

RULES of: Railway Housing Association

*A Registered Society under the Co-operative and
Community Benefit Societies Act 2014*

Register No.

MODEL RULES 2015

National Housing Federation

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Part A Name and objects**Name**

- A1 The name of the society shall be Railway Housing Association (the **Association**).

Objects

- A2 The Association is formed for the benefit of the community. Its charitable objects shall be to carry on for the benefit of the community:
- A2.1 the business of providing and managing housing, including Social Housing, and providing assistance to help house people and associated facilities, amenities and services for poor people or for the relief of aged, disabled (whether physically or mentally) or chronically sick people;
- A2.2 any other charitable object which can be carried out from time to time by a registered society registered as a provider of Social Housing with the Regulator.

Non-profit

- A3 The Association shall not trade for profit and any profits shall only be applied for the purpose of furthering the Association's objects and/ or in accordance with these Rules.
- A4 Nothing shall be paid or transferred by way of profit to Shareholders of the Association.

Corporate status

- A5 The Association is not a subsidiary of another organisation and shall not become a subsidiary of another organisation without first amending these Rules to state the name of the parent entity.

Part B Powers of Association, Board and Shareholders**Powers**

- B1 The Association shall have power to do anything that a natural or corporate person can lawfully do which is necessary or expedient to achieve its objects, except as expressly prohibited in these Rules.
- B2 Without limiting its general powers under rule B1, and only so far as is necessary or expedient to achieve its objects, the Association shall have power to:
- B2.1 purchase, acquire or dispose of, or take or grant any interest in property and take or grant any security interest over land or any of the Association's assets, including any mortgage, charge, floating charge or other security whatsoever;
- B2.2 construct or carry out works to buildings;
- B2.3 help any charity or other body not trading for profit in relation to housing and related services;

- B2.4 subject to rules F13, F14 and F15, borrow money or issue bonds, notes loan stock or any other debt instrument or enter into any transaction having the effect of borrowing on such terms as the Association thinks fit;
- B2.5 enter into and perform any Derivative Transaction on such terms and on such security as the Association thinks fit for the purpose of hedging or otherwise managing any treasury risk or other financial exposure of the Association;
- B2.6 subject to rule F16, invest the funds of the Association;
- B2.7 lend or make grants or donations of money on such terms as the Association shall think fit;
- B2.8 guarantee, enter into any contract of indemnity or suretyship in relation to, or provide security for, the borrowing or performance of the obligations of any other organisation, in each case on such terms as the Association shall think fit;
- B2.9 pay insurance premiums in respect of insurance taken out to insure Officers and Employees against the cost of a successful defence to a criminal prosecution brought against them as Officers or against personal liability incurred in respect of any act or omission which is or is alleged to be a breach of trust or a breach of duty in relation to any Group Member or as a trustee of any pension fund of any Group Member; and
- B2.10 support, administer or acquire other corporate bodies.

- B3 The Association shall not have power to receive money on deposit in any way which would require authorisation under the Financial Services and Markets Act 2000 or any other authority required by statute unless it has such authorisation.

Powers of the Board

- B4 The business of the Association shall be directed by the Board.
- B5 Apart from those powers which must be exercised in General Meeting:
- B5.1 by statute; or
 - B5.2 under these Rules;
- all the powers of the Association may be exercised by the Board for and in the name of the Association.
- B6 The Board shall have power to delegate, in writing, subject to rules D39 - D44, the exercise of any of its powers to any committee or committees, any officer or officers or to any Employee or Employees on such terms as it determines. Such delegation may include any of the powers and discretions of the Board.

Limited powers of Shareholders in General Meetings

- B7 The Association in General Meetings can only exercise the powers of the Association expressly reserved to it by these Rules or by statute.

General

- B8 The certificate of an Officer of the Association that a power has been properly exercised shall be conclusive as between the Association and any third party acting in good faith.
- B9 A person acting in good faith who does not have actual notice of these Rules or the Association's regulations shall not be concerned to see or enquire if the Board's powers are restricted by these Rules or such regulations.

Part C Shareholders and General Meetings**Obligations of Shareholders**

- C1 All Shareholders agree to be bound by the obligations on them as set out in these Rules. When acting as Shareholder they shall act, at all times in the interests of the Association and for the benefit of the community, as guardians of the objects of the Association.

Nature of shares

- C2 The Association's share capital shall be raised by the issue of shares. Each share has the nominal value of one pound which shall carry no right to interest, dividend or bonus. Shares shall be non-withdrawable and non-transferable.
- C3 When a Shareholder ceases to be a Shareholder or is expelled from the Association, his or her share shall be cancelled. The amount paid up on that share shall become the property of the Association.

Nature of Shareholders

- C4 A Shareholder of the Association is a person or body whose name and address is entered in the Register of Shareholders. The Board Members from time to time (other than Employees or, for the avoidance of doubt, co-optees) shall be the Shareholders. No other person or body shall be admitted as a Shareholder. Board Members (other than employees and co-optees) shall become Shareholders on their admission to the Board and shall cease to be Shareholders when they cease to be Board Members.
- C5 The following cannot be or become Shareholders:
- C5.1 a minor; or
- C5.2 an Employee of the Association;
- C6 No Shareholder shall hold more than one share and each share shall carry only one vote.

Ending of shareholding

- C7 A Shareholder shall immediately cease to be a Shareholder if:
- C7.1 they withdraw from the Association by giving notice to the Secretary, which shall be effective on receipt, unless they are one of the last three remaining

Shareholders, in which case they must provide at least one month's written notice of the withdrawal to the Secretary; or

C7.2 they cease to be eligible to be a Shareholder under rule C5; or

C7.3 having been a Board Member they cease to be a Board Member.

General Meetings

C8 A General Meeting shall be convened either:

C8.1 upon an order of the Board; or

C8.2 upon a written requisition signed by one-tenth of the Shareholders (to a maximum of twenty-five but not less than three) stating the business for which the meeting is to be convened; or

C8.3 if within twenty-eight days after delivery of a requisition to the Secretary a meeting is not convened, the Shareholders who have signed the requisition may convene a meeting.

C9 A General Meeting shall not transact any business that is not set out in the notice convening the meeting.

Calling a General Meeting

C10

C10.1 Subject to rule C11, all General Meetings shall be convened by at least fourteen Clear Days' written notice posted or delivered by hand or sent by Electronic Communication to every Shareholder at the address or Electronic Communication address given in the Register of Shareholders. The notice shall state the time, date and place of the meeting, details of any means of participation, attendance or communication by electronic facility or facilities and the business for which it is convened.

C10.2 The Board may make whatever arrangements it considers appropriate to facilitate the attendance and participation of Shareholders at General Meetings including by means of electronic facility or facilities.

C10.3 The Board shall determine in relation to each General Meeting the means of attendance at and participation in the meeting, including whether the persons entitled to attend and participate in the meeting shall be enabled to do so by means of electronic facility or facilities.

C11 Any accidental failure to get any notice to any Shareholder (including any accidental failure to send it) shall not invalidate the proceedings at that General Meeting. A notice or communication delivered by hand or sent by post to a Shareholder at their address or Electronic Communication address shown in the Register of Shareholders shall be deemed to have arrived as specified in rule G15.15.

C12 Seventy-five per cent of Shareholders may agree, by consenting in writing or by confirming through Electronic Communication, to a General Meeting being held with less notice than required by rule C10.

Proceedings at General Meetings

- C13 Before any General Meeting can start its business there must be a quorum present. A quorum is five Shareholders, at least two of whom must be present in person. For the purposes of these Rules, **present in person** shall mean any person that is in attendance at, and is able to participate in, a General Meeting in accordance with the provisions of rule C10.
- C14 A meeting held as a result of a Shareholder requisition will be dissolved if too few Shareholders are present half an hour after the meeting is scheduled to begin.
- C15 All other General Meetings with too few Shareholders will be adjourned to the same day, at the same time and at the registered office in the following week. If less than the number of Shareholders set out in rule C13 are present within half an hour of the time the adjourned meeting is scheduled to have started, those Shareholders present shall carry out the business of the meeting.
- C16 The Chair of any General Meeting can:
- C16.1 take the business of the meeting in any order that the Chair may decide; and
 - C16.2 adjourn the meeting if the majority of the Shareholders present in person or by proxy agree; and
 - C16.3 with or without the agreement of the Shareholders, adjourn the meeting where in the Chair's opinion, the conduct of one or more of those present has become too unruly to permit an orderly meeting to continue.
- C17 An adjourned meeting can only deal with matters adjourned from the original meeting. An adjourned meeting is a continuation of the original meeting. The date of all resolutions passed is the date they were passed (as opposed to the date of the original meeting). There is no need to give notice of an adjournment or to give notice of the business to be transacted.
- C18 At all General Meetings of the Association the Chair of the Board shall preside. If there is no such Chair or if the Chair is not present or is unwilling or unable to act, another Board Member (if one is present and willing to act) shall chair the meeting, failing which the Shareholders present shall elect a Shareholder to chair the meeting.

Proxies

- C19 Any Shareholder entitled to attend and vote at a General Meeting may appoint another person, whether or not a Shareholder, as their proxy to attend and vote on their behalf. A proxy can be appointed by delivering a written appointment, which may be by way of Electronic Communication, to the registered office, or such other place as may be selected by the Board and stated in the meeting notice, at least 48 hours before the date of the meeting at which the proxy is authorised to vote. It must be signed or confirmed by Electronic Communication and sent by the Shareholder or a duly authorised attorney. Any proxy form delivered late shall be invalid. Any question as to the validity of a proxy shall be determined by the chair of the meeting whose decision shall be final.

Voting

- C20 Subject to the provisions of these Rules (including rule C24) or of any statute, a resolution put to the vote at a General Meeting shall, except where a ballot is demanded or directed, be decided upon a show of hands.
- C21 On a show of hands every Shareholder present in person shall have one vote. On a ballot each Shareholder present in person or by proxy shall have one vote. In the case of an equality of votes the chair of the meeting shall have a second or casting vote.
- C22 Unless a ballot is demanded (either before or immediately after the vote), a declaration by the chair of the meeting that a resolution on a show of hands has been carried or lost, unanimously or by a particular majority, is conclusive. An entry made to that effect in the book containing the minutes of the proceedings of the Association shall be conclusive evidence of that fact.
- C23 Any question as to the acceptability of any vote whether tendered personally or by proxy, shall be determined by the chair of the meeting, whose decision shall be final.
- C24 A ballot on a resolution may be demanded by any three Shareholders at a meeting (in person or by proxy) or directed by the chair of the meeting (and such demand or direction may be withdrawn). A ballot may be demanded or directed after a vote on the show of hands, and in that case the resolution shall be decided by the ballot.
- C25 A ballot shall be taken at such time and in such manner as the chair of the meeting shall direct.
- C26 The result of such a ballot shall be deemed to be the resolution of the Association in General Meeting.
- C27 Except where the Act requires a General Meeting to be held, a resolution in writing signed or confirmed by letter or by Electronic Communication by or on behalf of the requisite majority of the Shareholders, for the time being, entitled to vote on the relevant resolution shall be as valid and effective as a resolution passed at a properly called and constituted meeting of Shareholders provided that a copy of the proposed resolution has been delivered in accordance with these Rules to all Shareholders and the requisite majority of Shareholders referred to in rule C28 has delivered their agreement in accordance with these Rules. Such resolution when signed or approved may comprise more than one document in the same form, each signed or approved, by one or more Shareholders.
- C28 For the purposes of rule C27 the requisite majorities are:
- C28.1 in the case of an ordinary resolution, a simple majority of Shareholders who would have been entitled to vote had the resolution been proposed at a properly called and constituted General Meeting;
- C28.2 in the case of a resolution requiring a two-thirds majority of Shareholders, at least two-thirds of the Shareholders who would have been entitled to vote had the resolution been proposed at a properly called and constituted General Meeting; or
- C28.3 in the case of a resolution requiring a three-quarters majority of Shareholders, at least three-quarters of the Shareholders who would have been entitled to vote had the resolution been proposed at a properly called and constituted General Meeting.

Representatives and nominees

- C29 Under the provisions of these Rules (including rules A3, A4, C2 and C3) no Shareholder is entitled to property of the Association in that capacity, and in the event of the death a person shall cease to be a Shareholder, their share shall be cancelled and the amount paid up on that share shall become the property of the Association. The following make provisions for representatives and nominees taking into account the provisions of these Rules:
- C29.1 The Act provides that a Shareholder may nominate a person or persons to whom property in the Association at the time of his/ her death shall be transferred. As any such share will have been cancelled, no person so nominated under the Act shall be entitled to any property of that Shareholder on their death.
- C29.2 No property shall be capable of transfer to any personal representative of a deceased Shareholder.
- C30 Upon a claim being made by a trustee in bankruptcy of a bankrupt Shareholder to the share held by that Shareholder, the Association shall transfer such share to which the trustee in bankruptcy is entitled and as the trustee in bankruptcy may direct them.

Part D The Board**Functions**

- D1 The Association shall have a Board who shall direct the affairs of the Association in accordance with its objects and these Rules and ensure that its functions are properly performed. These functions will be agreed by the Board and set out separately in a code of governance or otherwise in writing.

Composition of the Board

- D2 The Board shall consist of between five and twelve Board Members (including co-optees) as may be determined by the Board.
- D3 Except for co-optees and Employees only Shareholders can be Board Members.
- D4 The Board shall make available the obligations (including the expected standards of conduct) of every Board Member (including co-optees) to the Board and to the Association. The Board shall review and may amend the obligations of Board Members from time to time.
- D5 The Board may appoint as Board Members or as co-optees the Association's chief executive and other directors.
- D6 Any Board Member or co-optee who has not signed a statement confirming that they will meet their obligations (including the expected standards of conduct) to the Board of the Association without good cause within one month of appointment to the Board or, if later, within one month of adoption of these Rules, shall immediately cease to be a Board Member or co-optee unless the Board resolves to disapply this rule in respect of any Board Member or co-optee.
- D7 The Board may appoint co-optees to serve on the Board on such terms as the Board resolves and may remove such co-optees. Not more than five co-optees can be appointed to the Board or to any committee at any one time. A co-optee may act in all

respects as a Board Member, but they cannot take part in the Board's deliberations nor vote on the election of Officers nor any matter directly affecting Shareholders.

D8 For the purposes of these Rules and of the Act, a co-optee is not included in the expression "Board Member" or "Member of the Board". For the purposes of the Housing and Regeneration Act 2008, Board Members and co-optees are officers.

D9 No one can become or remain a Board Member, a committee member or co-optee at any time if:

D9.1 they are disqualified from acting as a director of a company, as a board member of another registered society or as a charity trustee for any reason; or

D9.2 they have been convicted of an indictable offence which is not, or cannot be, spent or an offence which in the opinion of the Board brings the Association into disrepute; or

D9.3 a composition is made with that person's creditors generally in satisfaction of that person's debts; or

D9.4 they are not a Shareholder (unless they are a co-optee or an Employee); or

D9.5 they have absented themselves from three consecutive meetings of the Board or committee (as the case may be) in one rolling twelve-month period without special leave of absence from the Board; or

D9.6 a registered medical practitioner who is treating that person gives a written opinion to the Association stating that that person has become physically or mentally incapable of acting as a Board Member, or co-optee or committee member and may remain so for more than three months; or

D9.7 they are a Resident and in the opinion of the Board are in material or serious breach of their tenancy agreement or lease and fail to rectify the breach within a reasonable timeframe as agreed with the Association, or are subject to a possession order or are in breach of a suspended possession order, or are subject to any of the following types of court order: Criminal Behaviour Order, Injunction pursuant to Section 1 of the Anti-Social Behaviour, Crime and Policing Act 2014, demoted tenancy, or closure order or any other judicial order (howsoever named) which has an equivalent effect; or

D9.8 they are a Resident and the Association has obtained an order of a competent court or tribunal against them for recovery of monies due from them to the Association provided that if the order is suspended or is an order for payment in instalments they shall only cease to be a Board Member, co-optee or committee member upon failing to meet the terms of the order; or

D9.9 other than in respect of Employees, any performance contract or similar agreement entered into by the Board Member or co-optee with the Association or any other Group Member is terminated; or

D9.10 they are an Employee and their contract of employment is terminated; or

D9.11 in the case of a Board Member or co-optee who was a Resident at the time of their appointment as a Board Member or co-optee, they cease to be a Resident;

and any Board Member, co-optee or committee member who at any time ceases to qualify under this rule shall immediately cease to be a Board Member, co-optee or committee member (as appropriate).

D10 A Board Member may be removed from the Board:

D10.1 by a Special Resolution at a General Meeting; or

D10.2 by a resolution passed by two-thirds of the Board Members present and voting at a Board meeting, excluding the Board Member who is the subject of the proposed removal and excluding co-optees and Employees, provided the following conditions are satisfied:

- at least fourteen days' notice of the proposed resolution has been given to all Board Members; and
- the notice sets out in writing the reasons for the removal; and
- the Board is satisfied that the reasons justify the removal.

D11 A Board Member may resign by giving a written notice of resignation to the Secretary.

D12 Whenever the number of Board Members and co-optees is less than the maximum permitted by these Rules, the Board may appoint further Board Members.

Terms of office and appointment to the Board

D13 The Board may from time to time appoint Board Members.

D14 Each Board Member shall be appointed in accordance with any board membership policies adopted by the Board from time to time and shall be appointed for a fixed term of office (each a "fixed term"). The fixed term shall be three years from the date of appointment, unless the Board has set a lower fixed term for the relevant Board Member on their appointment. Subject to rule D15, the Board may renew a Board Member's fixed term from time to time.

D15 No fixed term shall be set which would cause the relevant Board Member to serve beyond their sixth consecutive year (and for this purpose time served on any committee of the Association, or on the board or committee of another Group Member or on the board or committee of any predecessor of the Association of another Group Member shall be counted), save where the Board agrees that circumstances exist where it would be in the best interests of the Association for a Board Member to serve for a longer period.

D16 Any Board Member retiring having completed six years' continuous service (or six years' continuous service plus any extended period agreed by the Board) on either the Board or a committee of the Association and/or the board or committee of a Group Member (or any predecessor) shall not be eligible for re-appointment for at least one fixed term of office.

D17 If a co-optee is subsequently appointed as a Board Member, when calculating the their time served for the purposes of rule D16 the Association shall include any time served as a co-optee.

D18 Board Members must be appointed in accordance with open and transparent selection criteria and election procedures set out in any board membership policies adopted by the Board from time to time.

- D19 The Board shall endeavour to ensure that the Board possesses the quality, skills, competencies and experience which the Board has from time to time determined that it requires.
- D20 The Board may appoint or co-opt Employees to the Board on such terms as the Board resolves but no Employee may be appointed (or co-opted) to the Board if, following their appointment (or co-option), Employees would be in a majority.

Quorum for the Board

- D21 Subject to the provisions of rule D22 three Board Members shall form a quorum. The Board may determine a higher number or impose additional requirements.
- D22 The Board will not be quorate unless Board Members who are Employees of the Association are in a minority.
- D23 If there is no quorum within 30 minutes from the time appointed for a meeting, or the Chair decides that a quorum is not present during a meeting, then the meeting shall be postponed and reconvened at a later date. If at the reconvened meeting there is no quorum within 30 minutes from the time appointed for the meeting, those Board Members present shall carry out the business of the meeting and the meeting shall be deemed quorate.
- D24 If the number and make up of Board Members falls below the number and make up necessary for a quorum, the remaining Board Members may continue to act as the Board for a maximum period of six months and the provisions of rule D20 shall be suspended for that time. At the end of that time, the only power that the Board may exercise shall be to bring the number and make up of Board Members up to that required by these Rules.

Board Members' interests

- D25 No Board Member, co-optee or member of a committee shall have any financial interest in any contract or other transaction with the Association or with any other Group Member, or be granted a benefit by the Association, unless such interest or benefit:
- D25.1 is expressly permitted by these Rules or under any determination or guidance by the Regulator from time to time; or
- D25.2 would not be in breach of, and would not be inconsistent with, any guidance, standard or code published by the Regulator, Section 122 of the Housing and Regeneration Act 2008 or any code of conduct and/or governance adopted by the Board.
- D26 Any Board Member, co-optee or member of a committee, having an interest in any arrangement between the Association and someone else shall disclose their interest before the matter is discussed by the Board or any committee. Such disclosure must comply with any code of conduct and/or governance adopted by the Board from time to time. Unless it is expressly permitted by these Rules they shall not remain present (unless requested to do so by the Board or committee) and they shall not have any vote on the matter in question.
- D27 Subject to rule D28, if a question arises at a meeting of Board Members or of a committee of the Board as to the right of a Board Member, co optee or member of a

committee to participate in the meeting (or part of the meeting) for voting or quorum purposes, the question may, before the conclusion of the meeting, be referred to the chair of the meeting, whose ruling in relation to any Board Member, co-optee or member of a committee (as applicable) is to be final and conclusive.

D28 If any question as to the right to participate in the meeting (or part of the meeting) should arise in respect of the chair of a meeting, the question shall be decided by a decision of the Board Members or members of the committee at that meeting, for which purpose the chair of the meeting is not to be counted as participating in the meeting (or that part of the meeting) for voting or quorum purposes.

D29 Any decision of the Board or of a committee shall not be invalid because of the subsequent discovery of an interest which should have been declared.

D30 Every Board Member, co-optee and member of a committee shall ensure that the Secretary at all times has a list of:

D30.1 all other bodies in which they have an interest as:

- a director or Officer; or
- a member of a firm; or
- an official or elected member of any statutory body; or
- the owner or controller of more than two per cent of a company the shares in which are publicly quoted or more than ten per cent of any other company;

D30.2 any property owned or managed by the Association which they occupy; or

D30.3 any other significant or material interest,

which in each case would or could affect any arrangement with the Association or any other Group Member.

D31 If requested by a majority of the Board Members or members of a committee (as applicable) at a meeting convened specially for the purpose, a Board Member, co-optee or member of a committee failing to disclose an interest as required by these Rules shall vacate their office either permanently or for a period of time as the Board directs.

D32 Notwithstanding rule D25, the Association may:

D32.1 pay properly authorised expenses to Board Members, co-optees and members of committees when actually incurred on the Association's business;

D32.2 pay insurance premiums in respect of insurance taken out to insure Officers and Employees;

D32.3 pay reasonable and proper remuneration, fees, allowances or recompense for loss of earnings to Board Members, co-optees and members of committees following appropriate independent advice;

D32.4 subject to compliance with Section 122 of the Housing and Regeneration Act 2008, and subject to compliance with any code of conduct and/or governance adopted by the Board from time to time grant reasonable and proper benefits to Board Members, co-optees and members of committees; and

D32.5 grant benefits to Board Members, co-optees or members of committees who are beneficiaries which are granted on the same terms and in accordance with

the same criteria as they would be granted to any other beneficiary of the Association.

- D33 A Board Member, co-optee or member of a committee shall not have an interest for the purpose of rules D25 to D29 as a Board Member, director or Officer of any other Group Member.
- D34 Board Members, co-optees or members of committees who are Residents shall be deemed not to have an interest for the purpose of rules D25 to D29 in any decision affecting all or a substantial group of Residents.
- D35 The grant of a tenancy, licence or lease by the Association or by any other Group Member at the direction of another body or on a basis which is consistent with any applicable guidance, determination, standard or code of practice of the Regulator (or any code of conduct and/or governance of the Board from time to time adopted by the Board) to a Board Member, co-optee or member of a committee is not the grant of a benefit for the purpose of rule D25.

Meetings of the Board

- D36 The Board shall meet at least three times every calendar year. At least seven days' written notice (delivered by hand, sent by post or Electronic Communication) of the date and place of every Board meeting shall be given by the Secretary to all Board Members and co-optees. The Board may meet on shorter notice where not less than two thirds of the Board Members so agree.
- D37 Meetings of the Board may be called by the Secretary, or by the Chair, or by two Board Members who give written notice to the Secretary specifying the business to be carried out. The Secretary shall send a written notice to all Board Members and co-optees to the Board as soon as possible after receipt of such a request. Pursuant to the request, the Secretary shall call a meeting on at least seven days' notice but not more than fourteen days' notice to discuss the specified business. If the Secretary fails to call such a meeting then the Chair or two Board Members, whichever is the case, shall call such a meeting.
- D38 Meetings of the Board or a committee can take place in any manner and through any medium which permits those attending to hear and comment on the proceedings. Any person who attends in this manner will be deemed to be present at the meeting whether or not all are assembled in one place.

Management and delegation

- D39 The Board may delegate any powers under written terms of reference to its committees or to Officers or Employees. Those powers shall be exercised in accordance with any written instructions given by the Board.
- D40 The Board may reserve to itself certain significant matters that cannot be delegated to committees or Employees.
- D41 The Membership of any committee shall be determined by the Board. Every committee shall include one Board Member or co-optee to the Board. The Board may either appoint the chair of any committee or determine a procedure for the committee to appoint its own chair and shall specify the quorum.
- D42 All acts and proceedings of any committee shall be reported to the Board.

- D43 No committee can incur expenditure on behalf of the Association unless at least one Board Member or co-optee of the Board on the committee has voted in favour of the resolution and the Board has previously approved a budget for the relevant expenditure.
- D44 For the purposes of the Housing and Regeneration Act 2008, any member of a committee shall be an Officer.

Miscellaneous provisions

- D45 All decisions taken by a Board or at any committee meeting in good faith shall be valid even if it is discovered subsequently that there was a defect in the calling of the meeting, or the appointment of the members at a meeting.
- D46 A resolution sent to all Board Members or all members of a committee and signed, or confirmed by Electronic Communication by three-quarters of the Board Members or three-quarters of the members of a committee shall be as valid and effective as if it had been passed at a properly called and constituted meeting of the Board or committee and may consist of documents in the same form and signed or confirmed by Electronic Communication by one or more persons.
- D47 Notice may be given to Board Members by hand, post or Electronic Communication at the last address for such communication given to the Secretary. 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 proceedings of the Board.
- D48 The Board may, by power of attorney or otherwise, appoint any person to be the agent of the Association for such purposes and on such conditions as they determine, including authority for the agent to delegate all or any of his or her powers.

Part E Chair, chief executive, Secretary and other Officers**The Chair**

- E1 The Association shall have a Chair, who shall chair Board meetings, and shall be appointed by the Board on such terms as the Board determines.
- E2 The first item of business for any Board meeting when there is no Chair or the Chair is not present shall be to elect a Chair for the purpose of the meeting. The Chair shall at all times be a Shareholder and a Board Member and cannot be an Employee.
- E3 In a case of an equality of votes, the Chair shall have a second vote.
- E4 The Chair of the Association may be removed at a Board meeting called for that purpose provided the resolution is passed by at least two-thirds of the Board Members present and voting at the meeting.

The Chair's responsibilities

- E5 The Chair's responsibilities will be set out in a written document and agreed by the Board.

The chief executive

- E6 The Association may have a chief executive appointed by the Board. The chief executive shall be appointed with a written and signed contract of employment, which shall include a clear statement of the duties of the chief executive.

The Secretary

- E7 The Association shall have a Secretary who shall be appointed by the Board and who may be an Employee. The Board may also appoint a deputy Secretary (who may also be an Employee) to act as Secretary in the Secretary's absence. The Secretary's duties will be clearly set out in writing and agreed by the Board.

The Senior Independent Director

- E8 The Association may have a Senior Independent Director who shall be elected by the Board. The arrangements for election and removal of any Senior Independent Director shall be determined by the Board.
- E9 The Senior Independent Director's responsibilities will be set out in a written document and agreed by the Board. Duties will include appraisal of the Chair and assisting the Chair to ensure the effectiveness of the Board.
- E10 The Senior Independent Director shall at all times be a Shareholder and a Board Member and cannot be an Employee.

Other Officers

- E11 The Board may designate as Officers such other executives, internal auditor and staff of the Association on such terms (including pay) as it from time to time decides.

Miscellaneous

- E12 Every Officer or Employee shall be indemnified by the Association for any amount reasonably incurred in the discharge of their duty.
- E13 Except for the consequences of their own dishonesty or negligence no Officer or Employee shall be liable for any losses suffered by the Association or any Group Member.

Part F Financial control and audit**Auditor**

- F1 The Association, if required by law to do so, shall appoint an auditor to act in each financial year. They must be qualified as provided by Section 91 of the Act.
- F2 The following cannot act as auditor:
- F2.1 an Officer or Employee of the Association;

- F2.2 a person employed by or employer of, or the partner of, an Officer or Employee of the Association.
- F3 The Association's auditor may be appointed by the Board or by a resolution of Shareholders.
- F4 The Board may appoint an auditor to fill a casual vacancy.
- F5 Where an auditor is appointed to audit the accounts for the preceding year, they shall be re-appointed to audit the current year's as well unless:
- F5.1 a General Meeting has appointed someone else to act or has resolved that the auditor shall not act; or
- F5.2 the auditor does not want to act and has told the Association so in writing; or
- F5.3 the person is not qualified or falls within rule F2 (above); or
- F5.4 the auditor has become incapable of acting; or
- F5.5 notice of intention to pass a resolution to appoint another auditor, or that the auditor shall not act, has been given.
- F6
- F6.1 No less than twenty-eight days' notice shall be given for a resolution to appoint another person as auditor, or to forbid a retiring auditor being re-appointed;
- F6.2 the Association shall send a copy of the resolution to the retiring auditor and also give notice to Shareholders at the same time and in the same manner, if possible;
- F6.3 it is not possible to give the notice referred to in rule F6.2 as specified in that rule, the Association shall give notice by advertising in a local newspaper at least 14 days before the proposed meeting. The retiring auditor can make representations to the Association which must be notified to Shareholders under Section 95 of the Act.

Auditor's duties

- F7 The findings of the auditor shall be reported to the Association, in accordance with Section 87 of the Act.
- F8 The Board shall produce the revenue account and balance sheet audited by the auditor, if required, and the auditor's report, if required, at each annual General Meeting. The Board shall also produce its report on the affairs of the Association which shall be signed by the person chairing the meeting which adopts the report.

Accounting requirements

- F9 The end of the accounting year must be a date allowed by the Registrar.
- F10 The Association shall keep proper books of account detailing its transactions, its assets and its liabilities, in accordance with Sections 75 and 76 of the Act and send a copy of its accounts to the Regulator each year in accordance with Section 128 of the 2008 Act.
- F11 The Association shall establish and maintain satisfactory systems of control of its books of account, its cash and all its receipts and payments.

Annual returns and balance sheets

- F12 Every year, within the time period specified by legislation, the Secretary shall send the Association's annual return to the Registrar. The return shall be prepared in accordance with the period specified in the Act, or such other date allowed by the Registrar and shall be lodged within the period required by law. The annual return shall be accompanied by the auditor's report, if required, for the period of the return and the accounts and balance sheets to which it refers.

Borrowing

- F13 The total borrowings of the Association at any time shall not exceed £500 million (five hundred million) pounds sterling or such a larger sum as the Association determines from time to time in General Meeting. For the purpose of this rule F13, at any relevant time, any amount of the Association's borrowings in any currency other than pounds sterling (as may be permitted or not prohibited by the Regulator from time to time) shall be converted to sterling using the exchange rate or rates applicable under the related Derivative Transaction or transactions by which the Association has hedged its exposure to currency exchange rate movements in relation to the principal amount of such borrowings, or in the absence of such a rate or rates (in whole or in part) using the official spot exchange rate or rates recognised by the Bank of England for the conversion of that currency or currency unit into sterling at or about 11:00 on the relevant day.
- F14 The rate of interest payable at the time terms of borrowing are agreed on any money borrowed shall not exceed the rate of interest which, in the opinion of the Board, is reasonable having regard to the terms of the loan. The Board may delegate the determination of the said interest rate within specified limits to an Officer, Board Member or member of a committee.
- F15
- F15.1 In respect of any proposed borrowing, for the purposes of rule F13 and in relation to the amount remaining undischarged of any deferred interest or index-linked monies or amounts on any deep discounted security previously borrowed by the Association, the amount of such pre-existing borrowing shall be deemed to be the amount required to repay such pre-existing borrowing in full if such pre-existing borrowing became repayable in full at the time of the proposed borrowing; and
 - F15.2 for the purposes of rule F14 in respect of any proposed borrowing intended to be on deferred interest or index-linked terms or on any deep discounted security the amount of borrowing shall be deemed to be the proceeds of such proposed borrowing receivable by the Association at the time of the proposed borrowing; and
 - F15.3 no person dealing in good faith with the Association shall be concerned to know whether rule F13, F14 or this rule F15 have been complied with.

Investment

- F16 The funds of or monies borrowed by the Association may be invested by the Board in such manner as it determines.

Part G Miscellaneous and statutory**Registered office and name**

- G1 The Association's registered office is: Maple House 11 Tillage Green, Westpark Village, Darlington, England, DL2 2GL.
- G2 The Association's registered name must:
- G2.1 be placed prominently outside every office or place of business; and
- G2.2 be engraved on its seal; and
- G2.3 be stated on its business letters, notices, advertisements, official publications, cheques, invoices, website and any other formal corporate communication whether electronic or otherwise.

Disputes

- G3 Any dispute on a matter covered by these Rules shall be referred by either party to a suitably qualified independent mediator for settlement. The mediator shall be appointed by agreement between the parties or, in default of agreement, by the Centre for Effective Dispute Resolution whether the disagreement be as to the qualifications, the identity of the mediator or otherwise. The mediation will be conducted in accordance with the requirements of the mediator. Both parties will be obliged to comply and co-operate with this procedure at each stage and to share equally the costs of appointment of the relevant mediator as referred to above. Costs thereafter will be borne as the mediator will determine. Where the dispute is not resolved by mediation, any claim shall be dealt with in the county court which shall have sole jurisdiction over any dispute arising under the Rules.

Minutes, seal, registers and books

- G4 The minutes of all General Meetings and all Board and committee meetings shall be recorded, agreed by the relevant subsequent meeting and signed by the Chair of the subsequent meeting and stored safely.
- G5 The Secretary shall keep the seal. It shall not be used except under the Board's authority. It must be affixed by one Board Member signing and the Secretary countersigning or in such other way as the Board resolves. The Board may in the alternative authorise the execution of deeds in any other way permitted by law.
- G6 The Association must keep at its registered office:
- G6.1 the Register of Shareholders showing:
- the names and addresses of all the Shareholders; and
 - a statement of all the shares held by each Board or committee member and the amount paid for them; and

- a statement of other property in the Association held by the Shareholder; and
 - the date that each Shareholder was entered in the Register of Shareholder;
- G6.2 a duplicate Register of Shareholders showing the names and addresses of Shareholders and the date they became Shareholder;
- G6.3 a register of the names and addresses of the Officers, their offices and the dates on which they assumed those offices as well as a duplicate;
- G6.4 a register of holders of any loan;
- G6.5 a register of mortgages and charges on land; and
- G6.6 a copy of the Rules of the Association.
- G7 The Association must display a copy of its latest balance sheet and auditor's report (if one is required by law) at its registered office.
- G8 The Association shall give to all Shareholders on request copies of its last annual return with the auditor's report (if one is required by law) on the accounts contained in the return, free of charge.
- G9 The Secretary shall give a copy of these Rules to any person on demand who pays such reasonable sum as permitted by law.

Statutory applications to the Registrar

- G10 Ten Shareholders can apply to the Registrar to appoint an accountant to inspect the books of the Association, provided all ten have been Shareholders of the Association for a twelve-month period immediately before their application.
- G11 The Shareholders may apply to the Registrar in order to get the affairs of the Association inspected or to call a General Meeting. One hundred Shareholders, or one-tenth of the Shareholders, whichever is the lesser, must make the application.

Amendment of Rules

- G12
- G12.1 The Rules of the Association may be rescinded or amended but not so as to stop the Association being a charity in law.
- G12.2 The Rules may only be amended by a resolution put before the Shareholders by the Board.
- G12.3 The Rules may only be amended or rescinded by way of a written resolution or by two-thirds of the votes cast at a General Meeting.
- G12.4 Amended Rules shall be registered with the Registrar as soon as possible after the amendment has been made. An amended rule is not valid until it is registered.
- G12.5 A copy of the amended Rules shall be sent to the Regulator as soon as possible after registration by the Registrar.

Dissolution

G13 The Association may be dissolved by a three-fourths majority of Shareholders who sign an instrument of dissolution in the prescribed format or by winding-up under the Act.

G14

G14.1 Any property that remains, after the Association is wound-up or dissolved and all debts and liabilities dealt with, the Shareholders may resolve to give or transfer to another charity in law with objects similar to that of the Association.

G14.2 If no such institution exists, the property shall be transferred or given to the Housing Associations Charitable Trust.

G14.3 If the Association is registered as a provider of Social Housing with the Regulator any transfer or gift must be in compliance with the Housing and Regeneration Act 2008 or any other relevant legal and regulatory provisions which exist from time to time.

Interpretation of terms

G15 In these Rules, including this rule, unless the subject matter or context is inconsistent:

G15.1 words importing the singular or plural shall include the plural and singular respectively;

G15.2 words importing gender shall include the male and female genders;

G15.3 **Amendment of Rules** shall include the making of a new rule and the rescission of a rule, and "amended" in relation to Rules shall be construed accordingly;

G15.4 the **Act** shall mean the Co-operative and Community Benefit Societies Act 2014;

G15.5 the **Association** shall mean the Association of which these are the registered Rules;

G15.6 **Board** shall mean the Board appointed in accordance with Part D and **Board Member** shall mean a member of the Board for the time being;

G15.7 **Chair** shall mean the person appointed as Chair in accordance with rule E1 and where applicable shall include the Board Member elected for the purpose of the meeting under rule E2;

G15.8 **Clear Days**, in respect of notice for a meeting, shall mean a period calculated excluding both the day on which any notice or communication is deemed to be received under these Rules and the date of the meeting;

G15.9 **Derivative Transaction** means any transaction which is a forward, swap, future, option or other derivative on one or more rates, currencies, commodities, equity securities or other equity instruments, debt securities or other debt instruments, economic indices or measures of economic risk or value, or other benchmarks against which payments or deliveries are to be made, or any combination of these transactions and includes without limitation

any contract for differences as defined in the glossary in the Full Handbook as published by the Financial Services Authority from time to time;

G15.10 **Electronic Communication** shall have the meaning set out in Section 148 of the Act;

G15.11 **electronic facility or facilities** shall mean any mode or manner of communication that enables a Shareholder to:

- (1) participate in the business for which the meeting has been convened;
- (2) to hear all persons who speak at the meeting;
- (3) to be heard by all other persons attending and participating in the meeting; and
- (4) to vote on the resolutions in a manner that enables the Chair to determine whether the Shareholder is voting for or against the resolution or whether the Shareholder is abstaining.

The decision of the Chair of the General Meeting as to whether the requirements of (1) – (4) inclusive are satisfied shall be definitive.

G15.12 **Employee** means an Employee of the Association or any Group Member;

G15.13 **General Meeting** shall mean a General Meeting of the Association's Shareholders called and held in accordance with rules **Error! Reference source not found.** - C26 and a reference to a **General Meeting** shall mean:-

- (1) a meeting convened and held in any manner permitted by these Rules, including a General Meeting at which some (but not all) those entitled to be present, attend and participate by means of electronic facility or facilities, and such persons shall be deemed to be present at that meeting for all purposes of the Act and these Rules, and;
- (2) **attend, participate, attending, participating, attendance and participation** shall be construed accordingly.

G15.14 **Group Member** means the Association, each subsidiary of the Association, any body corporate of which the Association is a subsidiary and any subsidiary of such body corporate and for this purpose "subsidiary" has the meaning within the Act and/or the Housing and Regeneration Act 2008 and/or the Companies Act 2006;

G15.15 **notice** shall be deemed to have been received by a person:

- (1) if posted by first class post at least two business days (meaning Monday to Friday but excluding bank holidays) after being posted;
- (2) if sent by Electronic Communication one hour after transmission provided that no transmission notification of non-delivery or error has been received by the person transmitting the communication and the transmission is to the Electronic Communication address or number last notified by that person to the Secretary;
- (3) if delivered by hand, on delivery to the person's address last notified by that person to the Secretary;

- G15.16 **Officer** shall include the Chair and Secretary of the Association and any Board Member for the time being and such other persons as the Board may appoint under rule E11;
- G15.17 **Property** shall include all real and personal estate (including loan stock certificates, books and papers);
- G15.18 **Register of Shareholders** means the register kept in accordance with rule G6.1;
- G15.19 **Registrar** means the Financial Conduct Authority or any statutory successor to or any assignee of any or all of its relevant functions from time to time;
- G15.20 **Regulator** means the Regulator of Social Housing established by paragraph 14 of the Schedule to the Legislative Reform (Regulator of Social Housing) (England) Order 2018 or any future body or authority (including any statutory successor) carrying on similar regulatory or supervisory functions;
- G15.21 **Resident** means a person who alone or jointly with others holds a tenancy, lease or licence to occupy the Association's premises or the premises of any other Group Member for residential use;
- G15.22 **Secretary** means the Officer appointed by the Board to be the Secretary of the Association or other person authorised by the Board to act as the Secretary's deputy;
- G15.23 **Senior Independent Director** means the person appointed as Senior Independent Director in accordance with rule E8;
- G15.24 **Shareholders** shall mean one of the persons referred to in rule C4 and means members as defined by the Act;
- G15.25 **Social Housing** means low cost rental accommodation and low cost home ownership accommodation as defined in Sections 68 to 77 of the Housing and Regeneration Act 2008;
- G15.26 **Special Resolution** means a resolution at a General Meeting passed by a two-thirds majority of all Shareholders who vote in person or by proxy;
- G15.27 **these Rules** shall mean the registered rules of the Association for the time being;
- G15.28 references to any provision in any Act shall include reference to such provision as from time to time amended, varied, replaced, extended or re-enacted and to any orders or regulations made under such provision.
- G16 Nothing in these Rules overrides the provisions of the Act (as amended, rescinded or replaced), including the requirement for resolutions to be passed in accordance with statutory procedures set out therein.

CO-OPERATIVE AND COMMUNITY BENEFIT SOCIETIES ACT 2014

Acknowledgement of Registration of Society

Register No.....R

Railway Housing Association

is this day registered under the Co-operative and Community Benefit Societies Act 2014.

Dated (Seal of Central Office)

Copy keptRegistrar

1 Shareholder



2 Shareholder



3 Shareholder



..... Secretary

