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Our ref: 7224/APPM/RS

12 October 2015

Dear Secretary

Registration of Webber and Quentin Limited

Please find enclosed a certificate of registration attached to the society's registered rules.

The society's register number is **7224**. Please quote this number when contacting us.

Annual Return

Your society will be required to submit an annual return (AR30) and accounts every year. The first annual return should cover the period from **12 October 2015** to **31 March 2017**.

The annual return and accounts must be submitted within 7 months of the end of the society's financial year.

Fees

Your society must pay an annual fee to us. The amount you pay is based on the total assets of the society (as disclosed in the annual return for the preceding year). Invoices are usually sent out in September.

More information

Visit <http://www.fca.org.uk/mutuals>. Or if you have any queries please email mutual.societies@fca.org.uk or phone 0300 500 0597.

Yours faithfully

A handwritten signature in black ink that reads 'R Smith'.

Rebecca Smith
Mutuals Team

Form B
R/IP/RA/2



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CO-OPERATIVE AND COMMUNITY BENEFIT SOCIETIES ACT 2014

The FCA acknowledges the registration of the following society under the Co-operative and Community Benefit Societies Act 2014 as a **Community Benefit Society**:

Society name: **Webber and Quentin Limited**

Registration number: **7224**

Registration date: **12 October 2015**



RULES of: Webber and Quentin Limited

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

Register No.

MODEL RULES 2011(version 2)
National Housing Federation

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Acknowledgements

These model rules have been updated from the 2005 version which had been written by Keith Jenkins (Winckworth Sherwood Solicitors).

In updating these rules the Federation would like to thank the following for their contribution to the final draft:

Sharron Webster	Trowers & Hamlins Solicitors
Gareth Hall	Devonshires Solicitors
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Kerry Tromanhauser	A2 Dominion
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Phillippa Caine	Southern Housing Group
Carolyn Filmore	Aster Group
Mike Fuller	Hanover
Paul Atkinson	Community Gateway Society
Stephen Bull	National Housing Federation
Miriam Lambert	National Housing Federation
Louise Hyde	Tenant Services Authority
Neal Green	Charity Commission
The National Housing Federation Company Secretaries Forum	

These rules have been modified in the light of practical experience and changes to legislation. Various options that were in the 2005 model have been deleted and one new option included. The following substantial changes have been made from the 2005 version:

A2	Housing and social housing as defined by the Housing and Regeneration Act 2008 at G15.19
B2.4	Enter into derivatives-defined in section G15.20
B3	Banking Act now the Financial Services and Markets Act (FSMA) 2000
C6.4 – C6.5	Removal from the board
C11	Removed references to percentage of tenants able to be admitted as shareholding
C14.7-11	Ceasing to be a shareholder
C21	Methods of communicating
C20	Percentage agreement to hold a general meeting
C28	Appointment and use of proxies at general meetings
C35	Resolutions at general meetings
C36	Requisite majorities at general meetings
D1	Role of the board – key functions aligned to the Excellence in governance code for members 2010
D1.9	Introduces appraisal in overall board functions
D2.1	Numbers on the board
D2.2	Reference to percentage of residents on board taken out and inclusion of percentage of employees on board
D4	Clarified need to sign annual statement, standard of conduct and obligations and penalties for not signing
D8.1 – D8.10	Reasons for not remaining a board member
D9.2	Percentage of board members needed to pass a resolution to remove a board member
D11-15	Term of office and election to board
D16	Deletion of references to candidates for the board and inclusion of quorum wording and flexibility for board to set quorum
D17-D27	Interests including financial interests and grant of benefits with society or group members
D30	Availability of certain board statements
D32	Reserving certain powers for the board
D39	How meetings of the board can take place
E1	Appointment and powers of the chair and vice chair
E3	Second vote for the chair in the case of equality of votes
E8	Appointment of the deputy company secretary
F3	Appointment of the auditor
F12	Borrowing amounts increased
F14-F15	Borrowing
G3	Disputes – updated wording and references to National Housing Federation involvement deleted
G12.3	Written resolution to amend or rescind rules
G14.3	Compliance with Housing and Regeneration Act 2008 regarding gifts
G15.6	References to chair to include the vice chair
G15.7	Definition of regulator
G15.8	Definition of registrar
G15.14	Definition of 'resident' and use of word resident instead of 'tenant'
G15.19	Definition of social housing
G15.20	Definition of derivatives

G15.21	Definition of 'group member'
Option 2	Powers of society
Option 3	Subsidiary (previous option 8)
Option 4	Shareholding ending when board member resigns (previous option 11)

In addition two minor amendments have been made to B2.1 and G12.3 to the Model Rules 2011 resulting in this version.

Options and further guidance

Part O of these rules includes a range of options to meet a range of different needs. Unless deleted, each option forms part of the rules to be registered. Similarly, any words in [square brackets] form part of the rules unless deleted.

If none of the options are used, the resulting base model is for a charitable Industrial and Provident society.

A separate publication from the Federation is also available, which gives guidance on the use of the rules and options. Advice is also available on the telephone from staff of the Registrations team.

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PART A**NAME AND OBJECTS****Name**

- A1 The name of the society shall be Webber and Quentin Limited ("the society").

Objects

- A2 The society is formed for the benefit of the community. Its objects shall be to carry on for the benefit of the community:
- A2.1 the business of providing, maintaining and managing housing and associated amenities and any services that contribute to wider regeneration including the creation of employment, the advancement of education and training, relief of poverty, the provision of public amenities and recreational facilities, and the promotion of public safety and the prevention of crime within the Area of benefit.
- A2.2 In carrying out these objects the society shall promote equality of opportunity by eliminating discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010.

Non-profit

- A3 The society shall not trade for profit.
- A4 Nothing shall be paid or transferred by way of profit to shareholders of the society.

PART B**POWERS OF SOCIETY, BOARD, AND SHAREHOLDERS****Powers**

- B1 The society 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 the society shall have power to:
- B2.1 carry out works to buildings;
- B2.2 help any charity or other body not trading for profit in relation to housing and related services;
- B2.3 subject to rules F12, F13, and F14, borrow money or issue bonds, notes loan stock or any other debt instrument or enter into any transaction having the commercial effect of a borrowing;
- B2.4 enter into and perform any derivative transaction on such terms as the society thinks fit for the purpose of hedging or otherwise managing any treasury risk or other financial exposure of the society;
- B2.5 subject to rule F15, invest the funds of the society;
- B3 The society 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 society 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 society may be exercised by the board for and in the name of the society.
- B6 The board shall have power to delegate, in writing, subject to rules D31-36, the exercise of any of its powers to committees and to employees of the society 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 meeting

- B7 The society in general meetings can only exercise the powers of the society expressly reserved to it by these rules or by statute.

General

- B8 The certificate of an officer of the society that a power has been properly exercised shall be conclusive as between the society 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 society's regulations shall not be concerned to see or enquire if the board's powers are restricted by such rules or 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 shareholders they shall act, at all times in the interests of the society and for the benefit of the community, as guardians of the objects of the society.

Nature of shares

- C2 The society'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.
- C3 Shares are not transferrable or withdrawable.
- C4 When a shareholder ceases to be a shareholder or is expelled from the society, his or her share shall be cancelled. The amount paid up on that share shall become the property of the society.

Nature of shareholders

- C5 A shareholder of the society is a tenant or resident within the area of benefit whose name and address is entered in the register of shareholders.
- C6 The following cannot be shareholders:
- C6.1 a minor;
 - C6.2 a person who has been expelled as a shareholder, unless authorised by special resolution at a general meeting;
 - C6.3 an employee of the society;
 - C6.4 a person who has been removed by the board in accordance with rule D9;
 - C6.5 by reason of that person's mental health, a court makes an order which wholly or partly prevents that person from personally exercising any powers or rights which that person would otherwise have;
 - C6.6 a person who ceases to be a tenant or resident within the area of benefit.
- C7 No shareholder shall hold more than one share and each share shall carry only one vote.
- C8 A share cannot be held jointly.

Admission of shareholders

- C9 Any lawful tenant or resident aged 18 years or over who lives in the area of benefit can apply to become a shareholder of the society. The board shall set, review and publish its policies and objectives for admitting new shareholders. The board shall only admit new shareholders in accordance with such policies.
- C10 An applicant for a share shall apply to the society's registered office:
- C11.1 providing their name and address; and
 - C11.2 pay the sum of one pound (which shall be returned to them if the application is not approved).
- C11 Every application shall be considered by the board in accordance with rule C9. The board has the power in its absolute discretion to accept or reject the application. If the application is approved, the name of the applicant and the other necessary particulars shall be entered in the register of shareholders. One share in the society shall be issued to the applicant.

Ending of shareholding

- C12 A shareholder shall cease to be a shareholder if:
- C12.1 they die; or
 - C12.2 they are expelled under rule C13; or
 - C12.3 they withdraw from the society by giving one month's notice to the secretary; or
 - C12.4 they cease to be a shareholder under rule C6.
- C13 A shareholder may only be expelled by a special resolution at a special general meeting called by the board.
- C13.1 The board must give the shareholder at least one month's notice in writing of the general meeting. The notice to the shareholders must set out the particulars of the complaint of conduct detrimental to the

society and must request the shareholder to attend the meeting to answer the complaint.

C13.2 At the general meeting called for this purpose the shareholders shall consider the evidence presented by the board and by the shareholder (if any). The meeting may take place without the attendance of the shareholder.

C13.3 If the resolution to expel the shareholder is passed in accordance with this rule, the shareholder shall immediately cease to be a shareholder.

C13.4 No member expelled from membership shall be re-admitted within three years. A member may only be readmitted by a resolution carried by a majority of not less than two-thirds of the shareholders voting at any general meeting of which due notice has been given.

Annual general meeting

C14 The society shall hold a general meeting called the annual general meeting within six calendar months after the close of each of its financial years or such later date as may be permitted by law.

C15 The functions of the annual general meeting shall be:

C15.1 to receive the annual report which shall contain:

- the revenue accounts and balance sheets for the last accounting period
- the auditor's report (if one is required by law) on those accounts and balance sheets
- the board's report on the affairs of the society;

C15.2 subject to rules F3 and F4, to appoint the auditor (if one is required by law);

C15.3 to elect (or re-elect) board members if applicable;

C15.4 to transact any other general business of the society set out in the notice convening the meeting including any business that requires a special resolution.

Special general meetings

C16 All general meetings other than annual general meetings shall be special general meetings and shall be convened either:

C16.1 upon an order of the board; or

C16.2 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

C16.3 if within twenty-eight days after delivery of a requisition to the secretary a meeting is not convened, the members who have signed the requisition may convene a meeting.

C17 A special general meeting shall not transact any business that is not set out in the notice convening the meeting.

Calling a general meeting

C18 All general meetings shall be convened by at least fourteen clear days' written notice posted or delivered or sent by fax or electronic

communication to every member at the address, fax number or electronic communication address given in the share register. The notice shall state whether the meeting is an annual general meeting or special general meeting, the time, date and place of the meeting, and the business for which it is convened.

- C19 Any accidental failure to get any notice to any shareholder shall not invalidate the proceedings at that general meeting. A notice or communication sent by post to a shareholder at their address shown in the register of shareholders shall be deemed to have arrived two days after being posted and any sent by fax or electronic communication shall be deemed to have been served when received provided that in respect of a fax it is legible and in respect of an electronic communication, it is in a readable form.
- C20 Seventy-five per cent of shareholders may agree, by consenting in writing, or by electronic communication, to a general meeting being held with less notice than required by rule C18.

Proceedings at general meetings

- C21 Before any general meeting can start its business there must be a quorum present. A quorum is one-quarter of all shareholders or 15 shareholders, whichever is the lesser.
- C22 A meeting held as a result of a shareholder's requisition will be dissolved if too few shareholders are present half an hour after the meeting is scheduled to begin.
- C23 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 C21 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.
- C24 The chair of any general meeting can:
- C24.1 take the business of the meeting in any order that the chair may decide; and
- C24.2 adjourn the meeting if the majority of the shareholders present in person or by proxy agree. 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.
- C25 At all general meetings of the society the chair of the board shall preside. If there is no such chair or if the chair is not present or is unwilling to act, the vice chair (if any) shall chair the meeting, failing which the shareholders present shall elect a shareholder to chair the meeting. The person elected shall be a member of the board if one is present and willing to act.

Proxies

- C26 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 electronic, to the registered office, or such other place as may be selected by the board and stated in the

meeting notice, at least five days before the date of the meeting at which the proxy is authorised to vote. It must be signed or approved 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. A person acting as a proxy shall only act as a proxy for one shareholder.

Voting

- C27 Subject to the provisions of these rules 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.
- C28 On a show of hands every shareholder present in person and on a ballot every shareholder present in person or by proxy shall have one vote. In the case of an equality of votes the resolution should fail.
- C29 Unless a ballot is demanded (either before or immediately after the vote), a declaration by the chair 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 society shall be conclusive evidence of that fact.
- C30 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.
- C31 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 (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.
- C32 A ballot shall be taken at such time and in such manner as the chair shall direct. The result of such a ballot shall be deemed to be the resolution of the society in general meeting.

Representatives and Nominees

- C33 Under the provisions of these rules (including rules A3, A4, C3 and C5) no shareholder is entitled to the property of the Society in that capacity, and in the event of death of 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 Society. The following make provisions for representatives and nominees taking into account the provisions of these rules:
- C33.1 The Act provides that a shareholder may nominate a person or persons to whom property in the Society 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.
- C33.2 No property shall be capable of transfer to any personal representative of a deceased Shareholder.
- C34 Upon a claim being made by a trustee in bankruptcy of a bankrupt Shareholder to the share held by that Shareholder, the Society shall transfer such share to which the trustee is entitled and as the trustee in bankruptcy may direct them.

PART D**THE BOARD****Functions**

- D1 The society shall have a board (in these rules referred to as "the board") who shall direct the affairs of the society in accordance with its objects and rules and ensure that its functions are properly performed. Amongst its functions shall be to:
- D1.1 set and ensure compliance with the values, vision mission and strategic objectives of the society, ensuring its long term success;
 - D1.2 appoint, and if necessary, dismiss the chief executive/lead officer and approve his or her salary, benefits and terms of employment;
 - D1.3 satisfy itself as to the integrity of financial information, approving each year's budget and business plan and annual accounts prior to publication;
 - D1.4 establish, oversee and review annually a framework of delegation and systems of internal control;
 - D1.5 establish and oversee a risk management framework in order to safeguard the assets of the society;
 - D1.6 take appropriate advice;
 - D1.7 ensure at all times that the society if registered with the regulator as a provider of social housing, takes account of any obligation imposed upon the society by the regulator in exercise of its powers;
 - D1.8 satisfy itself that the society's affairs are conducted in accordance with generally accepted standards of performance and propriety; and
 - D1.9 establish and operate a performance appraisal system for the board, the chair and individual board members.

Composition of the board

- D2 D2.1 The board shall consist of between seven and twelve board members (including co-optees) as may be determined by the board. A majority of board members shall always be capable of appointment or election by the shareholders.
- D2.2 No employee of the society may be appointed (or co-opted) to the board.
- D3 Only shareholders and co-optees can be board members.
- D4 D4.1 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 society. The board shall review and may amend the obligations of board members from time to time.
- D4.2 No board member (including co-optees) may act as such until they have signed and delivered to the board a statement, confirming that they will meet their obligations (including the expected standards of conduct) to the board and to the society. The board may vary the form of statement from time to time.
- D4.3 Any board member who has not signed such statement without good cause within one month of election or appointment to the

- board or, if later, within one month of adoption of these rules, shall immediately cease to be a board member.
- D5 The board may appoint co-optees to serve on the board on such terms as the board resolves and may remove such co-optees. A co-optee may act in all respects as a board member, but they cannot take part in the deliberations nor vote on the election of officers of the society nor any matter directly affecting shareholders.
- D6 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, a co-optee is an officer.
- D7 Not more than two co-optees can be appointed to the board or to any committee at any one time.
- D8 No one can become or remain a board member or co-optee at any time if:
- D8.1 they are disqualified from acting as a director of a company for any reason; or
- D8.2 they have been convicted of an indictable offence which is not, or cannot be, spent; or
- D8.3 a composition is made with that person's creditors generally in satisfaction of that person's debts; or
- D8.4 they are not a shareholder (unless they are a co-optee); or
- D8.5 they have absented themselves from three consecutive meetings of the board in one rolling twelve-month period without special leave of absence from the board; or
- D8.6 a registered medical practitioner who is treating that person gives a written opinion to the society stating that that person has become physically or mentally incapable of acting as a board member and may remain so for more than three months; or
- D8.7 by reason of that person's mental health, a court makes an order which wholly or partly prevents that person from personally exercising any powers or rights which that person would otherwise have; or
- D8.8 they are an employee of the society.
- D9 A board member may be removed from the board:
- D9.1 by a special resolution at a general meeting; or
- D9.2 by a resolution passed by two-thirds of the board members, excluding the board member subject of the proposed removal and excluding co-optees, 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 alleged breach(es) of the member's obligations in accordance with rule D4.1; and
 - the board is satisfied that the allegation(s) is or are true.
- D10 Whenever the number of board members and co-optees is less than permitted by these rules, the board may appoint a further board member in addition to the board's power to co-opt. Any board member so appointed shall retire at the next annual general meeting.

Terms of office and election to the board

- D11 Completed nomination forms to stand for election to the board must be received by the society not less than two days before the date set for the annual general meeting. Nomination forms must include: the name and address of the person being nominated; a signed statement by the person nominated of their willingness to stand for election; and the name, address and signature of the shareholder making the nomination.
- D12 Each board member elected under rule D14 shall be elected for a fixed term of office expiring at the conclusion of an annual general meeting (each a "fixed term"). The fixed term shall be for a term of three annual general meetings unless the board has set a lower number of annual general meetings for the relevant board member on their election. No fixed term shall be set which would cause the relevant board member to serve beyond their ninth consecutive annual general meeting.
- D13
- D13.1 At every annual general meeting each board member who has served their fixed term shall retire from office. Any board member who retires from office at an annual general meeting under this rule D13 shall be eligible for re-election subject to any restrictions contained in these rules.
- D13.2 Any board member retiring under rule D13.1 having completed nine years' continuous service on either the board of the society and/or the board of a group member shall not be eligible for re-election until the next following annual general meeting or, if later, for at least twelve months after completing such service.
- D14
- D14.1 Board members will be elected in accordance with election procedures set from time to time by the board.
- D14.2 The board shall set and publish selection criteria in relation to candidates wishing to stand for election as board members including a statement of the skills, qualities and experience required by the board amongst its members. These may provide for prospective candidates to be approved by the board before they are eligible to stand to election as board members.
- D14.3 The board, in accordance with the election procedures set under rule D14.1 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.
- D14.4 If at elections for board members the number of candidates for election as board members does not exceed the number of vacancies on the board the chair shall declare those candidates to have been duly elected. If the number of candidates exceeds the number of vacancies the meeting shall elect the board members by ballot in such a manner as the chair directs and in accordance with the procedures set under rule D14.1.
- D14.5 In an election for candidates wishing to be board members at a general meeting every shareholder present in person or by proxy shall have one vote for every vacancy but shall not give more than one vote to any one candidate.
- D15
- D15.1 Any candidate for election to the board as a board member under Rule D14 shall submit a written statement to the society in such form as the board from time to time determines. It shall set out the candidate's full name, address and why they are standing for election to the board.

- D15.2 In addition, a candidate who is not retiring as a board member must be nominated by a shareholder.
- D15.3 The statement and nomination shall be delivered to the society in accordance with the procedures set under rule D14.

Quorum for the board

- D16 D16.1 Subject to the provisions of rule D16.2 five board members shall form a quorum. The board may determine a higher number or impose additional requirements.
- D16.2 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 D16.1 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

- D17 No board member, co-optee or member of a committee shall have any financial interest in any contract or other transaction with the society or with any other group member, or be granted a benefit by the society, unless such interest or benefit:
- D17.1 is expressly permitted by these rules or under any determination or guidance by the regulator from time to time; or
- D17.2 would not be in breach of, and would not be inconsistent with, any determination, guidance, standard or code published by the regulator or any code of conduct and/or governance adopted by the board.
- D18 Any board member, co-optee or member of a committee, having an interest in any arrangement between the society 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.
- D19 Subject to rule D20, if a question arises at a meeting of board members or of a committee of board members as to the right of a board member 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, whose ruling in relation to any board member other than the chair is to be final and conclusive.
- D20 If any question as to the right to participate in the meeting (or part of the meeting) should arise in respect of the chair, the question is to be decided by a decision of the board members at that meeting, for which purpose the chair is not to be counted as participating in the meeting (or that part of the meeting) for voting or quorum purposes.
- D21 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.
- D22 Every board member, co-optee and member of a committee shall ensure that the secretary at all times has a list of:
- D22.1 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;
- D22.2 any property owned or managed by the society which they occupy;
or
- D22.3 any other significant or material interest.
- D23 If requested by a majority of the board or members of a committee 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.
- D24 A board member may not receive remuneration, fees, allowances or recompense for loss of earnings to board members, co-optees or members of committees. Notwithstanding rule D17, the society may:
- D24.1 pay properly authorised expenses to board members, co-optees and members of committees when actually incurred on the society's business;
- D24.2 pay insurance premiums in respect of insurance taken out to insure officers and employees; and
- D24.3 grant benefits to board members, co-optees and members of committees; provided that any such payment or benefit is in accordance with any code of conduct and/or governance adopted by the board from time to time.
- D25 A board member, co-optee or member of a committee shall not have an interest for the purpose of rules D17 to D22 as a board member, director or officer of any other group member.
- D26 Board members, co-optees or members of committees who are tenants or residents of the society or any other group member shall be deemed not to have an interest for the purpose of rules D17 to D22 in any decision affecting all or a substantial group of residents of the society or of any other group member.
- D27 The grant of a tenancy 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 or member of a committee is not the grant of a benefit for the purpose of rule D17.

Meetings of the board

- D28 The board shall meet at least six times every calendar year. At least seven days' written notice (sent by post, fax 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 seventy-five per cent of the board members so agree.
- D29 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.

Availability of certain board statements

- D30 The board shall agree and make available:
- the board's statement of the values and objectives of the society;
 - a statement of the current obligations of board members to the board and the society;
 - the policy for admitting new shareholders.
- The board may vary the form of these statements from time to time.

Management and delegation

- D31 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.
- D32 The board may reserve to itself certain significant matters that cannot be delegated to committees or employees.
- D33 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 will appoint the chair of any committee and shall specify the quorum.
- D34 All acts and proceedings of any committee shall be reported to the board.
- D35 No committee can incur expenditure on behalf of the society 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.
- D36 For the purposes of the Housing and Regeneration Act 2008 any member of a committee shall be an officer.

Miscellaneous provisions

- D37 All decisions taken at a board or 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.
- D38 A resolution sent to all board members or all members of a committee and signed, or confirmed electronically 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 electronically by one or more persons.
- D39 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 and whether or not all are assembled in one place.
- D40 Notice may be given to board members by post, fax 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.

PART E **CHAIR, VICE CHAIR, CHIEF EXECUTIVE, SECRETARY AND OTHER OFFICERS**

The chair

- E1 The society shall have a chair, who shall chair board meetings, and shall be elected by the board on such terms as the board determines. The society may also have a vice chair who, in the chair's absence, shall act as the chair and have the chair's powers and duties and who shall be elected by the board. The arrangements for election and removal of any vice chair shall be determined by the board.
- E2 The first item of business for any board meeting when there is no chair (or vice chair) or the chair (or vice 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 The chair shall not have a casting vote.
- E4 The chair of the society may be removed at a board meeting called for that purpose provided the resolution is passed by at least two-thirds of the members of the board present and voting at the meeting.

The chair's responsibilities

- E5 The chair shall seek to ensure that:
- E5.1 the board's business and the society's general meetings are conducted efficiently;
 - E5.2 all board members are given the opportunity to express their views;
 - E5.3 a constructive working relationship is established with, and support provided to, the chief executive/lead officer (if any);
 - E5.4 the board delegates sufficient authority to its committees, the chair, the chief executive/lead officer (if any), and others to enable the business of the society to be carried on effectively between board meetings;
 - E5.5 the board receives professional advice when needed;
 - E5.6 the society is represented as required;
 - E5.7 the society's affairs are conducted in accordance with generally accepted codes of performance and propriety; and
 - E5.8 there is a clear division of responsibilities between the board and the paid staff.
- E6 The board shall seek to ensure that there is a written statement of the chair's responsibilities which shall be agreed with the board, and reviewed from time to time.

The chief executive

- E7 The society may have a chief executive/lead officer appointed by the board. The chief executive/lead officer 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

- E8 The society 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 shall in particular:
- E8.1 summon and attend all meetings of the society and the board and keep the minutes of those meetings;
 - E8.2 keep the registers and other books determined by the board;
 - E8.3 make any returns on behalf of the society to the Financial Conduct Authority;
 - E8.4 have charge of the seal (if any) of the society; and
 - E8.5 be responsible for ensuring the compliance of the society with these rules.

Other officers

- E9 The board may designate as officers such other executives, internal auditor and staff of the society on such terms (including pay) as it from time to time decides.

Miscellaneous

- E10 Every officer or employee shall be indemnified by the society for any amount reasonably incurred in the discharge of their duty.
- E11 Except for the consequences of their own dishonesty or negligence no officer or employee shall be liable for any losses suffered by the society or any group member.

PART F

FINANCIAL CONTROL AND AUDIT

Auditor

- F1 The society, if required by law to do so, shall appoint an auditor to act in each financial year. They must be qualified as provided by part 42 of the Companies Act 2006.
- F2 The following cannot act as auditor:
- F2.1 an officer or employee of the society;
 - F2.2 a person employed by or employer of, or the partner of, an officer or employee of the society.
- F3 The society's auditor may be appointed by the board or by a resolution of shareholders.
- F4 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:
- F4.1 a general meeting has appointed someone else to act or has resolved that the auditor cannot act; or

- F4.2 the auditor does not want to act and has told the society so in writing; or
- F4.3 the person is not qualified or falls within rule F2 (above); or
- F4.4 the auditor has become incapable of acting; or
- F4.5 notice to appoint another auditor has been given.
- F5 F5.1 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;
- F5.2 the society shall send a copy of the resolution to the retiring auditor and also give notice to its shareholders at the same time and in the same manner, if possible;
- F5.3 if not, the society 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 society which must be notified to its shareholders under Section 95 of the Co-operative and Community Benefit Societies Act 2014.

Auditor's duties

- F6 The findings of the auditor shall be reported to the society, in accordance with Section 87 of the Co-operative and Community Benefit Societies Act 2014.
- F7 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 society which shall be signed by the person chairing the meeting which adopts the report.

Accounting requirements

- F8 The end of the accounting year must be a date allowed by the registrar.
- F9 The society shall keep proper books of account detailing its transactions, its assets and its liabilities, in accordance with Section 76 of the Co-operative and Community Benefit Societies Act 2014.s 1 and 2 of the Friendly and Industrial and Provident Societies Act 1968.
- F10 The society 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

- F11 Every year, within the time period specified by legislation, the secretary shall send the society'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

- F12 The total borrowings of the society at any time shall not exceed £5 million (five million) pounds sterling or such a larger sum as the society determines from time to time in general meeting. For the purpose of this

rule F12, any amount of the society'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 at the exchange rate or rates applicable under the related derivative transaction or transactions by which the society has hedged its exposure to currency exchange rate movements in relation to the principal amount of such borrowings.

F13 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 a committee.

F14 F14.1 In respect of any proposed borrowing, for the purposes of rule F12 and in relation to the amount remaining un discharged of any deferred interest or index-linked monies or amounts on any deep discounted security previously borrowed by the society, 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;

F14.2 for the purposes of rule F13 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 society at the time of the proposed borrowing; and

F14.3 no person dealing in good faith with the society shall be concerned to know whether rule F12 or F13 or this rule F14 have been complied with.

Investment

F15 The funds of the society may be invested by the board in such manner as it determines.

Application of surpluses

F16 Any surpluses shall be applied in pursuance of the society's objects.

PART G**MISCELLANEOUS AND STATUTORY****Registered office and name**

G1 The society's registered office is:

2 Mawdley House, Webber Row, London SE1 8XQ.

G2 The society'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 the 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 at 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 society 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 society held by the shareholder and

- the date that each shareholder was entered in the register of shareholders;
- G6.2 a duplicate register of shareholders showing the names and addresses of shareholders and the date they became shareholders;
- 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 society.
- G7 The society 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 society 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 the rules of the society 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 Financial Conduct Authority to appoint an accountant to inspect the books of the society, provided all ten have been shareholders of the society 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 society inspected or to call a special 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 society may be rescinded or amended, [but not so as to stop the society being a charity].
- G12.2 The rules may only be amended by a resolution put before the shareholders by the board and approved by at least two-thirds of the board prior to approval by the shareholders.
- G12.3 Rules A2; A3; A4; B1; B2; B3; C2; C3; D16; D28; G12 and G14 can only be amended or rescinded by way of a written resolution or by three-fourths of the votes cast at a general meeting. Any other rule can be rescinded or amended by two-thirds of the votes cast at a general meeting or by way of a written resolution.
- 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.

Dissolution

- G13 The society may be dissolved by a three-fourths majority of shareholders who sign an instrument of dissolution in the prescribed format by winding-up under the Act.
- G14
- G14.1 Any property that remains, after the society is wound-up or dissolved and all debts and liabilities dealt with, the shareholders

- may resolve to give or transfer to another [charitable] body with objects similar to that of the society;
- G14.2 if no such institution exists, the property shall be transferred or given to the Housing Society's Charitable Trust.

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 society" shall mean the society of which these are the registered rules;
- G15.5 "board" shall mean the board appointed in accordance with Part D and "board member" or "member of the board" shall mean a member of the board for the time being but shall not include a person co-opted to the board under rule D5;
- G15.6 "chair" shall, save in rule E1 and where applicable, include the vice chair;
- G15.7 "regulator" means the body defined as the Office for Tenants and Social Landlords operating as the Tenant Services Authority or, if in Wales, the Housing Directorate of the Welsh Assembly Government or any statutory successor to or any assignee of any or all of their relevant functions from time to time;
- G15.8 "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;
- G15.9 "officer" shall include the chair and secretary of the society and any board member for the time being and such other persons as the board may appoint under rule E9;
- G15.10 "property" shall include all real and personal estate (including loan stock certificates, books and papers);
- G15.11 "register of shareholders" means the register kept in accordance with rule G6.1;
- G15.12 "secretary" means the officer appointed by the board to be the secretary of the society or other person authorised by the board to act as the secretary's deputy;
- G15.13 "shareholder" shall mean one of the persons referred to in rule C5 and means "member" as defined by the Act;
- G15.14 "resident" means a person who alone or jointly with others holds a tenancy, lease or licence to occupy the society's premises for residential use or the premises of anybody whose accounts must be consolidated with the society's or any other group member;
- G15.15 "the Act" shall mean the Co-operative and Community Benefit Societies Act 2014;

- G15.16 "these rules" shall mean the registered rules of the society for the time being;
- G15.17 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;
- G15.18 "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;
- G15.19 social housing means low cost rental accommodation and low cost home ownership accommodation as defined in section 68 and social housing as defined in section 77 of the Housing and Regeneration Act 2008.
- G15.20 "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.

INDUSTRIAL AND PROVIDENT SOCIETIES ACT 1965

Acknowledgement of Registration of Society

Register No.....R

..... Limited

is this day registered under the Industrial and Provident Societies Act 1965.

Dated (Seal of Central Office)

Copy kept.....Registrar

1. *J. Goddard* Shareholder

2. *Orenda o'Bin Dai* Shareholder

3. *J.E. Lewis* Shareholder

A.V. Koh Secretary