

NUMERO HOUSING COOPERATIVE CONSTITUTION

NOTE:

Name

The name of the group shall be. Numero housing Cooperative Society

1. Objects

- To receive contributions where appropriate to finance the housing work.
- To make rules and standing orders for categories of members and their rights.
- To organise meetings, training courses and events.
- To work with similar groups and exchange information and advice with them.
- To take any action that is lawful, which would help it to fulfil its aims.

2. Membership

- a. Membership ofhousing co-op shall be open to anyone who is interested in helping the group to achieve its aim and willing to abide by the rules of the group.
- b. Every member shall have one vote at general meetings.
- c. The Management Committee shall have the power to refuse membership to an applicant, where it is considered such membership would be detrimental to the aims, or activities of the group.
- d. Registration and termination of membership.
 - Any member of the association may resign his/her membership and any representative of a member organisation or section may resign such position, by giving to the secretary of the association written notice to that effect.
 - The Management Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if in its opinion his/her conduct is prejudicial to the interests and objects of the association, PROVIDED THAT the individual member or representative of the member organisation (as the case may be) shall have the right to be heard by the General Committee before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.

3. Management

- a.housing co-op shall be administered by a Management Committee of not less than three (3) people and not more than fifteen (15) members elected at the group's Annual General Meeting. Committee Members must be at least 18 years old.
- b. The officers of the Management Committee shall be:
 - The Chairperson
 - The Treasurer
 - The Secretary
 - and such other officers the group shall deem necessary at the meeting.
- c. Voting at Management Committee meetings shall be by show of hands on a majority basis. If there is a tied vote then the chairperson shall have a second vote.
- d. Power to set up sub-groups and working parties as deemed necessary who shall be accountable to the committee.

4. Finance

- Any money obtained by the group shall be used only for the group.
- Any bank accounts opened for the group shall be in the name of the group.
- Any cheque issued shall be signed by at least two of any three nominated signatures.

NUMERO HOUSING COOPERATIVE CONSTITUTION

- The Management Committee will ensure that the group stays within the budget.

5. Committee Meetings

- The committee shall meet at least four (4) times each year.
- The quorum (minimum number of people required) for a meeting shall be five (5).
- The committee shall be accountable to the members at all times.
- All meetings must be minuted and available to any interested party.
- All committee members shall be given at least seven (7) days' notice of a meeting unless it is deemed an emergency meeting.

7. Annual General Meeting

An Annual General Meeting shall be held within six months of the close of the financial year of the Housing Co-op, the business of which shall include:

- (i) the receipt of the accounts and balance sheet,
- (ii) the election of Committee Members, if it has been decided to have such a Committee.

The quorum for Annual General Meeting shall be at least eight (8) persons of which no more than four (4) shall be committee member

8. Alteration of the Constitution

- Proposals for amendments to this constitution, or dissolution must be delivered to the secretary in writing. The secretary in conjunction with all other officers shall then decide on the date of a meeting to discuss such proposals, giving at least four weeks (28 days) clear notice.
- Any changes to this constitution must be agreed by at least two thirds of those members present and voting at any general meeting.

9. Dissolution

The group may be wound up at any time if agreed by two thirds of those members present and voting at any general meeting. Any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims.

10. Adoption of the Constitution

This constitution was adopted by the members present at the AGM held on.....

Signed
.....
.....

(Chair)
(Secretary)
(Treasurer)