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INTRODUCTION

Name

1. We are Thistle Housing Association Limited (hereinafter referred to as ‘The Association’).

Objects

2. Our Objects are:
 - 2.1 To provide, build, improve and manage housing and hostels.
 - 2.2 To carry out any activity allowed under Section 4 of the Housing Associations Act 1985.
3. Our permitted activities and powers will include anything that is necessary and expedient to help us achieve these objects.
4. As a landlord and managing agent we will:
 - 4.1 have regards for the requirements of public accountability
 - 4.2 use any money we receive carefully and properly; and
 - 4.3 consider the welfare of the people who live in the properties we are responsible for.
5. We do not trade for profit.
6. Our registered office is at:

203 Old Rutherglen Road
Hutchesontown
Glasgow
G5 0RE

If this address changes, we will inform the Registrar and Communities Scotland in writing within 14 days.

MEMBERSHIP

7. The members of the Association shall be those people who hold a share in the Association and whose names are entered in the Register of Members referred to in Rule 67.
 - 7.1 Membership will be opened to anyone living in Toryglen and to individuals living outside the area who have a particular interest or expertise in social rented housing.

Applying for Membership

- 8.1 To apply for membership, you must send an application form and one pound to the Secretary at our registered office. Our Governing Body will consider your application at its next meeting or as soon as possible after that. We will return your money if we do not approve your application.

An application for membership will not be considered by the Governing Body within the 14 day period occurring before the date of a general meeting.

- 8.2 If we approve your application, you will immediately become a member of the Association and your name will be included in our Register of Members referred to in Rule 67 within seven working days. You will then be issued one share in the Association.

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- 8.3 If you are a representative of an organisation, which is a member of the Association, you cannot be a member of the Association as an individual yourself. If you are already a member as an individual when you start to represent an organisation, which is a member, we will suspend your membership as an individual, until such times as you are no longer a representative of an organisation, which is a member.
9. You must be at least 18 years old to apply for membership unless you are already our tenant. If you are our tenant, you can apply for membership from the age of 16.
10. No member can hold more than one share in the Association.
11. If you change your address, you must let us know by writing to our Secretary at our registered office within three months. This rule does not apply if you are our tenant and have moved home by transferring your tenancy or to another property owned and managed by the Association.

ENDING YOUR MEMBERSHIP

- 12.1 You can end your membership of the Association by giving the Secretary at our registered office one month notice in writing.
- 12.2 If the Governing Body is satisfied that:
- You have failed to tell us of a change of address as set out in Rule 11 or
 - You have failed to attend and submit apologies for five annual general meetings
 - We will end your membership and cancel your share.

The value of the share will then belong to us with effect from the date of a Governing Body resolution to that effect. The ending of your membership will be recorded in the register of members referred to in Rule 67.

- 13.1 We may end your membership if we receive a complaint about your behaviour and two-thirds of the members voting at a special general meeting agree to this. The following conditions apply to this procedure:
- 13.1.1 The members can vote in person or through a representative by proxy.
- 13.1.2 The complaint must be in writing and must relate to behaviour which could harm our interests.
- 13.1.3 The Secretary must notify the member of the complaint in writing not less than one calendar month before the meeting referred to at 13.1 takes place.
- 13.1.4 You will be called to answer the complaint at the meeting. The members present will consider the evidence supporting the complaint and any evidence you decide to introduce; and
- 13.1.5 If you receive proper notice but do not go to the meeting referred to at 13.1 above without providing a good reason, the meeting may go ahead without you.
- 13.2 If we end your membership in this way, any further application for membership by you will need to be approved by two-thirds of the members voting at a general meeting.

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REPRESENTING AN ORGANISATION

- 14.1 An organisation, which is a member, is free to appoint any person it considers suitable as its representative to the Association. That person will represent all the organisation's rights and powers at our general meetings, but must act with regard to the best interests of the Association.
- 14.2 To confirm the identity of a representative, the organisation must send us a copy of the authorisation or appointment of an individual as a representative. This should be signed by the Director, Secretary or an Authorised Signatory of the organisation which signature must be witnessed, or in the case of a local authority, by the Chief Executive, or properly authorised officer of the Local Authority.
- 14.3 An organisation can change the identity of the person entitled to represent that organisation at any time by confirming the identity of the new representative in terms of 14.2 and withdrawing the authority of the original representative.

SHARE CAPITAL

Shares

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

Transferring Shares

- 17.1 You cannot sell your share but you can transfer it if the Governing Body agrees.
- 17.2 If you die or end your membership or have your membership withdrawn, or you are a representative of an organisation, which no longer exists, we will cancel your share, except in those circumstances outlined in Rule 18.1. The value of the share will then belong to us.
- 18.1 You, as a member, can nominate whom the Association must transfer your share of the Association to when you die, as long as the person that you nominate is eligible for membership under these rules. On being notified of your death, the Governing Body shall transfer or pay the full value of your share to the person you have identified. Your nomination must be in terms required by the Industrial and Provident Societies Act 1965.
- 18.2 If you die or become bankrupt and your personal representative or trustee in bankruptcy claims your share in the Association, the Governing Body will transfer or pay the value of your share (to the extent that your personal representative or Trustee in Bankruptcy has right) in terms of your representative or trustee's instructions.

OUR BORROWING POWERS

- 19.1 We can borrow money for the Association as long as our total borrowing at any time is not more than £100,000,000.
- 19.2 In respect of any proposed borrowing for the purposes of Rule 19.1, the amount remaining undercharged of any index-linked loan previously borrowed by the Association or any deep discounted security shall be deemed to be the amount needed to repay such borrowing in full if the pre-existing borrowing became repayable in full at the time of the proposed borrowing.

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- 19.3 For the purposes of Rule 19.1 in respect of any proposed borrowing intended to be index-linked or on any deep discounted security the amount of borrowings shall be deemed to be the proceeds of such proposed borrowings that would be receivable by the Association at the time of the proposed borrowing.
- 19.4 We will not pay more than the market rate of interest as determined by the Governing Body having regard to the terms of the loan on any money we borrow.
- 19.5 We will not accept money on deposit.
- 19.6 Our Governing Body can determine and change conditions under which we borrow or lend money, within the conditions laid out above.
- 20.1 The association shall not lend money to members.

GENERAL MEETINGS

Annual General Meeting

- 21.1 We will hold a general meeting known as the annual general meeting within six months of the end of each financial year of the Association. The functions of the annual general meeting are to:
 - 21.1.1 present the Chairperson’s report on our activities for the previous year:
 - 21.1.2 present the accounts, balance sheet and auditor’s report:
 - 21.1.3 elect Governing Body members as set out in Rule 41:
 - 21.1.4 appoint the auditor for the following year as set out in Rules 74 and 76; and
 - 21.1.5 consider any other general business included in the notice calling the meeting.

Special General Meeting

- 22.1 All general meetings other than annual general meetings are known as special general meetings. The Secretary will call a special general meeting if:
 - 22.1.1 The Governing Body requests one; or
 - 22.1.2 At least four members request one in writing. If there are more than 40 members, at least one tenth of all the members must ask for the meeting.
- 22.2 Whoever asks for the meeting must give the Secretary details of the business to be discussed at the meeting.
- 22.3 If a special general meeting is requested, the Secretary must within 10 days of having received the request give all members notice calling the meeting. The meeting must take place within 28 days of the Secretary receiving the member’s request. The Secretary should decide on a time, date and place for the meeting in consultation with the Governing Body or the Chairperson, but if such consultation is not practicable the Secretary can on his/her own decide the time, date and place for the meeting.
- 22.4 If the Secretary fails to call the meeting within ten days, the Governing Body or the members who requested the meeting can arrange the meeting themselves.
- 22.5 A special general meeting must not discuss any business other than the business mentioned in the notice calling the meeting.

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Notice for Meetings

- 23.1 The Secretary will call all general meetings by writing to every member at least 14 days before the date of the meeting. This letter will give details of:
- 23.1.1 the time, date and place of the meeting;
 - 23.1.2 whether the meeting is an annual or special general meeting;
 - 23.1.3 the business for which the meeting is being called.
- 23.2 The Governing Body may ask the Secretary to include with the letter or send separately to members any relevant papers or accounts. If a member does not receive notice of a meeting or papers relating to the meeting, this will not stop the meeting going ahead as planned. Each communication sent to a member by post, addressed to his or her registered address, shall be deemed to have arrived forty-eight hours after being posted.
24. The proceedings of a meeting shall not be invalidated by the inadvertent failure of the Association to send a notice calling the meeting to any other member.

PROCEDURE AT GENERAL MEETINGS

- 25.1 For a meeting to take place, there must be at least seven members present. If there are more than 70 members, at least one tenth must be present.
- 25.2 If not enough members are present within half an hour of the time the meeting was scheduled to start; the meeting must be re-scheduled for the same day the following week at the same time and place. If, at that meeting there are not enough members present within half an hour of the scheduled starting time, the meeting can still go ahead.
26. If a majority of members present agree, the Chairperson of a meeting can adjourn the meeting. No business can be discussed at the adjourned meeting other than the business not reached or left unfinished at the original meeting. There is no need to give notice to members of the adjourned meeting.
- 27.1 The Chairperson of the Governing Body will be Chairperson at all our meetings. If there is no Chairperson or he/she is not present or willing to act, the members present must elect a member of the Governing Body to be Chairperson of the meeting. If no Governing Body Members are present, the members present must elect a member to be Chairperson of the Meeting.
- 27.2 If the Chairperson arrives later, after the meeting has commenced, he/she will take over as Chairperson of the meeting as soon as the current agenda item is concluded.

Proxies/Representatives

- 28.1 To appoint a representative to vote on your behalf by proxy, you must let us have a properly completed document in the form shown in appendix 1. Your representative does not need to be a member. The document must reach us at least seven days before the meeting at which you want to be represented.
- 28.2 If there is any doubt about whether your representative has authority to vote, the Chairperson will decide and his/her decision will be final.
- 28.3 The Association may limit the number of proxy votes that can be cast by a representative. The maximum number of proxy votes that may be cast by one person would be 10.

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- 28.4 To reverse your appointment of a representative, you must let us have a properly completed document in the form shown in appendix 2. The document must be presented to us before the meeting at which you no longer want to be represented convenes. If you declare yourself present before the meeting convenes, the appointment of a representative to vote on your behalf will automatically fall.
- 28.5 The Chairperson will report to the meeting the details of any documents received which are not valid or void. If you represent an organisation, the document must be authorised by the organisation.

Voting

29. If a decision of a meeting is put to the vote, the outcome will be based on what the majority of members vote for. Voting will be by a show of hands except where a poll is requested or required. Votes cannot be taken on resolutions which conflict with these rules or current Acts of Parliament.
30. Where a vote is by a show of hands every member present in person has one vote. Where a vote is by a poll every member present in person or who has appointed a representative has one vote. Where an appointed proxy is present, he must advise the Chairperson and the Chairperson shall direct that the vote is by poll.
31. If there is an equal number of votes for and against a decision the Chairperson will have a second and deciding vote. The Chairperson's announcement of the decision of a vote will be final and conclusive. The decision is then recorded in the minutes of the meeting. There is no need to record the number of votes for or against the decision.
- 32.1 A poll can be required before or immediately after a vote by a show of hands, if at least one tenth of the members present at the meeting (in person or through a representative) request this.
- 32.2 A poll must take place as soon as the Chairperson has agreed to it, in line with the Chairperson's instruction. The result of the poll will stand as the decision of the meeting.

PROCEEDINGS AT GENERAL MEETINGS

33. All speakers must direct their words to the Chairperson. All members must remain quiet and orderly while this is happening. You will not be allowed to speak more than once on any individual matter unless it is to explain something or ask for an explanation until every other member has had the chance to speak. You will then have the opportunity to speak a second time on a matter but only if the Chairperson agrees. Where the Chairperson raised the matter for discussion initially, she/he shall be permitted to make a final reply on the matter.
34. To amend the proposal being discussed, you must speak to the Chairperson in front of the members. Amendments must be dealt with one by one; one must be discussed and either accepted or rejected before another is suggested.
35. The Chairperson will decide how long each speaker is allowed to speak, allowing equal time to each speaker.
36. If any point arises which is not covered in these rules, the Chairperson will give his/her opinion. If more than one person challenges the Chairperson's opinion, the Chairperson will step down and those present will decide the point raised on a majority vote. If the vote is tied, the Chairperson's original opinion is carried.

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- 37. Meetings must not last longer than two hours unless at least two-thirds of the members present agree after the end of that time to continue the meeting.

THE GOVERNING BODY OF MANAGEMENT

Composition of the Governing Body

- 38.1 The Association shall have a Governing Body of Management, which shall have a minimum of 7 and a maximum (including co-optees) of 15 members. The Association can decide at a general meeting to increase the maximum number of Governing Body Members.
- 38.2 The first members of the Governing Body are the members who have signed the application to register the Association. The first members and all subsequent members who are eligible shall be Governing Body Members until there are more than seven members. Once there are more than seven members of the Association, at the end of the next annual general meeting, all of the Governing Body Members shall retire.
- 38.3 You must be a member of the Association and aged 18 or over to become a Governing Body Member, unless you are a co-optee or a Communities Scotland Appointee. An individual filling a casual vacancy must also be aged 18 or over and a member of the association.
- 38.4 An employee of the Association may not be a Governing Body Member.

Co-optees

- 39.1 The Governing Body can co-opt to the Governing Body anyone who is suitable to become a Governing Body Member. Co-optees do not need to be members of the Association, but they can only serve as co-optees on the Governing Body until the next annual general meeting or until removed by the Governing Body.
- 39.2 Co-optees can take part in the Governing Body’s discussions and vote at Governing Body meetings on all matters except those, which directly affect the membership of the Association or the election of the Association’s Office Bearers. Co-optees may not stand for election, nor be elected as one of the Office Bearers of the Governing Body.
- 39.3 Governing Body Members co-opted in this way must not make up more than one third of the total number of the Governing Body Members at any one time. The presence of co-optees at meetings of the Governing Body will not be counted when establishing whether the minimum number of Governing Body Members is present to allow the meeting to take place as required by Rule 47.

ELECTING GOVERNING BODY MEMBERS

- 40.1 At the end of our first annual general meeting after the total membership of the Association has risen to seven or more, all members of the Governing Body must retire. From then on at the end of every annual general meeting, at least one third of the Governing Body Members, or the nearest whole number thereto, must retire. Anybody appointed as a co-optee under rule 39.1 or to fill a casual vacancy under Rule 42 and who retires for that reason, shall not count towards the one-third provision. The retiring Governing Body members should be selected in accordance with Rule 40.2.
- 40.2 The retiring Governing Body Members should be those who have served the longest on the Governing Body since the date of their last election. If two or more Governing Body members have served equally long and cannot agree who should retire, they must draw lots.

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- 40.3 Governing Body Members must also retire if they have been co-opted onto the Governing Body under Rule 39.1 or have filled casual vacancies under Rule 42.
- 40.4 If you retire from the Governing Body in terms of this rule before or on the date of the next annual general meeting, you can stand for election without being nominated.
41. If, at the annual general meeting the number of members standing for election is equal to the number of Governing Body Members to be elected, the Chairperson will declare them elected without a vote. If there are more members standing for election than there are vacant places, those present at the general meeting will elect members onto the Governing Body, the method of election to be decided by the Chairperson. Each member present or who has appointed a representative will have one vote for each place to be filled on the Governing Body. You must not give more than one vote to any one candidate.
- Nominations for the Governing Body must be in writing and must give the full name, address and occupation of the member being nominated. Nominations must be signed by and include a signed statement from the member being nominated to show that they are willing to be elected. Nominations must be delivered to the Secretary or left at our registered office at least seven days before the meeting.
42. If an elected Governing Body Member leaves the Governing Body between the annual general meetings, the Governing Body can appoint a member to take their place on the Governing Body until the next annual general meeting.

Leaving the Governing Body

- 43.1 A Governing Body Member must leave the Governing Body if the majority of members voting at a general meeting decide this. The members will then elect someone to take his/her place. If a replacement is not elected at the meeting, the Governing Body may appoint a Governing Body member.
- 43.2 A Governing Body member must leave the Governing Body if two thirds of the remaining Governing Body Member's vote in favour of this at a special meeting of the Governing Body convened for the purpose.

The vote to ask a Governing Body member to leave the Governing Body must relate to one of the following issues:

- 43.2.1 Failure to perform to the published standards laid down by the SFHA and the regulatory body (Communities Scotland) adopted and operated by the Association.
- 43.2.2 Failure to comply with the Association's Code of Conduct for Governing Body Members
- 43.2.3 A serious breach of the Association's rules or standing orders.
- 43.2.4 A serious breach of Section 15 of the Housing Association Act 1985.

Eligibility for the Governing Body

- 44.1 You cannot become or remain or be re-elected as a Governing Body Member if one of the following happens to you;
- 44.1.1 You are declared bankrupt under the Bankruptcy (Scotland) Act 1985.
- 44.1.2 You are involved in an arrangement with our creditors.
- 44.1.3 In the opinion of a qualified medical doctor, you are unable to go to Governing Body Meetings for 12 months because of incapacity due to a physical or mental illness.

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- 44.1.4 You are sent to prison for a month or more or have been convicted of a crime of dishonesty for which the rehabilitation period in terms of the Rehabilitation of Offenders Act 1974 has not expired or which rehabilitation is excluded in terms of the said Act.
- 44.1.5 You are involved in any legal proceedings in any Court of Law by or against us.
- 44.1.6 You are or will be away for a period of 12 months and are thus unable to attend the Governing Body Meetings.
- 44.1.7 You have been removed by Communities Scotland from the Governing Body of another Housing Association.
- 44.1.8 You have been removed from a charity under Section 7 of the Law Reform Miscellaneous Provisions)(Scotland) Act 1990 (in connection with the power of a court to remove or suspend any person who is concerned in the management or control of a charity); or
- 44.1.9 A disqualification Order has been made against you under the Company Director's Disqualification Act 1986 (which relates to the power of a court to prevent someone from being a director, liquidator or administrator of a company or a receiver or manager of company property or being involved in the promotion, formation or management of a company).
- 44.2 You will no longer be a member of the Governing Body if you:
- 44.2.1 Resign your position in writing; or
- 44.2.2 Leave the membership of the Association or have your membership withdrawn; or
- 44.2.3 Miss four Management Governing Body meetings in a row without special leave of absence previously granted by the Governing Body;
- 44.2.4 are excluded under Rule 44.1.

Members Interests

- 45.1 If you serve on the Governing Body or any sub-Governing Body you must not have any financial interest whether; -
- 45.1.1 Personally; or
- 45.1.2 as member of a firm; or
- 45.1.3 as a Director or other officer of a business trading for profit; or
- 45.1.4 in any other way whatsoever, in a contract or other transaction with the Association except if it is permitted under these Rules.
- We will not make any payment to you or provide any benefit for you unless it is permitted under these Rules or by Section 15/15A of the Housing Association Act 1985.
- 46.1 If while serving on the Governing Body you have any conflict of interest or an interest other than a financial interest in any contract or other agreement about to be discussed at a meeting, you must tell the Governing Body. You will usually be asked to leave the meeting while the matter is discussed and will not be allowed to vote on the matter, your vote will not be counted.
- 46.2 If you have a financial interest personally or as a member of a firm or as a Director or other officer of a business trading for profit or in any other way whatsoever in a contract or any transaction with the Association as described in Rule 45.1, or you receive any payment or benefit from us other than those listed above under Section 15/15A of the 1985 Act, your membership of the Governing Body will end. If you fail to disclose an interest described in Rule 46.1, you must leave the Governing Body if required to do so by the majority of the remaining Governing Body Members voting at a Governing Body meeting specially convened for the purpose.

GOVERNING BODY PROCEDURE

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47. It is up to the Governing Body to decide when and where to hold its ordinary meetings, but it must meet at least six times a year. There must be at least four Governing Body Members present for the meeting to take place, or such other greater number as may be agreed by the Governing Body.
48. The Governing Body will continue to act while it has vacancies for Members. However, if at any time the number of Governing Body Members falls below seven, the Governing Body can continue to act only for another two months. If at the end of that period the Governing Body has not found new members to bring the number of Governing Body Members up to seven, the only power it will have is to act to bring the number of Governing Body Members up to seven.
49. Governing Body Members must be sent notice of ordinary meetings at least seven days before the date of the meeting.
- 50.1 All business for the meeting's agenda must be with the Secretary in good time for it to be mailed with the papers accompanying notice of the meeting. Urgent matters not on the agenda may be discussed at meetings if most Governing Body Members agree to this. Urgent matters known before the meeting should be brought to the attention of the Secretary as soon as possible.
- 50.2 In all cases, the Chairperson will decide whether a matter is urgent.

Special Governing Body Meetings

- 51.1 The Chairperson or two Governing Body Members can request a special meeting of the Governing Body by writing to the Secretary with details of the business to be discussed. The Secretary will send a copy of the request to all Governing Body Members within three days of receiving it. The meeting will take place at a place mutually convenient for the majority of Governing Body Members – normally the usual place where Governing Body Meetings are held – between 10 and 14 days after the Secretary receives the letter.
- 51.2 No other business may be discussed at the meeting other than the business for which the meeting has been called.
- 51.3 If the Secretary does not call the special meeting as set out above, the Chairperson or the Governing Body Members who request the meeting can call the meeting. In this case, they must write to all Governing Body Members at least seven days before the date of the meeting.
52. If a Governing Body Member does not receive notice of the meeting, this will not prevent the meeting going ahead.

Proceedings at Governing Body Meetings

53. All speakers must direct their words to the Chairperson. All members must remain quiet and maintain order while this is happening. The Chairperson will decide who can speak and for how long.
54. If any point arises which is not covered in these Rules, the Chairperson will give his/her decision, which will be final.

Chairperson's Responsibilities

- 55.1 At its first meeting after registration of the Association, the Governing Body will elect the Chairperson of the Association. Thereafter a Chairperson will be appointed on an annual basis at the next scheduled Governing Body meeting held after each annual general meeting.

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- 55.2 The Chairperson must be elected from the ordinary members of the Governing Body and must be prepared to act as Chairperson until the end of the next annual general meeting (unless she/he resigns the post). The Chairperson can only be required to resign if two thirds of the Governing Body members present at a special meeting agree to this.
- 55.3 If the Chairperson is not present at a Governing Body meeting or is willing to act, the members of the Governing Body present will elect another Governing Body Member to be Chairperson for the Governing Body Meeting. If the Chairperson arrives at the meeting late, she/he will take over as Chairperson of the Governing Body meeting as soon as the current agenda item is concluded.
- 55.4 If the votes of Governing Body members are divided equally for and against an issue, the Chairperson will have a second and deciding vote.
- 55.5 The Chairperson can resign his/her office in writing to the Secretary and must if she/he leaves the Governing Body or is prevented from standing, for or being elected to the Governing Body under Rule 44. The Governing Body will then elect another Governing Body member as Chairperson.
- 55.6 The Chairperson can be re-elected but must not normally hold office continuously for more than five annual general meetings.

The Powers of the Governing Body of Management

56. The Governing Body is responsible for directing the Association and its business and may use all its powers to carry out its duties. The Governing Body is not permitted to exercise any powers, which are reserved to the Association in general meetings either by these Rules or by statute. Each Governing Body member must operate in accordance with the Association's objects and these rules.
57. The Governing Body acts in our name in everything it does. A third party acting in good faith and without prior notice does not need to check if the powers of the Governing Body have been restricted, unless they are already aware that such a restriction may exist.
- 58.1 Amongst its most important powers, the Governing Body can:-
- 58.1.1 buy, sell, build upon, lease or excamb any land and accept responsibility for any related contracts and expenses.
- 58.1.2 agree the terms of engagement and remuneration of anyone employed in connection with our business.
- 58.1.3 grant heritable securities over our land and floating charges over all or any part of our property and assets both present and in future. This includes accepting responsibility for any related expenses.
- 58.1.4 decide, monitor and vary the terms and conditions, under which our property is to be let, managed used or disposed of.
- 58.1.5 appoint and remove our solicitors, surveyors, consultants, managing agents and employees, as required in the Association's business.
- 58.1.6 refund any necessary expenses as are wholly necessary incurred by Governing Body and sub Governing Body Members in connection with their duties.
- 58.1.7 compromise, settle, conduct, enforce or resist either in a Court of Law or by arbitration any suit, debt, liability or claim by or against the Association.

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Sub Governing Bodys

- 59.1 The Governing Body can delegate its powers to sub-Governing Bodys made up of Governing Body Members or staff or office bearers of the Association. The sub Governing Bodys and staff or office bearers must follow the written instruction given to them by the Governing Body.
- 59.2 The meetings and procedures of sub Governing Bodys will be the same as those of the Governing Body as set out in these rules. Sub Governing Bodys must also follow any other additional regulations the Governing Body may impose.
- 59.3 Any decision made by a sub Governing Body must be reported to the next Governing Body meeting.
- 59.4 Co-optees must not make up more than one third of a sub Governing Body. Co-optees do not count towards the number of Governing Body Members needed for a meeting to take place. They can vote on all matters except those, which directly affect the membership of the Association or the election of our office bearers.

Governing Body Decisions

60. All acts done in good faith as a result of a Governing Body or sub Governing Body meeting will be valid. This is so even if it is discovered afterwards that a Governing Body member was not entitled to be on the Governing Body.
61. A written resolution signed by all Governing Body members or all Governing Body members of a sub Governing Body will be as valid as if it had been passed at a Governing Body or sub Governing Body meeting duly called and constituted.

The Secretary and Other Office Bearers

- 62.1 The Association must have a secretary and any other office bearers the Governing Body considers necessary. Office bearers must be elected Governing Body members and cannot be co-optees. The Governing Body will appoint these office bearers. If the secretary cannot carry out his/her duties, the Governing Body, or in an emergency the chairperson, can ask another office bearer or employee to carry out the secretary's duties until the secretary returns.
- 62.2 The secretary and the other office bearers will be controlled, supervised and instructed by the Governing Body.
- 62.3 The secretary's duties include:
- 62.3.1 Calling and going to all meetings of the Association and all meetings of the Governing Body.
- 62.3.2 Keeping the minutes for all meetings of the Association and Governing Body.
- 62.3.3 Sending out letters, notices, and relevant documents to members before a meeting.
- 62.3.4 Preparing and sending all the necessary reports to the Registrar and Communities Scotland.
- 62.3.5 Ensuring compliance with these rules and unless the Governing Body decides otherwise:
- 62.3.6 Keeping the register of members and other registers required under these rules.
- 62.3.7 Supervision of the Association's seal.

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- 62.3.8 Keeping all the books of accounts and receiving all contributions and payments owed to the Association, and
- 62.3.9 Paying over the contributions and payments received by the Association as instructed by the Governing Body.

The secretary must produce or give up all the Association's books, registers, documents and property whenever requested by a resolution of the Governing Body, or of a general meeting.

FINANCIAL GUARANTEES FOR OFFICERS

63. The Governing Body shall take out fidelity guarantee insurance to cover all office bearers and employees who receive or are responsible for the Association's money. Or, these office bearers and employees must be covered by a bond as set out in schedule 4 of the Industrial and Provident Societies Act 1965, or a guarantee under which they promise to account for and repay our money accurately.
64. Office bearers and employees will not be responsible for the Association's loss while they are carrying out their duties unless there has been gross negligence or dishonesty. If an office bearer or employee is dishonest, we may tell the police or another suitable authority, and will try to recover any loss we have suffered.

THE GOVERNING BODY'S MINUTES, SEAL, REGISTERS AND BOOKS

Minutes

65. Minutes of every general meeting, Governing Body meeting and sub Governing Body meeting must be kept. Those minutes must be represented at the next appropriate meeting and signed by the chairperson of the meeting at which they are presented. All minutes signed by the chairperson of the meeting shall be conclusive evidence that the facts recorded in the minutes are accurate.

Seal

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

Registers

- 67.1. The Association must keep at its registered office, a register containing:
- 67.1.1 the names and addresses of the members.
 - 67.1.2 a statement of the share held by each member and the amount each member paid for it.
 - 67.1.3 the date each person was entered in the register as a member and the date at which any person ceased to be a member of the Association.
 - 67.1.4 a statement of other property in the Association, whether in loans or loan stock held by each member, and
 - 67.1.5 the names and addresses of the office bearers of the Association, their positions, and the dates they took and left office.
- 67.2 A second copy of the register showing the same details as above but not the statements of shares and property. This second register must be used to confirm the information recorded in the main register.

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- 67.3 A register of loans and whom they are made to.
- 67.4 A register showing details of all loans and charges on the Association's land.
- 67.5 The inclusion or omission of the name of any person from the original Register of Members shall, in the absence of evidence to the contrary, be conclusive that the person is or is not a member of the Association.

Registered Name

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

Documentation

69. The Association's books of account, registers, securities and other documents must be kept at the registered office or any other place the Governing Body decides is secure.
70. At the last Governing Body meeting before the annual general meeting, the secretary must confirm in writing to the Governing Body that rules 65 to 69 have been followed or, if they have not been followed, the reasons for this. The secretary's confirmation or report must be recorded in the minutes of the Governing Body meeting.
71. The Association must keep proper books of accounts to cover its income, expenditure, spending, assets and liabilities in line with section 1 and 2 of the Friendly and Industrial and Provident Societies Act 1968. It must also set up and maintain a suitable system for controlling its books of accounts, its cash and its receipts and invoices.
72. The Governing Body must send the Association's accounts and balance sheet to the Association's auditor. The auditor must then report to the Association on the accounts they have examined. In doing this, the auditors must follow the conditions set out in section 9 of the Friendly and Industrial and Provident Societies Act 1968 and section 24(3) of the Housing Associations Act 1985.
73. The Association must provide Communities Scotland and the Registrar with a copy of its accounts and the auditor's report within six months of the end of the period to which they relate.

The Auditor

- 74.1 Each year the Association must appoint, at a general meeting of the Association, a qualified auditor to audit the Association's accounts and balance sheet. In this rule 'qualified auditor' means someone who is a qualified auditor under section 7 of the Friendly and Industrial and Provident Societies Act 1968.
- 74.2 None of the following can act as auditor to the Association.
- 74.2.1 A Governing Body Member or employee of the Association.
- 74.2.2 A person who is a partner, an employee or employer of a Governing Body Member or employee of the Association.
- 74.2.3 An organisation, which is a member of the Association.

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75. The Association must appoint an auditor within three months of being registered by the Registrar. The Governing Body will appoint the auditor unless there is a meeting of the Association within that time. The Governing Body may appoint an auditor to fill in a casual vacancy occurring between general meetings of the Association.
- 76.1 An auditor appointed to act for the Association one year will be re-appointed for the following year unless:-
- 76.1.1 A decision has been made at a general meeting to appoint someone else or specifically not to appoint them again, or
 - 76.1.2 They have given the Association notice in writing that they do not want to be re-appointed, or
 - 76.1.3 They are not a qualified auditor or are excluded under Rule 74, or
 - 76.1.4 They are no longer capable of acting as Auditor to the Association, or
 - 76.1.5 Notice to appoint another auditor has been given.
- 76.2 To prevent an auditor being re-appointed or to appoint another person as auditor, not less than 28 days notice must be given to the Association that the matter requires to be discussed at the next meeting of the Association.
- 76.3 The Association shall give notice to the auditor who is to be asked to step down that the matter will be discussed at the next meeting of the Association. If possible the Association will also give proper notice of this matter to you but if this is not possible, the Association can give you notice by advertising in the local newspaper at least 14 days before the meeting.
- 76.4 The retiring Auditor may make representations to the Association or give notice that he intends to make representations at the meeting and the Association must tell you of any representations made by the Auditor under Section 6(7) of the Friendly and Industrial and Provident Societies Act 1968.

ANNUAL RETURNS AND BALANCE SHEET

- 77.1 Every year, within the time allowed by the law, the Secretary shall send to the Registrar the annual return in the form required by the Registrar.
- 77.2 The Secretary must also send:
- 77.2.1 a copy of the auditor's report on the Association's accounts for the period covered by the return; and
 - 77.2.2 a copy of each balance sheet made during that period and of the auditor's report on that balance sheet.
78. The Association must provide a free copy of the latest annual return and auditor's reports to members or people with a financial interest in the Association.
79. The Association must always keep a copy of the latest balance sheet and auditor's report publicly displayed at its registered office.
80. The Association must comply with the requests of Communities Scotland for annual returns.

PROFITS

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- 81.1 The Association must not distribute its profits to members.
- 81.2 At an annual general meeting, members may decide to use profits in the following ways:
- 81.2.1 to set aside an amount recommended by the Governing Body to allow the Association to carry out the aims of the Association.
 - 81.2.2 to give an amount recommended by the Governing Body to charitable and voluntary groups which further the objects of the Association.
- Any remaining profits must be carried forward to the next financial year.

INVESTMENT

82. If the Governing Body agrees, the Association's funds may be invested in line with section 31 of the Industrial and Provident Societies Act 1965.

INSPECTING THE BOOKS

83. Any member or person having a financial interest in the Association can inspect their own account. They may also inspect the second copy of the register of members, which shall be made available to them for inspection within 7 days of the request of a member or eligible person. The books must be available for inspection at the place they are kept at all reasonable hours. The Governing Body may set conditions for inspecting the books.

DISPUTES

- 84.1 Every dispute between the Association or the Governing Body Members and:
- 84.1.1 a member; or
 - 84.1.2 a person aggrieved who has ceased to be a member within the previous six months; or
 - 84.1.3 a person claiming under the Rules of the Association shall be dealt with by the Sheriff in the Sheriffdom in which the Association's registered office is located.

STATUTORY APPLICATIONS TO THE REGISTRAR

85. Any 10 members of the Association who have been members for at least the 12 previous months can apply to the Registrar to appoint an accountant or actuary to inspect and report on the Association's books on payment to the Registrar of the costs required.
- 86.1 One tenth of members can apply to the Registrar to:
- 86.1.1 appoint an inspector to examine and report on the affairs of the Association; or
 - 86.1.2 call a special general meeting of the Association.
- 86.2 If there are more than 1000 members in the Association, only 100 members need apply to the Register.

COPIES OF RULES

87. The secretary must provide a copy of the Rules of the Association to every new member; and to anyone who asks and who pays the amount set by the Governing Body (not more than 10p).

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CLOSING DOWN THE ASSOCIATION

- 88.1 The Association can be dissolved in either of the following ways:
- 88.1.1 By an order or resolution to wind up the Association as set out in the Insolvency Act 1986.
- 88.1.2 If three quarters of our members sign an Instrument of Dissolution in the form set out in treasury regulations.
89. If any property remains after we have paid our debts, this property will belong to Communities Scotland or to any other registered housing association Communities Scotland decide.

CHANGING THE RULES

- 90.1 Any of these rules can be changed or deleted and new rules can be introduced, if;
- 90.1.1 three quarters of the votes at a special general meeting are in favour of the change(s);
- 90.1.2 Communities Scotland has approved the change(s).
- 90.2 We must apply to the Registrar to register every rule change as set out in treasury regulations. Each member must receive a copy of the change. No change is valid until it has been registered by the Registrar.
- 90.3 We can change the name of the Association if:
- 90.3.1 three quarters of the votes at a special general meeting are in favour of the change(s);
- 90.3.2 the registrar approves the change in writing.
- 90.4 We do not need permission from Communities Scotland by law if we want to change our name or registered office but we must:
- 90.4.1 obtain the approval of Communities Scotland to our name before we change it; and
- 90.4.2 let Communities Scotland know that we have changed the Rules within seven working days of our decision.

INTERPRETING THESE RULES

- 91.1 In these rules, the following words and phrases have the meanings given below:
- 91.1.1 'Chairperson' means the Chairperson of the Association referred by Rule 55.
- 91.1.2 'Governing Body' means the Governing Body of management appointed in line with Rule 38. 'Governing Body Meeting' means a meeting of the Governing Body.
- 91.1.3 'Meeting' means a general meeting of the Association, whether special, general or annual referred to in Rules 21-24.
- 91.1.4 'Member' means one of the people referred to in Rule 8.
- 91.1.5 'Office Bearer' means the chairperson, secretary, and treasurer and vice chairperson of the Association.
- 91.1.6 'Organisation' means a legal body which exists separately and distinctly from its members and includes companies, building societies, industrial and provident societies, local authorities and so on and also for the purposes of these rules includes unincorporated organisation such as social clubs, branches of political parties or trade unions and other voluntary bodies.
- 91.1.7 'Property' includes everything, which can be passed on by inheritance (including loans, certificates, books and papers).

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- 91.1.8 References to a statute or section of statute also cover amendments to that statute.
- 91.1.9 'Registrar' means the Chief Registrar of Friendly Societies or an Assistant Registrar as defined in Section 73 of the 1965 Industrial and Provident Societies Act.
- 91.1.10 'Secretary' means the Office Bearer appointed by the Governing Body to be the Secretary of the Association or anyone authorised by the Governing Body to stand in for Secretary.
- 91.1.11 'Communities Scotland' means the body known as Communities Scotland having their head office at Thistle House, 91 Haymarket Terrace, Edinburgh, set up under the Housing (Scotland) Act 1968 and their statutory successors.
- 91.1.12 'These Rules' means our registered rules.
- 91.1.13 'We' or 'The Association', or 'our' means the Housing Association referred to in Rule 1 whose rules these are, as the context permits.
- 91.1.14 Words in the singular also include the plural. Words in the plural also include the singular.
- 91.1.15 'You' means a member, prospective member or applicant for membership of the Association.
- 91.1.16 'A person claiming through a member' – includes an heir executor assignee or nominee. This heading would be used in connection with disputes about the transfer of a member's share after his death. It would also cover executors of a former member.

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APPENDIX 1

Proxy Form

You must use the wording shown below to appoint a representative to vote at a meeting for you. Please see rule 28 for more details.

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

My address is (please insert).

I hereby appoint (insert name) who lives at (insert address) to be my representative and vote for me at the Association's meeting on (insert date) and any other dates that meeting continue on.

Your name: _____

Your signature: _____

Date: _____

APPENDIX 2

Cancellation of Proxy

You must use the wording shown below to reverse your application to send a representative to vote at a meeting for you. Please see rule 28 for more details.

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

My address is (insert address).

I hereby revoke the appointment of (insert name) as my representative to vote for me at the Association meeting on (insert date) made by me on the (insert date).

I no longer authorise the person referred to above to represent me at the meeting referred to above.

Your name: _____

Your signature: _____

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