

**Co-operative and Community Benefit Societies Act 2014**

*Acknowledgement of registration of a rule amendment*

This document acknowledges the registration of the amendment of the attached rules under Co-operative and Community Benefit Societies Act 2014 for:

Society: Unity Property Services Limited

Registration number: 28946 R

Date: **25 September 2020**



**RULES of: Unity Property Services Limited**

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

**Register No. 28946R**

**All previous rules rescinded**

## Contents

### **Part A            Name and objects**

|       |                  |
|-------|------------------|
| A1    | Name             |
| A2    | Objects          |
| A3-A4 | Non-profit       |
| A5    | Corporate status |

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

|       |                                                   |
|-------|---------------------------------------------------|
| B1-B3 | Powers                                            |
| B4-B6 | Powers of the Board                               |
| B7    | Limited powers of Shareholders in general meeting |
| B8-B9 | General                                           |

### **Part C            Shareholders and general meetings**

|         |                                |
|---------|--------------------------------|
| C1      | Obligations of Shareholders    |
| C2-C3   | Nature of shares               |
| C4-C8   | Nature of Shareholders         |
| C9      | Admission of Shareholders      |
| C10     | Ending of shareholding         |
| C11-C12 | Annual general meeting         |
| C13-C14 | Special general meetings       |
| C15-C17 | Calling a general meeting      |
| C18-C22 | Proceedings at general meeting |
| C23     | Proxies                        |
| C24-C31 | Voting                         |
| C32-C33 | Representatives and nominees   |

### **Part D            The Board**

|         |                                                     |
|---------|-----------------------------------------------------|
| D1      | Functions                                           |
| D2-D8   | Composition of Board                                |
| D9      | Appointment to the Board and maximum term of office |
| D10-D11 | Quorum for the Board                                |
| D12-D20 | Board Members' interests                            |
| D21-D23 | Meetings of the Board                               |
| D24-D28 | Management and delegation                           |
| D29-D31 | Miscellaneous provisions                            |

### **Part E            Chair, vice Chair, chief executive, Secretary and other Officers**

|       |                              |
|-------|------------------------------|
| E1-E4 | The Chair                    |
| E5    | The Chair's responsibilities |
| E6    | The Secretary                |
| E7    | Other Officers               |

E8-E9            Miscellaneous

**Part F            Financial control and audit**

F1-F5            Auditor  
F6- F7           Auditor's duties  
F8-10            Accounting requirements  
F11              Annual returns and balance sheets  
F12-F14        Borrowing  
F15              Investments

**Part G            Miscellaneous and statutory**

G1-G2           Registered office and name  
G3               Disputes  
G4-G8           Minutes, seal, registers and books  
G9-G10        Statutory applications to the Registrar  
G11              Amendment of Rules  
G12-G13       Dissolution  
G14-G15       Interpretation of terms

**Part A            Name and objects****Name**

A1            The name of the society shall be Unity Property Services Limited (the Association).

**Objects**

A2            The Association is formed for the benefit of the community. Its charitable objects shall be to carry on for the benefit of the community the promotion for the public benefit of urban and rural regeneration in areas of social and economic deprivation by all or any of the following means:

A2.1    the relief of poverty and unemployment;

A2.2    the advancement of education, training or retraining particularly among unemployed people, and providing the unemployed with work experience;

A2.3    the provision of facilities, financial assistance, technical assistance or business advice or consultancy in order to provide training, employment and opportunities for self employment for unemployed people in cases of financial or other charitable need through help: (i) in setting up their own business or (ii) to existing business; and

A2.4    the creation of training and employment opportunities by the provision of workspace, buildings and/or land for use on favourable terms;

A2.5    the support of any charities or charitable purposes as the Board Members in their absolute discretion see fit, including the charitable activities of the Parent.

**Non-profit**

A3            The Association shall not trade for profit and any profits shall only be applied for the purpose of furthering the Association's objects and/or in accordance with these Rules.

A4            Nothing shall be paid or transferred by way of profit to Shareholders of the Association.

**Corporate status**

A5            The Association is a subsidiary of the Parent.

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

B1            The Association shall have power to do anything that a natural or corporate person can lawfully do which is necessary or expedient to achieve its objects, except as expressly prohibited in these Rules.

B2            Without limiting its general powers under rule B1, and only in so far as is necessary or expedient to achieve its objects, the Association shall have power to:

- B2.1 purchase, acquire or dispose, take or grant any interest in property including any mortgage, charge, floating charge or other security whatsoever;
  - B2.2 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 effect of borrowing;
  - B2.3 enter into and perform any Derivative Transaction on such terms as the Association thinks fit for the purpose of hedging or otherwise managing any treasury risk or other financial exposure of the Association;
  - B2.4 subject to rule F15, invest the funds of the Association;
  - B2.5 lend money on such terms as the Association shall think fit;
  - B2.6 guarantee, enter into any contract of indemnity or suretyship in relation to, or provide security for, the borrowing or performance of the obligations any other organisation, in each case on such terms as the Association shall think fit.
- B3 The Association shall not have power to receive money on deposit in any way which would require authorisation under the Financial Services and Markets Act 2000 or any other authority required by statute unless it has such authorisation.

#### **Powers of the Board**

- B4 The business of the Association shall be directed by the Board.
- B5 Apart from those powers which must be exercised in general meeting:
- B5.1 by statute; or
  - B5.2 under these Rules,
- all the powers of the Association may be exercised by the Board for and in the name of the Association.
- B6 The Board shall have power to delegate, in writing, subject to Rules D24-D28, the exercise of any of its powers. Such delegation may include any of the powers and discretions of the Board.

#### **Limited powers of Shareholders in general meeting**

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

#### **General**

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

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

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

**Nature of shares**

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

**Nature of Shareholders**

- C4 A Shareholder of the Association is a person or body whose name and address is entered in the register of Shareholders. The Shareholders shall be the Parent and the then current Board Members of the Association from time to time.
- C5 The following cannot be Shareholders:
- C5.1 a minor; and
- C5.2 anyone who is not a Board Member or the Parent.
- C6 A corporate body can be a Shareholder. It can appoint an individual to exercise its rights at general meetings. Any such appointment shall be in writing, and given to the Secretary.
- 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 Every Shareholder appointed pursuant to rule C4 shall be issued with one share in the Association and their name and necessary particulars shall be entered in the Register of Shareholders.

**Ending of shareholding**

- C10 Except for the Parent, a Shareholder shall immediately cease to be a Shareholder if having been a Board Member, they cease to be a Board Member.

**Annual general meeting**

- C11 The Association 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.
- C12 The functions of the annual general meeting shall be:
- C12.1 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 Association;
- C12.2 subject to rules F3 and F4, to appoint the auditor (if one is required by law); and
- C12.3 to transact any other general business of the Association set out in the notice convening the meeting including any business that requires a Special Resolution.

**Special general meetings**

- C13 All general meetings other than annual general meetings shall be special general meetings and shall be convened either:
- C13.1 upon an order of the Board; or
- C13.2 upon a written requisition signed by (i) the Parent, or (ii) three Shareholders stating the business for which the meeting is to be convened; or
- C13.3 if within twenty-eight days after delivery of a requisition to the Secretary a meeting is not convened, the Shareholders who have signed the requisition may convene a meeting.
- C14 A special general meeting shall not transact any business that is not set out in the notice convening the meeting.

**Calling a general meeting**

- C15 Subject to rule C22, all general meetings shall be convened by at least fourteen Clear Days' written notice posted or delivered by hand or sent by Electronic Communication to every Shareholder at the address or Electronic Communication address given in the 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.
- C16 Any accidental failure to get any notice to any Shareholder shall not invalidate the proceedings at that general meeting. A notice or communication delivered by hand or sent by post to a Shareholder at their address or Electronic Communication address shown in the register of Shareholders shall be deemed to have arrived as specified in rule G14.12.

- C17 Seventy-five per cent of Shareholders may agree, by consenting in writing, or by confirming through Electronic Communication, to a general meeting being held with less notice than required by rule C15.

### **Proceedings at general meetings**

- C18 Before any general meeting can start its business there must be a quorum present. A quorum is three Shareholders present in person or by proxy, which must include an authorised representative of the Parent.
- C19 A meeting held as a result of a Shareholder requisition will be dissolved if too few Shareholders are present half an hour after the meeting is scheduled to begin.
- C20 All other general meetings with too few Shareholders will be adjourned to the same day, at the same time and at the registered office in the following week. If less than the number of Shareholders set out in rule C18 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.
- C21 The Chair of any general meeting can:
- C21.1 take the business of the meeting in any order that the Chair may decide; and
- C21.2 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.
- C22 At all general meetings of the Association the Chair of the Board shall preside. If there is no such Chair or if the Chair is not present or is unwilling or unable to act, 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 Board Member if one is present and willing to act.

### **Proxies**

- C23 Any Shareholder entitled to attend and vote at a general meeting may appoint another person, whether or not a Shareholder, as their proxy to attend and vote on their behalf. A proxy can be appointed by delivering a written appointment, which may be by way of Electronic Communication, to the registered office, or such other place as may be selected by the Board and stated in the meeting notice, at least 48 hours before the date of the meeting at which the proxy is authorised to vote. It must be signed or confirmed by Electronic Communication and sent by the Shareholder or a duly authorised attorney. Any proxy form delivered late shall be invalid. Any question as to the validity of a proxy shall be determined by the chair of the meeting whose decision shall be final.

### **Voting**

- C24 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.

- C25 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 chair of the meeting shall have a second or casting vote.
- C26 Unless a ballot is demanded (either before or immediately after the vote), a declaration by the chair of the meeting that a resolution on a show of hands has been carried or lost, unanimously or by a particular majority, is conclusive. An entry made to that effect in the book containing the minutes of the proceedings of the Association shall be conclusive evidence of that fact.
- C27 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.
- C28 A ballot on a resolution may be demanded by the Parent, or any three Shareholders at a meeting (in person or by proxy) or directed by the chair of the meeting (and such demand or direction may be withdrawn). A ballot may be demanded or directed after a vote on the show of hands, and in that case the resolution shall be decided by the ballot.
- C29 A ballot shall be taken at such time and in such manner as the chair of the meeting shall direct. The result of such a ballot shall be deemed to be the resolution of the Association in general meeting.
- C30 Except where the requirements of the Act require a general meeting to be held, a resolution in writing signed or confirmed by letter or by Electronic Communication by or on behalf of the requisite majority of the Shareholders, for the time being, entitled to vote on the relevant resolution shall be as valid and effective as a resolution passed at a properly called and constituted meeting of Shareholders provided that a copy of the proposed resolution has been delivered in accordance with these Rules to all Shareholders and the requisite majority of Shareholders referred to in rule C31 has delivered their agreement in accordance with these Rules. Such resolution when signed or approved may comprise more than one document in the same form, each signed or approved, by one or more Shareholders.
- C31 For the purposes of rule C30 the requisite majorities are:
- in the case of an ordinary resolution, a simple majority of Shareholders who would have been entitled to vote had the resolution been proposed at a properly called and constituted general meeting;
  - in the case of a resolution requiring a two-thirds majority of Shareholders, at least two-thirds of the Shareholders who would have been entitled to vote had the resolution been proposed at a properly called and constituted general meeting; or
  - in the case of a resolution requiring a three-quarters majority of Shareholders, at least three-quarters of the Shareholders who would have been entitled to vote had the resolution been proposed at a properly called and constituted general meeting;
- Provided that in each case, the Parent has voted in favour of the resolution.

### **Representatives and nominees**

- C32 Under the provisions of these Rules (including rules A3, A4, C2 and C4) no Shareholder is entitled to property of the Association in that capacity, and in the

event of death a person shall cease to be a Shareholder, their share shall be cancelled and the amount paid up on that share shall become the property of the Association. The following make provisions for representatives and nominees taking into account the provisions of these Rules:

C32.1 The Act provides that a Shareholder may nominate a person or persons to whom property in the Association at the time of his/ her death shall be transferred. As any such share will have been cancelled, no person so nominated under the Act shall be entitled to any property of that Shareholder on their death.

C32.2 No property shall be capable of transfer to any personal representative of a deceased Shareholder.

C33 Upon a claim being made by a trustee in bankruptcy of a bankrupt Shareholder to the share held by that Shareholder, the Association shall transfer such share to which the trustee in bankruptcy is entitled and as the trustee in bankruptcy may direct them.

## **Part D The Board**

### **Functions**

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

### **Composition of the Board**

D2 The Board shall consist of between three and ten Board Members (including co-optees) as may be determined by the Board with the prior written consent of the Parent.

D3 Each person who is appointed as a Board Member (other than an employee or a co-optee) will be appointed as a Shareholder at the same time.

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 Association. The Board shall review and may amend the obligations of Board Members from time to time.

D4.2 Any Board Member or co-optee who has not signed a statement confirming that they will meet their obligations (including the expected standards of conduct) to the Board of the Association without good cause within one month of 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 or co-optee unless the Board resolves to disapply this rule in respect of any Board Member or co-optee.

D5 The Board may, with the prior written consent of the Parent, appoint co-optees to serve on the Board on such terms as the Board resolves and may remove such co-optees. Not more than five co-optees can be appointed to the Board or to any committee at any one time. A co-optee may act in all respects as a Board Member,

but they cannot take part in the deliberations nor vote on the election of Officers 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".

D7 No one can become or remain a Board Member, a committee member or co-optee at any time if:

D7.1 they are disqualified from acting as a director of a company, as a Board Member of another registered society or as a charity trustee for any reason; or

D7.2 they have been convicted of an indictable offence which is not, or cannot be, spent; or

D7.3 a composition is made with that person's creditors generally in satisfaction of that person's debts; or

D7.4 they have absented themselves from three consecutive meetings of the Board or committee (as the case may be) in one rolling twelve-month period without special leave of absence from the Board; or

D7.5 a registered medical practitioner who is treating that person gives a written opinion to the Association stating that that person has become physically or mentally incapable of acting as a Board Member, co-optee or committee member and may remain so for more than three months; or

D7.6 they are an employee of the Association or a Group Member and their contract of employment is terminated,

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

D8 A Board Member may be removed from the Board:

D8.1 by a Special Resolution at a general meeting; or

D8.2 by the Parent pursuant to Rule D9; or

D8.3 by a resolution passed by two-thirds of the Board Members, excluding the Board Member subject of the proposed removal and excluding co-optees and employees, provided the following conditions are satisfied:

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

### **Appointment to the Board and maximum term of office**

D9 Board Members will be appointed and may be removed and/or replaced by the Parent giving written notice to the Secretary. No Board Member shall hold office for longer than nine consecutive years and any Board Member who has served continuously for that period of time shall retire at the end thereof and be replaced by the Parent.

**Quorum for the Board**

- D10 Three Board Members shall form a quorum. The Board may determine a higher number or impose additional requirements.
- D11 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.

**Board Members' interests**

- D12 No Board Member, co-optee or member of a committee shall have any financial interest in any contract or other transaction with the Association or with any other Group Member, or be granted a benefit by the Association, unless such interest or benefit:
- D12.1 is expressly permitted by these Rules; or
- D12.2 would not be in breach of, and would not be inconsistent with any code of conduct and/or governance adopted by the Board.
- D13 Any Board Member, co-optee or member of a committee, having an interest in any arrangement between the Association and someone else shall disclose their interest before the matter is discussed by the Board or any committee. Such disclosure must comply with any code of conduct and/or governance adopted by the Board from time to time. Unless it is expressly permitted by these Rules they shall not remain present (unless requested to do so by the Board or committee) and they shall not have any vote on the matter in question.
- D14 If a question arises at a meeting of Board Members or of a committee of the Board as to the right of a Board Member, co optee or member of a committee to participate in the meeting (or part of the meeting) for voting or quorum purposes, the question may, before the conclusion of the meeting, be referred to the Chair or chair of the committee in the case of a member of a committee, whose ruling in relation to any Board Member, co optee or member of a committee (other than the Chair or chair of the committee) is to be final and conclusive.
- D15 If any question as to the right to participate in the meeting (or part of the meeting) should arise in respect of the Chair or chair of the committee, member of a committee, the question is to be decided by a decision of the Board Members or member of a committee at that meeting, for which purpose the Chair or chair of the committee is not to be counted as participating in the meeting (or that part of the meeting) for voting or quorum purposes.
- D16 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.
- D17 Every Board Member, co-optee and member of a committee shall ensure that the Secretary at all times has a list of:
- D17.1 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; or

D17.2 any other significant or material interest.

D18 If requested by a majority of the Board Members or members of a committee (as appropriate) 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.

D19 The Association may:

D19.1 pay properly authorised expenses to Board Members, co-optees and members of committees when actually incurred on the Association's business;

D19.2 pay insurance premiums in respect of insurance taken out to insure Officers and employees;

D19.3 pay remuneration, fees, allowances or recompense for loss of earnings to Board Members, co-optees and members of committees;

D19.4 subject to compliance with any code of conduct and/or governance adopted by the Board from time to time grant reasonable and proper benefits to Board Members, co-optees and members of committees; and

D19.5 grant benefits to Board Members, co-optees or members of committees who are beneficiaries which are approved by the Board and are granted on the same terms and in accordance with the same criteria as they would be granted to any other beneficiary of the Association.

D20 A Board Member, co-optee or member of a committee shall not have an interest for the purpose of rules D12 to D19 as a Board Member, director or Officer of any other Group Member.

### Meetings of the Board

D21 The Board shall meet at least three times every calendar year. At least seven days' written notice (delivered by hand, sent by post or Electronic Communication) of the date and place of every Board meeting shall be given by the Secretary to all Board Members and co-optees. The Board may meet on shorter notice where not less than seventy-five per cent of the Board Members so agree.

D22 Meetings of the Board may be called by the Secretary, the Parent, 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 Parent, the Chair or the two Board Members, whichever is the case, shall call such a meeting.

D23 Meetings of the Board or a committee can take place in any manner and through any medium which permits those attending to hear and comment on the

proceedings. Any person who attends in this manner will be deemed to be present at the meeting whether or not all are assembled in one place

### **Management and delegation**

- D24 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.
- D25 The Board may reserve to itself certain significant matters that cannot be delegated to committees or employees.
- D26 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.
- D27 All acts and proceedings of any committee shall be reported to the Board.
- D28 No committee can incur expenditure on behalf of the Association unless at least one Board Member or co-optee of the Board on the committee has voted in favour of the resolution and the Board has previously approved a budget for the relevant expenditure.

### **Miscellaneous provisions**

- D29 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.
- D30 A resolution sent to all Board Members or all Members of a committee and signed, or confirmed by Electronic Communication by three-quarters of the Board Members or three-quarters of the members of a committee shall be as valid and effective as if it had been passed at a properly called and constituted meeting of the Board or committee and may consist of documents in the same form and signed or confirmed by Electronic Communication by one or more persons.
- D31 Notice may be given to Board Members by hand, post or Electronic Communication at the last address for such communication given to the Secretary. The accidental failure to give notice to a Board Member or the failure of the Board Member to receive such notice shall not invalidate the proceedings of the Board.

## **Part E Chair, vice chair, chief executive, Secretary and other Officers**

### **The Chair**

- E1 The Association shall have a Chair, who shall chair Board meetings, and shall be elected by the Board on such terms as the Board determines. The Association 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 In a case of an equality of votes, the Chair shall have a second vote.

E4 The Chair of the Association may be removed by a simple majority of the Board Members voting at a Board or by written notice from the Parent to the Secretary.

### **The Chair's responsibilities**

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

### **The Secretary**

E6 The Association shall have a Secretary who shall be appointed by the Board and who may be an employee. The Board may also appoint a deputy Secretary (who may also be an employee) to act as Secretary in the Secretary's absence. The Secretary's duties will be clearly set out in writing and agreed by the Board.

### **Other Officers**

E7 The Board may designate as Officers such other executives, internal auditor and staff of the Association on such terms (including pay) as it from time to time decides.

### **Miscellaneous**

E8 Every Officer or employee shall be indemnified by the Association for any amount reasonably incurred in the discharge of their duty.

E9 Except for the consequences of their own dishonesty or negligence no Officer or employee shall be liable for any losses suffered by the Association or any Group Member.

## **Part F Financial control and audit**

### **Auditor**

F1 The Association, if required by law to do so, shall appoint an auditor to act in each financial year. They must be qualified as provided by Section 91 of the Act.

F2 The following cannot act as auditor:

F2.1 an Officer or employee of the Association;

F2.2 a person employed by or employer of, or the partner of, an Officer or employee of the Association.

F3 The Association's auditor may be appointed by the Board or by a resolution of Shareholders.

F4 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 Association 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 Association shall send a copy of the resolution to the retiring auditor and also give notice to Shareholders at the same time and in the same manner, if possible;
- F5.3 if not, the Association shall give notice by advertising in a local newspaper at least 14 days before the proposed meeting. The retiring auditor can make representations to the Association which must be notified to Shareholders under Section 95 of the Act.

**Auditor's duties**

- F6 The findings of the auditor shall be reported to the Association, in accordance with Section 87 of the Act.
- 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 Association 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 Association shall keep proper books of account detailing its transactions, its assets and its liabilities, in accordance with Sections 75 and 76 of the Act.
- F10 The Association shall establish and maintain satisfactory systems of control of its books of account, its cash and all its receipts and payments.

**Annual returns and balance sheets**

- F11 Every year, within the time period specified by legislation, the Secretary shall send the Association's annual return to the Registrar. The return shall be prepared in accordance with the period specified in the Act, or such other date allowed by the Registrar and shall be lodged within the period required by law. The annual return shall be accompanied by the auditor's report, if required, for the period of the return and the accounts and balance sheets to which it refers.

**Borrowing**

- F12 The total borrowings of the Association at any time shall not exceed £5 million (five million) pounds sterling or such a larger sum as the Association determines from time to time in general meeting. For the purpose of this rule F12, at any relevant time, any amount of the Association's borrowings in any currency other than pounds sterling (as may be permitted or not prohibited by the Regulator from time to time) shall be converted to sterling using the exchange rate or rates applicable under the related Derivative Transaction or transactions by which the Association has hedged its exposure to currency exchange rate movements in relation to the principal amount of such borrowings, or in the absence of such a rate or rates (in whole or in part) using the official spot exchange rate or rates recognised by the Bank of England for the conversion of that currency or currency unit into sterling at or about 11:00 on the relevant day.
- 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 member of 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 Association, the amount of such pre-existing borrowing shall be deemed to be the amount required to repay such pre-existing borrowing in full if such pre-existing borrowing became repayable in full at the time of the proposed borrowing; and
- 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 Association at the time of the proposed borrowing; and
- F14.3 no person dealing in good faith with the Association shall be concerned to know whether rule F12, F13 or this rule F14 have been complied with.

**Investment**

- F15 The funds of or monies borrowed by the Association may be invested by the Board in such manner as it determines.

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

- G1 The Association's registered office is: 113-117 Chapeltown Road, Leeds, LS7 3HY.
- G2 The Association's registered name must:
- G2.1 be placed prominently outside every office or place of business; and
- G2.2 be engraved on its seal; and

- G2.3 be stated on its business letters, notices, advertisements, official publications, cheques, invoices, website and any other formal corporate communication whether electronic or otherwise.

## **Disputes**

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

## **Minutes, seal, registers and books**

- G4 The 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.
- G5 The Association must keep at its registered office:
- G5.1 the register of Shareholders showing:
- the names and addresses of all the Shareholders; and
  - a statement of all the shares held by each Board or committee member and the amount paid for them; and
  - a statement of other property in the Association held by the Shareholder; and
  - the date that each Shareholder was entered in the Register of Shareholders;
- G5.2 a duplicate Register of Shareholders showing the names and addresses of Shareholders and the date they became Shareholder;
- G5.3 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;
- G5.4 a register of holders of any loan;
- G5.5 a register of mortgages and charges on land; and
- G5.6 a copy of the Rules of the Association.
- G6 The Association must display a copy of its latest balance sheet and auditor's report (if one is required by law) at its registered office.

- G7 The Association shall give to all Shareholders on request copies of its last annual return with the auditor's report (if one is required by law) on the accounts contained in the return, free of charge.
- G8 The Secretary shall give a copy of these Rules to any person on demand who pays such reasonable sum as permitted by law.

### **Statutory applications to the Registrar**

- G9 Ten Shareholders can apply to the Registrar to appoint an accountant to inspect the books of the Association, provided all ten have been Shareholders of the Association for a twelve-month period immediately before their application.
- G10 The Shareholders may apply to the Registrar in order to get the affairs of the Association 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**

G11

- G11.1 The Rules of the Association may be rescinded or amended with the prior consent of the Parent, but not so as to stop the Association being a charity.
- G11.2 The Rules may only be amended by a resolution put before the Shareholders by the Board.
- G11.3 Rules can only be amended or rescinded by way of a written resolution or by three-fourths of the votes cast at a general meeting.
- G11.4 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**

- G12 The Association may be dissolved by a three-fourths majority of Shareholders who sign an instrument of dissolution in the prescribed format or by winding-up under the Act.
- G13 Any property that remains, after the Association is wound-up or dissolved and all debts and liabilities dealt with, shall be given to the Parent. If the Parent declines the gift (in whole or in part) the Board shall resolve to give or transfer what remains to another charitable body with objects similar to that of the Association.

### **Interpretation of terms**

- G14 In these Rules, including this rule, unless the subject matter or context is inconsistent:
- G14.1 words importing the singular or plural shall include the plural and singular respectively;

- G14.2 words importing gender shall include the male and female genders;
- G14.3 **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;
- G14.4 the **Act** shall mean the Co-operative and Community Benefit Societies Act 2014;
- G14.5 the **Association** shall mean the Association of which these are the registered Rules;
- G14.6 **Board** shall mean the Board appointed in accordance with Part D and **Board Member** or 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;
- G14.7 **Chair** shall mean the person appointed as Chair in accordance with rule E1 and where applicable shall include the vice Chair;
- G14.8 **Clear Days**, in respect of notice for a meeting, shall mean a period calculated excluding both the day on which any notice or communication is deemed to be received under these rules and the date of the meeting;
- G14.9 **Derivative Transaction** means any transaction which is a forward, swap, future, option or other derivative on one or more rates, currencies, commodities, equity securities or other equity instruments, debt securities or other debt instruments, economic indices or measures of economic risk or value, or other benchmarks against which payments or deliveries are to be made, or any combination of these transactions;
- G14.10 **Electronic Communication** shall have the meaning set out in section 148 of the Act;
- G14.11 **Group Member** means the Association, each subsidiary of the Association, anybody corporate of which the Association is a subsidiary and any subsidiary of such body corporate and for this purpose "subsidiary" has the meaning within the Act and/or the Housing and Regeneration Act 2008 and/or the Companies Act 2006;
- G14.12 **notice** shall be deemed to have been received by a person:
- (1) if posted by first class post at least two business days (meaning Monday to Friday but excluding bank holidays) after being posted;
  - (2) if sent by Electronic Communication one hour after transmission provided that no transmission notification of non-delivery or error has been received by the person transmitting the communication and the transmission is to the Electronic Communication address or number last notified by that person to the Secretary;
  - (3) if delivered by hand, on delivery to the person's address last notified by that person to the Secretary;
- G14.13 **Officer** shall include the Chair and Secretary of the Association and any Board Member for the time being and such other persons as the Board may appoint under rule E7;
- G14.14 **Parent** means Unity Housing Association Limited, a community benefit society with registered number: 25616R;

G14.15**Property** shall include all real and personal estate (including loan stock certificates, books and papers);

G14.16**Register of Shareholders** means the register kept in accordance with rule G5.1;

G14.17**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;

G14.18**Secretary** means the Officer appointed by the Board to be the Secretary of the Association or other person authorised by the Board to act as the Secretary's deputy;

G14.19**Shareholders** shall mean one of the persons referred to in rule C4 and means member as defined by the Act;

G14.20**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;

G14.21**these Rules** shall mean the registered rules of the Association for the time being;

G14.22references 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 Nothing in these Rules overrides the provisions of the Act (as amended, rescinded or replaced), including the requirement for resolutions to be passed in accordance with statutory procedures set out therein.

CO-OPERATIVE AND COMMUNITY BENEFIT SOCIETIES ACT 2014

Acknowledgement of Registration of Society

Register No 28946R

Unity Property Services Limited

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

Dated ..... (Seal of Central Office)

Copy kept.....Registrar

1 .....Shareholder

2 .....Shareholder

3 .....Shareholder

.....Secretary

# Complete amendment of rules

## Section 1 – About this form

Use this form to register a complete rule change for a society registered under the Co-operative and Community Benefit Societies Act 2014 (2014 Act) (except credit unions); or for societies registered under the Co-operative and Community Benefit Societies Act (Northern Ireland) 1969 (1969 Act). A complete amendment means a whole new set of rules is registered in place of an existing rule book.

To register a complete amendment of rules we need:

- this completed form
- one signed copy of the society's rules (or two copies where not submitting electronically)
- a marked up version of the rules tracking changes made to the model, if you are using a set of model rules
- a completed Statutory Declaration form.

This form, including any details provided on the form, will be made available to the public through the Mutuels Public Register: <https://mutuals.fca.org.uk>.

Societies may find it helpful to read Chapter 3 of our guidance on our registration function under the 2014 Act before completing this form: <https://www.fca.org.uk/publication/finalised-guidance/fq15-12.pdf>

## Section 2 – About this application

|                        |                                 |
|------------------------|---------------------------------|
| <b>Society name</b>    | Unity Property Services Limited |
| <b>Register number</b> | 28946R                          |

### 2.1 Who should we contact about this application?

|                      |                            |
|----------------------|----------------------------|
| <b>Name</b>          | Sarah Greenhalgh           |
| <b>Role</b>          | Legal adviser              |
| <b>Email address</b> | sarah.greenhalgh@gmail.com |
| <b>Phone number</b>  | 07500005219                |

### 2.2 If you have used a set of model rules please provide the name of the model and the name of sponsoring body.

|                |                             |
|----------------|-----------------------------|
| <b>Sponsor</b> | National Housing Federation |
| <b>Model</b>   | 2015                        |

### 2.3 Please confirm you have the consent of the sponsoring body for use of their model rules.

The sponsoring body has consented to our use of their model ☒

## Section 3– Conditions for registration.

All societies are registered meeting one of two conditions for registration. These are that the society is either:

- a bona fide co-operative society ('co-operative society'); **or**
- are conducting business for the benefit of the community ('community benefit society').

We must maintain arrangements that are designed to enable us to determine whether a society is complying with the 2014 Act. One way we do this is by requiring societies to complete the questions at either section 3A or 3B of this form when submitting a rule amendment.

Please only answer one set of questions:

- section 3A for bona fide co-operatives; **or**
- section 3B for societies conducting their business for the benefit of the community.

If you are not sure which of these two conditions for registration applies to you, please read chapters 4 and 5 of our guidance:

<https://www.fca.org.uk/publication/finalised-guidance/fg15-12.pdf>

## Section 3A – Co-operative societies

Complete this section if your society is a bona fide co-operative society.

**3A.1 What is the business of the society?** For example, do you provide housing, manufacture goods, develop IT systems etc.

|  |
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|  |
|--|

**3A.2 Please describe the members' common economic, social and cultural needs and aspirations.** In answering this question, please make sure it is clear what needs and aspirations members have in common.

|  |
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|  |
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**3A.3 How does the society's business meet those needs and aspirations?** You have described the society's business at question 3A.1, and at question 3A.2 you have described the common needs and aspirations of members. Please now describe how that business meets those common needs and aspirations.

|  |
|--|
|  |
|--|

**3A.4 How do members democratically control the society?** For example, do the members elect a board at an annual general meeting; do all members collectively run the society.

|  |
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|  |
|--|

**3A.5 What does the society do with any surplus or profit?** For instance, do you pay a dividend to members (and if so, on what basis); does money get reinvested in the business; put into reserves; used for some other purpose?

**3A.6 Please state any close links which any of the directors has with any society, company or authority.** 'Close links' includes any directorships or senior positions held by directors of the society in other organisations.

**Please go to Section 4.**

## Section 3B – Community benefit societies

Complete this section if your society conducts its business for the benefit of the community.

**3B.1 What is the business of the society?** For example, do you provide social housing, run an amateur sports club, etc.

The business of providing education and training amongst unemployed people, and providing the unemployed with work experience. The society also provides financial assistance for unemployed people in cases of financial or other charitable need through help to set up their own business.

**3B.2 Please describe the benefits to the community the society?** Here we are looking to see *what* the benefits to the community are. Community can be said to be the community at large. For example, do you relieve poverty or homelessness by providing social housing.

The society benefits the community by providing opportunities for individuals who are unemployed, including the advancement of education, training or retraining and providing the unemployed with work experience (Rule A2.2). Rule A2 states that "the Association is formed for the benefit of the community. Its objects shall be to carry on for the benefit of the community..."

**3B.3 Please describe how the society's business delivers these benefits?**

The business of the society must be conducted for the benefit of the community. Please describe *how* the society's business (as described in answer to question 5B.1) provides benefit to the community.

As above under 3B.1

**3B.4 Does the society work with a specific community, and if so, please describe it here?** For instance, are the society's activities confined to a specific location; or to a specific group of people? Please note that in serving the needs of any defined community, the society should not inhibit the benefit to the community at large.

The society's activities benefit those who are unemployed and those who are in poverty (Rule A2.1) in the society's area of operation.

**3B.5 What does the society do with any surplus or profit?** For instance, do you donate the money; does money get reinvested in the business; put into reserves; used for some other purpose?

Rule A3 states that "The Association shall not trade for profit and any profits shall only be applied for the purpose of furthering the Association's objects and/or in accordance with these Rules." Rule A4 states that "Nothing shall be paid or transferred by way of profit to Shareholders of the Association." Rule C1 also provides that the shareholders will act for the benefit of the Association.

**3B.6 Please state any significant commercial arrangements that the society has, or had, with any other organisation that could create, or be perceived as creating, a conflict of interest.** Please tell us how you ensure that any such conflict of interest does not prevent the society from acting for the benefit of the community.

There is a loan from the society's parent which is on arm's length commercial terms. There is also a deed of covenant relating to the use of gift aid in line with accounting requirements in group structures. The board members are aware of their duties as board members of the society and deal with conflicts in accordance with the process set out in the rules.

**3B.7 Please state any close links which any of the directors has with any society, company or authority.** 'Close links' includes any directorships or senior positions held by directors of the society in other organisations.

Two of the society's board members also sit on the parent board. They are aware of their fiduciary duties and interests are dealt with in line with the rules. The rest of the board are independent from the rest of the group.

**Please go to Section 4.**

## Section 4 – Table of matters

| <b>Provision required by the Act</b>                                                                                                                                                                                                                                                                                                                        | <b>Number of the rule(s) covering this E.g. '2.3-2.7'</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| The society's name                                                                                                                                                                                                                                                                                                                                          | A1                                                        |
| The objects of the society                                                                                                                                                                                                                                                                                                                                  | A2                                                        |
| The place of the society's registered office, to which all communications and notices may be addressed                                                                                                                                                                                                                                                      | G1                                                        |
| The terms of admission of the members, including any society or company investing funds in the society under the provision of the 2014 Act.                                                                                                                                                                                                                 | C9                                                        |
| The method of holding meetings, the scale and right of voting, and the method of making, altering or rescinding rules.                                                                                                                                                                                                                                      | C11 - C33 and G11                                         |
| The appointment and removal of a committee, (by the name of * the Board ) and of managers or other officers, and their respective powers and remuneration.                                                                                                                                                                                                  | D3 - D9<br>E1                                             |
| The maximum amount of interest in the shares of the society which may be held by any member otherwise than by virtue of section 24(2) 2014 Act.                                                                                                                                                                                                             | C2                                                        |
| Whether the society may contract loans or receive moneys on deposit subject to the provisions of the 2014 Act from members or others; and, if so, under what conditions, under what security, and to what limits of amount.                                                                                                                                 | B3                                                        |
| Whether any or all shares are transferable, and provision for the form of transfer and registration of the shares, and for the consent of the committee to transfer or registration.<br>Whether any or all shares are withdrawable, and provision for the method of withdrawal, and the payment of the balance due thereon on withdrawing from the society. | C32-C33<br>A4                                             |
| Provision for the audit of accounts in accordance with Part 7 of the 2014 Act.                                                                                                                                                                                                                                                                              | F1-F7                                                     |
| Whether members may withdraw from the society, and if so, how, and provision for the claims of the representatives of deceased members or the trustees of the property of bankrupt members )or, in Scotland, members whose estate has been sequestrated) and for the payment of nominees.                                                                   | C2<br>C32.2                                               |
| The way in which the society's profits are to be applied.                                                                                                                                                                                                                                                                                                   | A3-A4                                                     |
| If the society is to have a common seal, provision for its custody and use.                                                                                                                                                                                                                                                                                 | G2<br>G4                                                  |
| Whether any part of the society's funds may be invested, and if so by what authority and in what way.                                                                                                                                                                                                                                                       | B2.4<br>F15                                               |

## Section 5 – Completing this application

### 5.1 Please confirm the rules have been signed by 3 members and the secretary (4 signatures in total)

The rules contain the required signatures ☒

### 5.2 Please confirm which of the following you are submitting:

One electronic, scanned signed copy of the rules ☒

**Or** two signed paper copies of the rules ☐

### 5.3 Please confirm either:

Model rules have not been used. ☐

Model rules have been used without amendment ☐

An amended set of model rules have been used,  
and a marked up copy detailing the changes  
made to the model is included with the  
application. ☒

## Section 6 – Statutory Declaration

### 6.1 Please complete this statutory declaration

An officer of the society or credit union must complete this section:

|             |  |
|-------------|--|
| <b>Name</b> |  |
| <b>Role</b> |  |

I do solemnly and sincerely declare that the amendment of the rules of the said society or credit union, a copy of which is attached marked 'X', complies with 1969 Act/2014 Act (as applicable) and has been duly made by the society in the manner provided in its rules for the making, altering or rescinding of rules.

I make this solemn declaration conscientiously believing it to be true, and by the provisions of the Statutory Declarations Act 1835.

|                  |  |
|------------------|--|
| <b>Signature</b> |  |
| <b>Date</b>      |  |

This was declared before me, a:

- Solicitor ☐
- Commissioner for oaths ☐
- Notary Public ☐
- Justice of the Peace ☐

|                     |  |
|---------------------|--|
| <b>Name</b>         |  |
| <b>Declared at:</b> |  |
| <b>Signature</b>    |  |
| <b>Date</b>         |  |

## Section 6 – Statutory Declaration

### 6.1 Please complete this statutory declaration

An officer of the society or credit union must complete this section:

|             |           |
|-------------|-----------|
| <b>Name</b> | ALI AKBOR |
| <b>Role</b> | SECRETARY |

I do solemnly and sincerely declare that the amendment of the rules of the said society or credit union, a copy of which is attached marked 'X', complies with 1969 Act/2014 Act (as applicable) and has been duly made by the society in the manner provided in its rules for the making, altering or rescinding of rules.

I make this solemn declaration conscientiously believing it to be true, and by the provisions of the Statutory Declarations Act 1835.

|                  |                                                                                   |
|------------------|-----------------------------------------------------------------------------------|
| <b>Signature</b> |  |
| <b>Date</b>      | 23/7/20                                                                           |

This was declared before me, a:

Solicitor ☐

Commissioner for oaths ☐

Notary Public ☐

Justice of the Peace ☐

|                     |  |
|---------------------|--|
| <b>Name</b>         |  |
| <b>Declared at:</b> |  |
| <b>Signature</b>    |  |
| <b>Date</b>         |  |

## Section 7 – Submitting this form

Please submit a signed, scanned version of your application by email to:  
mutual.societies@fca.org.uk

Or please submit by post to:

Mutual Societies  
Financial Conduct Authority  
12 Endeavour Square  
London  
E20 1JN

This form is available on the **Mutuals Society Portal**:  
<https://societyportal.fca.org.uk>

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