be elected as one of the Office Bearers of the Board.
- 42.4** Board members co-opted in this way must not make up more than one-third of the total number of the Board or Committee members at any one time. The presence of co-optees at Board Meetings will not be counted when establishing whether the minimum number of Board Members are present to allow the meeting to take place as required by Rule 48 and the presence of co-optees will not count towards the quorum for Committee meetings.

## Eligibility for the Board

- 43** You will not be eligible to be a Board Member and cannot be appointed or elected as such if:
- 43.1 you are an undischarged bankrupt; or
  - 43.2 you are subject to an arrangement with your creditors; or
  - 43.3 in the opinion of a qualified medical doctor, you would be unable to attend Board Meetings for a period of 12 months because of incapacity due to a physical or mental illness; or
  - 43.4 you have been convicted of an offence involving dishonesty which is not spent by virtue of the Rehabilitation of Offenders Act 1974 or an offence under the Charities and Trustee Investment (Scotland) Act 2005; or
  - 43.5 you are a party to any legal proceedings in any Court of Law by or against the Association; or
  - 43.6 you are or will be away for a period of 12 months and would be unable to attend the Board Meetings during this time; or
  - 43.7 you have been removed from the Board of another registered social landlord within the previous five years; or
  - 43.8 you have resigned from the Board in the previous five years in circumstances where your resignation was submitted after the date of your receipt of notice of a special committee meeting convened to consider a resolution for your removal from the Board in terms of Rule 44.5; or
  - 43.9 you have been removed from the Board in terms of Rules 44.4 or 44.5 within the previous five years; or
  - 43.10 you have been removed 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
- 43.11 You have 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 under section 18(2)(i) of the Charities Act 1993, section 20(1A)(i) of the Charities Act 1960 or section 20(1) of that Act (as in force before the commencement of section 8 of the Charities Act 1992) 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 you were responsible or to which you were privy, or which your conduct contributed to or facilitated; or
- 43.12 a disqualification order or disqualification undertaking has been made against you 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).
- 44** You will cease to be a Board Member if:
- 44.1 you resign your position as a Board Member in writing; or
- 44.2 you cease to be a Member unless you are a co-optee in terms of Rule 42.1 or an appointee of The Scottish Housing Regulator; or
- 44.3 you miss four Board meetings in a row without special leave of absence previously being granted by the Board either at your request or by exercise of the Board's discretion; or
- 44.4 the majority of Members voting at a general meeting decide this. (The Members at the meeting may then elect someone to take your place. If a replacement is not elected at the meeting, the Board may appoint a Board Member in terms of Rule 41); or
- 44.5 the majority of the remaining Board Members voting at a special meeting of the Board convened for the purpose decide to remove you as a Board Member. The resolution to remove you as a Board Member must relate to one of the following issues:
- 44.5.1 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 Association;
- 44.5.2 failure to sign or failure to comply with the Association's Code of Conduct for Board Members;
- 44.5.3 a breach of the Association's Rules or standing orders.
- 44.6 You have been in receipt of a payment or benefit not permitted by Schedule 7 Part 1 of the Housing (Scotland) Act 2001.
- 44.7 You become ineligible as a Board Member in terms of Rule 43.

# Powers of the Board of Directors

- 45** The Board is responsible for directing the affairs of the Association and its business and may do anything lawful which is necessary or expedient to achieve the objects of the Association. The Board is not permitted to exercise any powers which are reserved to the Association in general meetings either by these Rules or by statute.
- 46** The Board acts in name of the Association 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 Board have been restricted, unless they are already aware that such a restriction may exist.
- 47** Amongst its most important powers, the Board can:
- 47.1 Buy, sell, build upon, lease or exchange any land and accept responsibility for any related contracts and expenses.
  - 47.2 Agree the terms of engagement and remuneration of anyone employed in connection with the business of the Association.
  - 47.3 Grant heritable securities over land owned by the Association and floating charges over all or any part of property and assets both present and in future owned by the Association. This includes accepting responsibility for any related expenses.
  - 47.4 Decide, monitor and vary the terms and conditions under which property owned by the Association is to be let, managed, used or disposed of.
  - 47.5 Appoint and remove solicitors, surveyors, consultants, managing agents and employees, as required by the Association's business.
  - 47.6 Refund any necessary expenses as are wholly necessary incurred by Board Members and Committee members in connection with their duties.
  - 47.7 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 Association.
  - 47.8 Accept donations in support of the activities of the Association.



# Board Procedure

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

## Special Board Meetings

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

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

## Committees

- 58.1** The Board can delegate its powers to Committees or to staff or to Office Bearers. The Board 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.
- 58.2** The meetings and procedures of Committees or otherwise must comply with the relevant terms of reference. The quorum for Committee meetings shall be three.
- 58.3** Any decision made by Committee must be reported to the next Board Meeting.
- 58.4** The Board can establish and delegate powers to Committees, designated as Area Committees, to take decisions relating to the management and maintenance of properties within a particular geographical area. The Board 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 42.1 and 42.3 which provisions shall not apply to Area Committees.

# The Secretary and Office Bearers

- 59.1** The Association must have a Secretary, a Chairperson and any other Office Bearers the Board considers necessary. The Office Bearers, except for the Secretary, must be elected Board Members and cannot be co-optees. The Secretary may be an employee. The Board will appoint these Office Bearers. If the Secretary cannot carry out his/her duties, the Board, or in an emergency the Chairperson, can ask another Office Bearer or employee to carry out the Secretary's duties until the Secretary returns.
- 59.2** The Secretary and the other Office Bearers will be controlled, supervised and instructed by the Board.
- 59.3** The Secretary's duties include the following:
- 59.3.1 calling and going to all meetings of the Association and all the Board Meetings;
  - 59.3.2 keeping the minutes for all meetings of the Association and the Board;
  - 59.3.3 sending out letters, notices calling meetings and relevant documents to members before a meeting;
  - 59.3.4 preparing and sending all the necessary reports to the Financial Services Authority and The Scottish Housing Regulator;
  - 59.3.5 ensuring compliance with these Rules;
  - 59.3.6 keeping the Register of Members and other registers required under these Rules; and
  - 59.3.7 supervision of the Association's seal.
- 59.4** The Secretary must produce or give up all the Association's books, registers, documents and property whenever requested by a resolution of the Board, or of a general meeting.
- 59.5** At its first meeting after registration of the Association, the Board will elect the Chairperson of the Association. Thereafter a Chairperson will be appointed on an annual basis at the next scheduled Board meeting held after each annual general meeting.
- 59.6** The Chairperson must be elected from the Board Members (excluding co-optees) and must be prepared to act as Chairperson until the end of the next annual general meeting (unless she/he resigns the post). The Chairperson can only be required to resign if a majority of the remaining Board Members present at a special meeting agree to this.
- 59.7** If the Chairperson is not present at a Board meeting or is not willing to act, the Board Members present will elect another Board Member to be Chairperson for the

Board Meeting. If the Chairperson arrives at the meeting late, she/he will take over as Chairperson of the Board meeting as soon as the current agenda item is concluded.

- 59.8** If the votes of the Board Members are divided equally for and against an issue, the Chairperson will have a second and deciding vote.
- 59.9** The Chairperson can resign his/her office in writing to the Secretary and must resign if she/he leaves the Board or is prevented from standing for or being elected to the Board under Rule 43. The Board will then elect another Board Member as Chairperson.
- 59.10** The Chairperson can be re-elected but must not normally hold office continuously for more than five annual general meetings.

## Financial Guarantees for Officers

- 60.1** The Board shall take out fidelity guarantee insurance to cover all Office Bearers and employees who receive or are responsible for the Association's money, or, these office bearers and employees must be covered by a bond as set out in Schedule 4 of the Industrial and Provident Societies Act 1965, or a guarantee under which they promise to account for and repay money due to the Association accurately.
- 60.2** The Board shall have the power to purchase and maintain indemnity insurance for, or for the benefit of, persons who are, or were at any time, Board Members, officers or employees of the Association. A Board Member may form part of a quorum and vote at a meeting where such insurance is under consideration notwithstanding the terms of Rules 38.1 and 38.2.
- 61** Office Bearers and employees will not be responsible for the Association'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 Association may alert the police or other relevant authority, and will try to recover any loss that it has suffered.

# The Board's Minutes, Seal, Registers and Books

## Minutes

- 62** Minutes of every general meeting, Board meeting and 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.

## Seal

- 63** The Association must have a seal which the Secretary must keep in a secure place unless the Board decides that someone else should look after it. The seal must only be used if the Board decides this. When the seal is used, the deed or document must be signed by the Secretary of the Association and two Members of the Board and recorded in a register.

## Registers

- 64** The Association must keep at its registered office, a Register containing:
- 64.1 the names and addresses of the Members and where provided for the purposes of electronic communication, fax numbers and e-mail addresses;
  - 64.2 a statement of the share held by each Member and the amount each member paid for it;
  - 64.3 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 Association;
  - 64.4 a statement of other property in the Association, whether in loans or loan stock held by each Member; and
  - 64.5 the names and addresses of the Office Bearers of the Association, their positions and the dates they took and left office.
- 65.1** The Association must also keep at its registered office:
- 65.1.1 a second copy of the Register showing the same details as above but not the statements of shares and property. This second register must be used to confirm the information recorded in the main Register.
  - 65.1.2 a register of loans and to whom they are made.
  - 65.1.3 a register showing details of all loans and charges on the Association's land.

**65.2** 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 Association.

## Registered Name

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

## Documentation

**67** The Association's books of account, registers, securities and other documents must be kept at the registered office or any other place the Board decides is secure.

**68** At the last Board meeting before the annual general meeting, the Secretary must confirm in writing to the Board that Rules 62 to 67 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 Board Meeting.

## Accounts

**69** The Association must keep proper books of accounts to cover its income, expenditure transactions and its assets, liabilities and reserves in line with sections 1 and 2 of the Friendly and Industrial and Provident Societies Act 1968. It must also set up and maintain a suitable system for controlling its books of accounts, its cash and its receipts and invoices.

**70** The Board must send the Association's accounts and balance sheet to the Association's auditor. The auditor must then report to the Association on the accounts they have examined. In doing this, the auditors must follow the conditions set out in Section 9 of the Friendly and Industrial and Provident Societies Act 1968 and paragraphs 13(2) and 13(3) of Schedule 7 Part 3 of the Housing (Scotland) Act 2001.

**71** The Association must provide The Scottish Housing Regulator and the Financial Services 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

- 72.1** Each year the Association must appoint, at a general meeting of the Association, a qualified auditor to audit the Association's accounts and balance sheet. In this Rule "qualified auditor" means someone who is a qualified auditor under Section 7 of the Friendly and Industrial and Provident Societies Act 1968.
- 72.2** None of the following can act as auditor to the Association:
- 72.2.1 a Board Member or employee of the Association;
  - 72.2.2 a person who is a partner of, or an employee or employer of a Board Member or employee of the Association;
  - 72.2.3 an organisation which is a Member of the Association.
- 73** The Association must appoint an auditor within three months of being registered by the Financial Services Authority. The Board will appoint the auditor unless there is a meeting of the Association within that time. The Board may appoint an auditor to fill in a casual vacancy occurring between general meetings of the Association.
- 74.1** An auditor appointed to act for the Association one year will be re-appointed for the following year unless:
- 74.1.1 a decision has been made at a general meeting to appoint someone else or specifically not to appoint them again; or
  - 74.1.2 they have been given the Association notice in writing that they do not want to be re-appointed; or
  - 74.1.3 they are not a qualified Auditor or are excluded under Rule 72.2; or
  - 74.1.4 they are no longer capable of acting as Auditor to the Association; or
  - 74.1.5 notice to appoint another Auditor has been given.
- 74.2** 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 Association that the matter requires to be discussed at the next meeting of the Association.
- 74.3** The Association 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 Association. If possible the Association will also give proper notice of this matter to you but if this is not possible, the Association can give you notice by advertising in the local newspaper at least 14 days before the meeting.
- 74.4** The retiring Auditor may make representations to the Association or give notice that he intends to make representations at the meeting and the Association must tell you of any representations made by the Auditor under Section 6(7) of the Friendly and Industrial and Provident Societies Act 1968.

# Annual Returns and Balance Sheet

- 75.1** Every year, within the time allowed by the law, the Secretary shall send to the Financial Services Authority the annual return in the form required by the Financial Services Authority.
- 75.2** The Secretary must also send:
- 75.2.1 a copy of the auditor's report on the Association's accounts for the period covered by the return; and
  - 75.2.2 a copy of each balance sheet made during that period and of the auditor's report on that balance sheet.
- 76** The Association must provide a free copy of the latest annual return and auditor's reports to members or people with a financial interest in the Association.
- 77** The Association must always keep a copy of the latest balance sheet and auditor's report publicly displayed at its registered office.
- 78** The Association must comply with the requests of The Scottish Housing Regulator for annual returns.

## Surpluses and Donations

- 79.1** The Association must not distribute its surpluses to Members.
- 79.2** The Board shall set and review periodically its policy for the donation of funds to charities. Such donations must further the objects of the Association and the Board shall report to the Members on such donations.

## Investments

- 80** The Association's funds may be invested by the Board in such manner as it determines, subject to compliance with any legal requirement and formal regulatory guidance issued by The Scottish Housing Regulator.

## Inspecting the Books

- 81** Any Member or person having a financial interest in the Association 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 seven 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 Board may set conditions for inspecting the books.

## Disputes

- 82** Every dispute on a matter covered by these Rules between the Association or the Board Members and:
- 82.1 a member; or
  - 82.2 a person aggrieved who has ceased to be a member within the previous six months;
- shall be dealt with by the Sheriff in the Sherriffdom in which the Association's registered office is located.

## Statutory Applications to the Financial Services Authority

- 83** Any ten Members of the Association who have been Members for at least the 12 previous months can apply to the Financial Services Authority to appoint an accountant or actuary to inspect and report on the Association's books on payment to the Financial Services Authority of the costs required.
- 84.1** One-tenth of Members can apply to the Financial Services Authority to:
- 84.1.1 appoint an inspector to examine and report on the affairs of the Association; or
  - 84.1.2 call a special general meeting of the Association.
- 84.2** If there are more than 1000 Members in the Association, only 100 Members need to apply to the Financial Services Authority in terms of Rule 84.1.

# Copies of Rules

- 85** The Secretary must provide a copy of the Rules of the Association to every new Member; and to anyone who asks who pays such reasonable sum determined by the Board as permitted by law.

# Closing Down the Association

- 86.1** The Association can be dissolved in either of the following ways:
- 86.1.1 by an order or resolution to wind up the Association as set out in the Insolvency Act 1986; or
  - 86.1.2 if three-quarters of our members sign an Instrument of Dissolution in the form set out in treasury regulations.
- 86.2** The prior approval of the Office of the Scottish Charity Regulator is required before the Association can be dissolved. The Association must submit its application for approval to the Office of the Scottish Charity Regulator not less than 42 days before the date on which the Association intends to dissolve.
- 87** If any property remains after the Association has paid its debts, this property will be transferred to such other charitable registered social landlord as determined by The Scottish Housing Regulator.

# Changing the Rules

- 88.1** Any of these Rules can be changed or deleted and new Rules can be introduced if:
- 88.1.1 three-quarters of the votes at a special general meeting are in favour of the change(s); and
  - 88.1.2 The Scottish Housing Regulator has approved the change(s).
- 88.2** Where an amendment of these Rules affects the purposes of the Association the prior approval of the Office of the Scottish Charity Regulator is required. The Association must submit its application for approval to the Office of the Scottish Charity Regulator not less than 42 days before the date on which the Association intends to amend its purposes. Any other amendment of these Rules requires to be notified to them within three months of the change having been made.
- 88.3** The Association must apply to the Financial Services 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 Services Authority.

- 88.4** The Association can change its name if:
- 88.4.1 three-quarters of the votes at a special general meeting are in favour of the change; and
  - 88.4.2 the Financial Services Authority approves the change in writing;
  - 88.4.3 the Office of the Scottish Charity Regulator has given its prior approval. The Association must submit its application for approval to the Office of the Scottish Charity Regulator not less than 42 days before the date on which the Association intends to change its name.
- 88.5** If the Association changes its name in terms of Rule 88.4 it must inform The Scottish Housing Regulator in writing within 14 days.
- 88.6** The Association can change its registered office but must:
- 88.6.1 notify The Scottish Housing Regulator and the Financial Services Authority of the change in registered office within seven working days of the decision having been made; and
  - 88.6.2 notify the Office of the Scottish Charity Regulator within three months of the change having been made.

## Interpreting these Rules

- 89.1** In these Rules, the following words and phrases have the meanings given below:
- 89.1.1 “A person claiming through a Member”: includes an heir executor assignee or nominee. This heading would be used in connection with disputes about the transfer of a Member’s share after his death. It would also cover executors of a former Member.
  - 89.1.2 “Association” means the registered social landlord referred to in Rule 1 whose Rules these are.
  - 89.1.3 “Chairperson” means the Chairperson of the Association referred to in Rule 59.1.
  - 89.1.4 “Board” means the Board of Directors referred to in Rule 37.1.
  - 89.1.5 “Board Meeting” means a meeting of the Board.
  - 89.1.6 “Board Member” means a member of the Board of Directors.
  - 89.1.7 “Financial Services Authority” means the body set up under the Financial Markets Act 2000 to register Industrial and Provident Societies under the Industrial and Provident Societies Act 1965.
  - 89.1.8 “Meeting” means a general meeting of the Association, whether special, general or annual referred to in Rules 20-23.
  - 89.1.9 “Member” means a member of the Association whose name is entered in the Register of Members.

- 89.1.10 “Office Bearer” means the Chairperson, Secretary, and such other Officer Bearer appointed under Rule 59.1.
- 89.1.11 “Office of the Scottish Charity Regulator” means the body set up under the Charities and Trustee Investment (Scotland) Act 2005 to regulate charities in Scotland.
- 89.1.12 “organisation” means a legal body which exists separately and distinctly from its members and includes companies, building societies, industrial and provident societies, local authorities and so on and also for the purposes of these Rules includes unincorporated organisation such as social clubs, branches of political parties or trade unions and other voluntary bodies.
- 89.1.13 “property” includes everything which can be passed on by inheritance (including loans, certificates, books and papers).
- 89.1.14 References to a statute or section of statute also cover amendments to that statute.
- 89.1.15 “Register of Members” means the register of members referred to in Rule 64.
- 89.1.16 “Rules” means the registered Rules of the Association.
- 89.1.17 “The Scottish Housing Regulator” means the body known as The Scottish Housing Regulator having their head office at Highlander House, 58 Waterloo Street, Glasgow, being an Executive Agency acting on behalf of Scottish Ministers.
- 89.1.18 “Secretary” means the Office Bearer appointed by the Board to be the Secretary of the Association or anyone authorised by the Board to stand in for the Secretary.
- 89.1.19 Words in the singular also include the plural. Words in the plural also include the singular.
- 89.1.20 “You” means a Member, prospective Member or applicant for membership of the Association.
- 89.2** 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 27.1 for more details.*

I (insert name) am a member of Wishaw and District Housing Association 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 Association's meeting on (insert date) and any other dates that meeting continue 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 27.4 for more details.*

I (insert name) am a member of Wishaw and District Housing Association Limited.

My address is: (please insert).

I hereby revoke the appointment of (insert name) as my representative to vote for me at the Association'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







## **Wishaw & District Housing Association**

*Strengthening communities through affordable housing*

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The Association is an approved body for the purposes of Section 3(i) of the Housing Association Act 1985, is registered in the Register of Social Landlords defined by the Housing (Scotland) Act 2001, is registered with the Financial Services Authority (replacing the Registrar of Friendly Societies) No. 1940 (R) S and abides by the Model HSA (Scotland) Rules. We are affiliated to the Scottish Federation of Housing Associations.

We were established in 1978 as East Motherwell District Housing Association and changed our name to Wishaw and District Housing Association in 1994. Our area of operation covers Wishaw, Craigneuk, Muirhouse, Netherton, Newmains, Shotts and Harthill.