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secondary rules

model policies & procedures

introduction

- These secondary rules otherwise known as standing orders are for co-ops managed by general meeting.
- This document is designed to give back up to the primary rules, and togther these 2 define the co-ops constitution.

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secondary rules

(standing orders)

1 Members

1.1 Attendance Requirements:Members must attend at least 3 General Meetings in a 6 monthly period, taking an active involvement in at least one working group, to maintain an active role in the co-op. Should a member be absent from two consecutive General Meetings, their membership will be examined by the Membership Group. Attendance records will be kept by the internal monitoring group and reviewed every 6 months by the Membership Group.

1.2 Exceptions to Standing Order 1.1
The co-operative can vote to suspend S.O. 1.1 when one or more of the following circumstances have been recorded and accepted by the membership present at a General Meeting:

i Leave of absence - to be submitted to the Secretary detailing period of absence, and any conditions set by the rents or membership group to be agreed to by General Meeting.

ii Acceptance of apologies at the discretion of the General Meeting. These should be submitted in advance whenever possible. If accepted, apologies will count as an attendance.

iii A medical emergency

iv Exceptional circumstances deemed appropriate by the General Meeting.

1.3 The membership is committed to co-operative principles, defined in the co-operative's fully mutual rules, statement of ethical principles, and the 6 co-operative principles.

1.4 The co-operative is committed to providing affordable accommodation for those in housing need.

1.5 Members must abide by the co-op's practices, principles and policies as defined by General Meeting.

1.6 The co-operative recognises and supports the activities of its sister co-op Work for Change.

1.7 The membership of the co-op has a duty to be aware of its rules conducting the procedures and activities of the co-op. These are the Primary Rules and standing orders (Secondary Rules)

2 Prospective Members

2.1 Attendance Requirements.
Prospective members must:

i be eligible for rehousing according to HfC's definition of Housing Need

ii attend two general meetings in the six month period prior to their nomination for membership

iii register with and take an active role in at least one working group during that six month period that is acknowledged and recorded by the Working Group co-ordinator such that their activity can be fairly represented by the co-ordinator at the General Meeting proposing their election.

iv be present during the open section of the general meeting at which their admission to membership is to be decided

v have attended at least one of the induction training sessions held before general meetings.

2.2 Prospective members must represent themselves and their circumstances accurately- and fairly to the membership group. Failure to do so will result in the removal of their name from the register of members and prospective members.

2.3 A vote electing a new member of the co-op takes place in the closed section of the General Meeting. They will be deemed elected by a majority of those present and voting.

2.4 Notice of nomination must be given at the previous Co-ordination Meeting for distribution to the mailing list in the agenda of that meeting.

2.5 Prospective members have no voting rights at any constituted body of the co-op; e.g. general meeting, co-ordinators' meeting, annual general meeting and working group. However their opinions are encouraged in the open parts of these meetings.

2.6 Prospective members are excluded from the closed parts of all meetings.

2.7 Membership will not be offered if, in the opinion of the General Meeting, the prospective members membership is not beneficial to the life of the co-op.

Note: 'Membership' 'Termination' and 'Expulsion from Membership' are to be found in the Primary Rules of HfC

3 GENERAL MEETINGS

3.1 There will be twelve ordinary meetings in every year usually falling at four weekly intervals, and are open to all members and, at the discretion of the meeting, to observers.

3.2 Notice of a General Meeting is distributed to the full mailing list seven days in advance, detailing the time, place and the agenda. A copy of the minutes of the last meeting is circulated with this.

3.3 Decisions are made consensually. A vote will be taken where consensus is not achieved or where clarification of a decision is necessary. Voting Procedure is detailed under S.O.12

3.4 Procedure at the General Meeting

i The General Meeting shall commence at the advertised time, if quorate. In the event of the meeting having no quorum, a further half-hour will be allocated to await sufficient attendance. If the meeting remains inquorate, then at the discretion of the members present, the meeting shall commence, with no formal powers. The meeting will be reconvened on the same day of the next week at the same time and place (or at such other time and place as shall be agreed at the meeting) and notified to the members: and if at the reconvened meeting a quorum is not present within half an hour of the time appointed for the meeting then the members present shall be a quorum.

ii A chair and minute taker is nominated from those present at the previous General Meeting. In the event of the chair being unable to fulfil their obligation, those members present at the General Meeting shall nominate another member.

iii The General Meeting comprises the following standard agenda items, facilitated by the chair:

Introductions to attendees
Apologies and synopsis of agenda items
Agreement of the minutes of the last General Meeting and Co-ordinators Meeting
Matters arising
Correspondence
Finance report
Report back from each Working Group. These may be taken in the form of written reports in the newsletter distributed in connection with the agenda
Discussion of agenda items
Notes & Queries
Any Other Business (defined in S.O.4)
Election of Chair for following meeting
Any closed discussions (defined in S.O.5)

3.5 Agents of the co-op are defined as being any member, officer, working group, administrator, co-ordinators' group, co-op employee/s, informal group of members, or external organisation conducting work on behalf of the co-op, delegated to do so by the co-op at General Meeting.

3.6 Proposal of Agenda Items.

i Those who wish to propose items for the agenda should inform the Publicity and Information Group, or those collating the mail-out, to ensure distribution to the members before the meeting.

ii Items for discussion at the General Meeting may also be given to the chair before the general meeting commences. These will be included in any other business, with all the caveats this places upon any item which has not been circulated to the full mailing list prior to the meeting. See S.O.4

3.7 Emergency Motions

Any constitutional item tabled at the General Meeting without the prior notification of the membership, due to its urgency, will be treated as an Emergency Motion. Members present may take either of the following actions:

i. Call an Emergency General Meeting.

ii. Where extraordinary circumstances occur (to be determined by the meeting) such that postponement of a decision is to the detriment of the co-op, the meeting may make a temporary decision, to be ratified at the next General Meeting after the issues have been fully circulated to the membership.

3.8 General Meetings will have smoking restrictions placed on them at the discretion of the chair.

3.9 Caring responsibilities are arranged in advance of the General Meeting. All those who seek this provision should contact the co-op's employees or the Equal Opportunities Working Group upon receipt of their mailout.

4. ANY OTHER BUSINESS

4.1 Any Other Business is an agenda item brought to the attention of the chair before a meeting opens, and shall be discussed at the discretion of the chair.

4.2 Restrictions placed on items discussed under the heading of any other business:

i Such discussions cannot be of a constitutional nature (see S.O.16)

ii Items cannot be taken to a vote, unless procedural, since the full membership is not properly informed and therefore unable to pass comment.

5. DISCUSSION IN CLOSED SESSION

5.1 Those eligible to attend closed sections of meetings are members of the co-op and the co-op's employee/s.

5.2 The following items will be discussed in the closed section of the General Meeting, having been included as an agenda item and circulated to all members of the co-op:

i. Items concerning election of new members
ii. Items concerning expulsion of members
iii. Items concerning the co-op's employee/s
iv. Complaints
v. Rent Arrears
vi. Any item may be discussed in closed session at the discretion of the General Meeting

5.3. The summary minutes circulated to the mailing list will list decisions on items discussed in the closed section of the meeting, but not details of the discussion or voting. Full minutes of this section may be found in the minutes book.

6. AUTHORITY OF THE GENERAL MEETING

6.1 Management by General Meeting.

i. The General Meeting, which is the sovereign body, undertakes management of the co-op.
ii. Actions arising from decisions of the General Meeting are undertaken by a delegated agent of the co-op.
iii. The General Meeting must endorse business conducted on behalf of the co-op.

6.2 No agent or constituted body of the co-op has the right to override decisions made at General Meeting. However, tabling said items on the agenda of a General Meeting can revisit decisions.

6.3 Knowledge of forthcoming co-op business held by agents of the co-op is disseminated at General Meeting, and, where appropriate, in advance by means of the co-op newsletter. It is then the responsibility of the General Meeting to select an appropriate strategy.

6.4 Business arising between General Meetings is be conducted by the appropriate agent/s of the co-op, who are to be held responsible for their conduct. They may choose appropriately between:

i seeking further consultation with other informed members/officers/ working groups and then must notify and seek ratification of the decision at the next General Meeting
ii calling an Emergency General Meeting.

6.5 The General Meeting may condense, dissolve or add to the number of working groups, as sees fit. This is treated as a procedural decision with the accompanying procedure (see S.O.12.1). The Membership group will reallocate members to other working groups if appropriate, noting individual's preferences.

6.6 The General Meeting prioritises the workload of the working groups, agents and officers of the co-op.

6.7 The following Financial Standing Orders detail fiscal procedure at General Meetings: 3.4, 4.1, 4.2, 4.3, 4.4, 5.3, 7.2, 7.8, 9.1, and 11.1.

7. RESPONSIBILITIES OF THE CHAIR

7.1 The office of "the chair does not reside with one single individual.

7.2 i The chair must be a member of the co-op.
ii The Chair of each general meeting shall have a duty to conduct each meeting according to the Primary and Secondary Rules

7.3 The chair should observe the following protocol:

i. Ensure all communication goes through the chair.
ii. Ensure as many people as possible contribute their opinions to each item, thus limiting the time allocated to each speaker. Note all those who wish to speak, indicated by the raising of their hand, and take them in order.
iii. If a speaker has tabled an item, and is questioned as to its contents, they have the right to reply.
iv. The chair will determine the reasonable conclusion of a debate, when consensus has been reached within the assembled membership.
v. Should a discussion fail to reach consensus, the chair will take the item to an appropriate vote.
vi. The chair must be aware of correct voting procedure.
vii. The chair shall summarise discussion points and decisions made at the end of each agenda item.
viii. The chair ensures that another chair and minute-taker are nominated for the next general meeting.
ix. The chair may move next business.
x. The chair shall field points of information.
xi. The chair shall field points of order.
xiii The chair may order any person to leave the meeting for five minutes who, in the opinion of the chair, is temporarily unable to conduct themselves in a co-operative manner.
xiv The chair may exclude any person from the duration of the meeting who, in the opinion of the chair, is persistently disrupting the meeting and has shown themselves unwilling to behave in a co-operative manner.
xv The chair may adjourn the meeting for ten minutes if, in the opinion of the chair, the good order and conduct of the meeting has been lost.
xvi The chair may close the meeting if, in the opinion of the chair, order cannot be restored. The General Meeting will reconvene three days later and will be restricted to members and the co-op's employees only.

7.4 The chair should exhibit no partiality when facilitation or summing up a discussion. If the chair finds themselves compromised, they will suspend their position for the duration of the debate, whereupon the General Meeting will appoint an impartial member to continue in the office of the chair.

7.5 If impartiality of all members present cannot be guaranteed, a non member may be elected by simple majority of those present and voting to chair for the duration of the debate.

8. ANNUAL GENERAL MEETING

8.1 The Annual General Meeting is held within the six-month period of the co-op's financial year-end.

8.2 Prior to the Annual General Meeting, the agenda, written reports from each working group, the year's accounts and financial projections for the current year starting must be circulated in a mailout to all members.

8.3 Annual General Meeting Procedure. Standard agenda items are listed below, facilitated by the chair:

Minutes of previous AGM
Finance report
The accounts
Appointment of an auditor
Formal Reports from each Working Group
Attendance records at general meetings & working groups
List of members of each working group
List of new members since last AGM
List of resigned members since last AGM
The frequency of general meetings
Election of officers
Election of members of confidential working groups i.e. Complaints, Rents
Election of working group co-ordinators
Election of the Negotiating Team
Review of standing orders and financial standing orders.

9. EMERGENCY GENERAL MEETING

9.1 Convening an Emergency General Meeting.

i An emergency General Meeting shall be held at the request of the General Meeting, or at the request of not less than ten members.

ii Those requesting such a meeting shall inform the Secretary in writing, stating the purpose for which the meeting is required.

iii The meeting shall be held within five days of the receipt of the request, and written details of its date, time, place and purpose circulated to the full membership.

9.2 No formal business will be discussed apart from the matter for which the meeting was convened.

10. WORKING GROUPS

10.1 Role and Exceptions

i Working groups receive their mandate from the General Meeting, and conduct business on behalf of the co-op according to their field for ratification at General Meeting.

ii The Worker Management and the Complaints Working Groups are standing working groups. The worker management group comprises solely of its co-ordinator, the membership co-ordinator, the co-op secretary and one other, and meets with no observers. The complaints working group comprises of its co-ordinator, the membership co-ordinator, the co-operative's secretary and one other. The complaints working group may co-opt members of the co-op if it believes its functioning or composition does not meet the aspirations of the co-op. The co-ordinator must seek the approval of the general meeting. The co-opted members shall serve to the next AGM and must then be re-nominated.

iii Each working group shall have a manual including its tasks and those responsible for them, drawn up by itself, the co-ordinating meeting, or the general meeting and available on request and from the office.

iv The internal monitoring group shall review, in conjunction with the working group its activities and task completion. This regular review shall take place according to the internal monitoring group's own published procedures.

v If the working group co-ordinator, or the internal monitoring group believe that tasks are not being undertaken in the best interests of the co-op either party shall submit the activity in question to the co-ordinating meeting.

vi The co-ordinating meeting shall proceed in one of the following ways:

(a) instruct the working group and internal monitoring group to find a solution together

(b) refer the matter to the general meeting for further consultation and action

(c) refer the matter to the general meeting with a recommendation to pass the activity to another working group or individual with appropriate skills

(d) devise another way of completing the activity successfully.

vii If in the opinion of the working group, or following a review by the internal monitoring group the working group has become defunct then the co-ordinating meeting shall be informed, which shall make recommendation to the general meeting:

(a) if the task or tasks are beyond the capacity of the working group and if so, how to remedy this

(b) to recommend the dissolution of that particular working group and the re-allocation of its membership

(c) any other appropriate solution.

10.2 Frequency & Attendance at Meetings

i Meetings are held at least once monthly, notice of these given at the general meeting by each working group co-ordinator

ii Notes of the business conducted at each meeting are made, and the workload assigned to the members present

iii Attendance records are kept by each co-ordinator.

10.3 Policies and procedures drafted by a working group are circulated amongst the membership in the mailout. Ratification is then sought at a GM where the agenda includes discussion of the policy

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document. If endorsed by those members present, the document is embraced as a policy/procedure of the co-op.

10.4 Training is available for members who need to learn more about their working group or the skills required to perform co-op work. It is the principle of the co-op to be self-managed.

10.5 Working group co-ordinators

The co-op will elect co-ordinators to each working group that will:

i. be responsible for servicing the needs of that working group
ii. report, or appoint an agent to report to each General Meeting
iii. attend meetings of the co-ordinators' group.
iv. ensure records are kept to show active participation by all registered members of the working group.
v. represent prospective members who have been active in their working group to the General Meeting at which election to membership is proposed.
vi. be responsible for appointing a deputy who will assist in the co-ordinator's workload and represent the interests of the working group in the absence of the co-ordinator.
vii be responsible for ensuring the allocating and prioritising of tasks as laid out in the manual.

b) be responsible for ensuring identification of the training needs of members of their working group.
c) liase with the internal monitoring group on a regular basis and at other times that either party considers appropriate.
d) If in the opinion of the co-ordinator or internal monitoring group tasks are not being completed adequately by the working group, either party may bring it to the attention of the co-ordinating group with a view to finding a solution. (Add 10.5 (x))
e) If the co-ordinator is unwilling to take advice or direction from the co-ordinating group, then it may place the matter before the general meeting with a view to:
   A. Providing further advice and direction
   B. Removal of that particular responsibility and its reallocation
   C. Finding another appropriate solution
f) If the co-ordinator is unwilling or unable to follow the action outlined above, then the co-ordinating meeting may recommend to the general meeting that the co-ordinator resign.
g) If the co-ordinator refuses to resign, they shall have their responsibilities removed by the general meeting according to the appropriate voting procedure.

10.6 Resignation of co-ordinators

i A resigning co-ordinator can do so when their resignation is accepted at a general meeting. A temporary co-ordinator is appointed by the general meeting until an election is arranged according to S.O.13.
ii The resigning co-ordinator shall undertake a handover period, acquainting the recent appointee with the information and systems adopted by the working group.

Items 9, 9.1 and 9.2 of the Financial Standing Orders relate to financial procedure adopted by the working groups.

10.7 Co-op Documents

i All co-op documents are held in the registered office of the co-op and are available for inspection by members. Normally members undertaking work make copies of original documents. In exceptional circumstances, original documents may be removed from the office when recorded in the loan book. The expected date of return of the original document shall not exceed a fortnight
ii This facility is only available to members
iii Lost or damaged originals will be replaced at the borrower's expense

10.8 Moribund Working Groups

In the event of a working ceasing to function efficiently, its workload and membership is examined at the general meeting which will instruct the co-ordinators' group appropriately.

10.9 Confidentiality

i some information held by particular working groups will not be disclosed to the co-op as a whole by reason of confidentiality. Typically, this includes personal information relating to individual members. This information shall only be discussed by members at properly constituted meetings of that group, or in pursuance of its business. Persons not in the core working group with the possible exception of the person/s to whom the information relates shall be excluded from that section of the working group meeting.

ii Rents, Complaints and Worker management shall always operate within confidentiality guidelines and as such shall have a closed, core membership which shall be directly elected by the Annual General Meeting. The composition of Complaints and Worker Management are laid down in S.O. 10.1ii. The Rents Group will be responsible for informing the AGM of its current core closed membership and gaining approval of the membership for any changes to this. Members of all of these groups must be re-elected annually at the AGM. Additional or substitutional members may join Rents upon the request of that group to a general meeting, which must agree the change in membership. The procedure for co-option to

Complaints Group is outlined in S.O. 10.1ii.

iii Other working groups (such as Equal Opportunities, or Membership) will from time to time need to exercise confidentiality. The co-ordinator of the relevant group shall be responsible for ensuring that only the necessary personnel within the group are present during discussions of a confidential nature.

iv From time to time a General Meeting is required to make decisions based upon confidential information. This shall take place in the closed section of the GM. Members of the appropriate working group who will explain the issues involved shall introduce the item and the decisions required without any reference to the identity of the subject of the confidential information.

v At the discretion of the individual concerned confidentiality may be waived.

vi There shall be no disclosure, or discussion of confidential information outside the working group membership. Failure to adhere to this shall result in immediate suspension from the working group and the matter shall be referred to the closed session of the next GM for consideration. The GM may take sanctions against the member concerned, one of which is expulsion of the co-op.

vii The co-op's employee/s may at any time be asked to hold, or act upon confidential information. As such, they are expected to adhere to the co-op's confidentiality policies.

11. CO-ORDINATORS' GROUP

11.1 i The co-ordinators' group exists to act on tasks delegated to it by the co-op and can only act as a decision making body in accordance with S.O.6.4'

ii The co-ordinators' group facilitates work that involves more than one working group.

11.2 The co-ordinators' meeting occurs monthly; notice is given at the general meeting.

11.3 The co-ordinators' meetings are open to any member. It is the obligation of the co-ordinators of the working groups and officers to attend. In the known absence of a co-ordinator, that working group shall appoint another representative.

12 INTERNAL MONITORING GROUP

12.1 The IMG will have the right to review all documentation including rent accounts, attendance lists and minutes of all meetings, all internal monitoring forms, all financial and managerial documents, and all correspondence with external bodies.

12.2 The IMG must meet at least once a month, and at least one member must attend the General Meeting every other month and make a report.

12.2 At least one member of the IMG must attend each of the main working groups on a quarterly basis, and the smaller groups on an annual basis.

12.3 The IMG can liase with the complaints officer and / or anyone acting in the capacity of an ombudsman, but it must not take on any final arbitration role for itself. (See Role of IMG above).

12.4 If it is felt that there are areas of grave concern, then the IMG has the right to report to any of the Co-ops monitoring bodies (e.g. Housing Corporation), but it must in turn be prepared to be monitored in its own function by members of these bodies, and any other external monitoring body as voted for at a General Meeting.

12.5 In line with all other working groups, the IMG must monitor its own performance, and report upon it at each General Meeting as part of its report. In the event of a dispute, the General Meeting can mandate the Complaints Officer to review the workings of the IMG, or mandate a group of no more than three independent persons to undertake the review. None of the persons involved in the review should have any involvement in the dispute.

12.6 Where grave concern is expressed at the behaviour of the IMG, the group can be dissolved at a General Meeting, including an Extra General Meeting by no less than 2/3 of those present. A new IMG MUST be voted in at the same (Extra) General Meeting.

13. VOTING

13.1 Voting Procedure:

The chair must notify all those present at the General Meeting that a vote is about to take place.

ii The chair must ask all those present to declare their interests, and inform non-members to refrain from voting.

iii Prior to the vote being taken discussion may be re-opened on appeal, at the discretion of the chair.

iv The chair will summarise the discussion so far, and implement the appropriate voting procedure.

v Those voting shall do so by the raising of their hand in response to the chair calling for those for, those against and those abstaining from the motion.

13.2 Unless stated otherwise, all votes shall go to a simple majority.

13.3 A tied vote maintains the status quo. Discussion may be re-opened on appeal to the chair, or revisited following further information being obtained.

13.4 Items of a procedural nature will go to a simple majority vote.

13.5 Each member of the co-op has one vote. If 2 or more members share a household each member shall have one vote.

13.6 The co-op does not recognise voting by proxy.

13.7 Secret ballots may be used for elections

14. ELECTORAL PROCEDURE

14.1Time Of Elections

i Sessional elections of officers and co-ordinators shall take place at the Annual General Meeting.

ii Should a vacancy occur mid-term, the General Meeting that contains notice of election in its agenda shall undertake the procedure.

14.2 Notice of pending election/s shall be circulated as an agenda item for the subsequent General Meeting in the mailout.

14.3 Candidate's Responsibilities

i If a member standing for election is unable to attend the AGM/GM in question and sends apologies the election may proceed with the consent of the membership

ii All candidates have the right to make an election address to the AGM/GM in question for equal lengths of time to be decided by the chair, or returning officer. Candidates may waive this right.

iii The chair, on behalf of the meeting, may direct the candidate/s to absent themselves for the duration of the vote concerning their election. All candidates for the same election must leave.

iv If candidates are asked to leave the room it is it is taken as read that they have voted for themselves and their vote shall be counted accordingly.

14.4 Election procedure.

i The meeting will appoint a returning officer from amongst those present who will conduct the elections and appoint 2 people to count the vote with the returning officer.

ii The returning officer will ensure that only members vote.

iii The returning officer and counters may vote if they are members of the co-op.

iv Voting is normally conducted by a show of hands unless a majority of those present and voting wish to conduct the election by secret ballot.

v All those elected by the co-op are elected by an absolute majority vote.

vi Members seeking election should, in the normal course events, make their intention known to the co-op by circulating their intention with the agenda mailout.

14.5 Multiple Nominations for Single Seats.

If more than two candidates offer themselves for election for one post, the two candidates scoring the highest ballot will go forward to an immediate second round of voting. The two candidates may readdress the meeting for an equal length of time determined by the meeting. This voting principle applies to all elections.

15. CONDUCT.

15.1 Co-op members may bring members' activities to the attention of the appropriate co-ordinator, or the co-ordinating group. The co-ordinating group may choose a number of options:

A. Intervene

B. refer the matter to the complaints group

C. Ask the membership group to inform the member in writing of the co-op's concern regarding their activities. If no change in the member's activities occurs within 28 days the membership group shall bring the matter to the attention of the co-ordinating group who may choose to table it for discussion at the closed part of the general meeting. The member/s shall be informed in writing of this decision.

15.2 The general meeting may choose to pursue any or all of the following:

a. send letter outlining desired modification of activities

b. remove from working group

c. send letter demanding attendance at the next general meeting to discuss future membership and possible expulsion from co-op. (See Primary Rules 10a)

d. The meeting may proceed in the absence of the member/s if they fail to attend after due notice is given (Add 15.1 (iv))

15.3 No Confidence

(i) The co-op shall follow the procedure outlined in Primary Rules 10.

(ii) If a vote of no confidence is passed the member/s shall resign from the appropriate working group and cease activities discussed in the resolution.

g) Expulsion from Membership

The co-op shall follow the procedure outlined in Primary Rules 10a and 10b. Expulsion from membership shall be served alongside a Notice to Quit.

15.4 Officers shall be removed from their responsibilities by a majority of those present and voting at a General Meeting, this is ratified by a majority of those present and voting at the following General Meeting.

15.5 Co-ordinators may be removed by a majority of those present and voting at a General Meeting.

15.6 Resolutions of no confidence must be items placed on the agenda and circulated to all members prior to the General Meeting.

15.7 Resolutions of no confidence may not be raised as an item of Any other Business at the General Meeting.

15.8 The co-op may appoint a member to act as a temporary agent. They shall resign at the following General Meeting where an election takes place to fill the vacant post.

16. THE CONSTITUTION

16.1 The constitution of the co-op consists of

i The Tenancy Agreement
ii The Tenant's Guarantee
iii The Fully Mutual Rules
iv The Co-op Standing Orders (Secondary Rules)
v The Financial Standing Orders
vi The Co-op's policies affecting membership/tenancy

16.2 Every member receives a copy of iii,iv,v and vi. A copy of i and ii are received by every member of the co-op taking up a tenancy. Copies of the constitutional rules and all other documentation are kept at the co-op office for the inspection of members.

16.3 Constitutional Decisions are those that affect the enforcement or principle of the rules listed in S.O.16.1

16.4 Review of Standing Orders.

i A review of the co-op standing orders shall be presented to the Annual General Meeting. The absence of such a review shall not cause any part of the constitution to lapse.

ii Should such a review involve the amendment to the existing standing orders, the meeting shall refer to S.O.16.5 for the procedure.

16.5 Any constitutional amendment must attain a majority of those present and voting to carry the motion, and must thereafter attain a two thirds majority of those present and voting at the subsequent General Meeting to amend the constitution. The General Meeting should consider whether the action in amending the constitution violates any other part of the co-op's constitution.

16.6 Suspension of standing orders (SO's)

i An S.O may be suspended by a 2/3 majority of those present and voting.

16.7 Contravening the constitutional rules listed in S.O.16.1 is considered to be a breach of membership.

16.8 If, in the opinion of any member there has been a breach of the rules they may inform the secretary of the co-op in writing stating the breach. The secretary shall investigate the matter and bring it to the attention of the following general meeting with a recommendation to:

(i) Allow the previous decision to stand
(ii) Set aside the previous discussion and decision and re-open the topic
(iii) Take another course of appropriate action

17. PROCEDURAL DECISIONS.

17.1 Definition:

i these are defined as the day to day decisions pertaining to the development, administration, management and finances of the co-op.

ii All procedural decisions uphold the constitution.

17.2 A procedural decision will be decided by a majority of those present and voting.

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