



# **International Co-operative Housing Organisation**

## **A Sectoral Organisation of the International Co-operative Alliance**

### **Rules**

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# **INTERNATIONAL CO-OPERATIVE HOUSING ORGANISATION**

## **RULES**

### **Constitution and Objects**

#### **Article 1 – Constitution**

- 1.01 The International Co-operative Housing Organisation (“ICA Housing”), the apex body of the international co-operative housing movement, is hereby constituted as a Sectoral Organisation of the International Co-operative Alliance (the “ICA”), in accordance with Article 29 of the Rules of the Alliance.

#### **Article 2 – Objects**

- 2.01 ICA Housing has as its purpose the furtherance of sustainable human development through the promotion of co-operative and mutual self-help solutions to the affordable housing problem worldwide.
- 2.02 In fulfilment of this purpose, ICA Housing will
- (a) encourage the exchange of information and expertise among the Members and Associates of ICA Housing around the world;
  - (b) promote the sharing of best practices among co-operative and mutual self-help housing organisations having various structures in countries in various stages of development;
  - (c) encourage its members to undertake and to co-operate with each other in carrying out programmes of technical assistance to co-operative and mutual self-help housing movements in developing countries;
  - (d) seek opportunities in concert with the ICA Central Office or appropriate regional office to collaborate with appropriate agencies of the United Nations and other multilateral and international non-governmental organisations concerned with the problems of affordable housing and sustainable development;
  - (e) support national co-operative housing movements in their efforts to form regional (i.e., supranational) bodies with other national movements and to undertake regional programming;
  - (f) promote education and training in the development and management of co-operative housing and other forms of housing based on the principles of mutual self-help;

- (g) collect and disseminate information on the activities of national movements and the potential for development of co-operative and mutual self-help housing in different countries;
- (h) arrange from time to time opportunities for the exchange of views between ICA Housing and governmental authorities and other bodies outside the co-operative housing movement having an interest in co-operative and mutual self-help housing;
- (i) undertake such other activities as are consistent with these objects.

## **Membership**

### **Article 3 – Membership Classes**

- 3.01 Full members of ICA Housing are:
  - a. The full members of ICA who have chosen to participate in ICA Housing;
  - b. The members of full members of ICA that have been confirmed by the latter as eligible to participate and have chosen to participate in ICA Housing;
  - c. The associate members of ICA of the category defined in article 7,b,i of ICA Rules who have chosen to participate in ICA Housing; and
  - d. The members of associate members of ICA of the category foreseen in article 7,b,i of ICA Rules, that have been mandated to represent the latter in ICA Housing;
- 3.02 Associate members of ICA Housing are the associate members of ICA of the category foreseen in article 7, b, ii and iii of ICA Rules that have chosen to participate in ICA Housing.

### **Article 4 – Admission of New Members and Associates**

- 4.01 Eligible organizations interested in participating in ICA Housing shall communicate this intention by writing to the ICA Housing Executive Committee and the ICA central office, indicating the category of membership as defined in article 3.
- 4.02 The decision of admission is made by the ICA Housing Executive Committee and communicated to the ICA member and the ICA central office by writing.
- 4.03 New members will become members of ICA Housing with the rights and duties of membership from the date of the communication referred in paragraph 2 above.

## **Article 5 – Suspension of Voting Rights**

- 5.01 Members' voting rights will be suspended if the member does not fully discharge financial obligations to the ICA set out in the terms and conditions of the ICA Rules and Bye-Laws.

## **Article 6 – Termination and Withdrawal from Membership**

- 6.01 Membership of ICA Housing ceases in the following cases:
- a. The member ceases to be a member of ICA or losses any other condition of eligibility as set out in article 3;
  - b. The member decides to withdraw its membership under the terms and conditions of paragraph 2 below; or
  - c. The member is expelled under the provisions of paragraph 3 below.
- 6.02 A member of the ICA Housing that decides to withdraw from membership should communicate its decision by writing to the ICA Housing Executive Committee with copy to the ICA central office. Cessation of membership is immediate on the date of such communication.
- 6.03 The ICA Housing Executive Committee shall evaluate the conformity of the requirements of membership according to the Rules of ICA Housing and may request the ICA Board to expel a member on the grounds of non-compliance to the present Rules or the ICA Statutes and Bye-Laws.

## **Authorities**

### **Article 7 – Authorities**

- 7.01 The permanent authorities of ICA Housing comprise: the Plenary, the Board, the Executive Committee and the Election Committee.

### **Article 8 – Plenary**

- 8.01 The Plenary will comprise all Members of ICA Housing.
- 8.02 Each Member under Article 3.01 above is entitled to appoint two (2) voting representatives to the Plenary. Associates under Article 3.02 are not entitled to voting representatives.
- 8.03 Unless the Board decides otherwise, all Members and Associates may send additional, non-voting delegates to Plenary meetings.

### **Article 9 – Board of Directors**

- 9.01 The Board of ICA Housing will consist of a President, a Vice President, a Treasurer and nine (9) other members elected at duly constituted Plenary meetings from among the voting representatives appointed by the Members.

- 9.02 Board members will normally serve for four (4) years, beginning at the close of the Plenary meeting at which they are elected and ending at the close of the Plenary meeting four (4) years later. At the 2005 Plenary meeting the President, Treasurer and two (2) other Board members will be elected for a four-year term and the Vice President for a two-year term. At the 2007 meeting of the Plenary two (2) Board members will be elected for a two-year term and the Vice President and another five (5) Board members will be elected for a four-year term. Every two years thereafter members will be elected to the Board as required to fill the offices of President, Vice President and Treasurer and to maintain nine (9) at-large positions. Members of the Board may stand for re-election any number of times.
- 9.03 If a member of the Board resigns before the end of their term, an election will be held at the next Plenary meeting to fill the resulting vacancy. The member then elected will serve for the balance of the vacating board member's term. If the vacancy arises between Plenary meetings, the Executive Committee may appoint a member to fill the vacancy. The person so appointed will serve until the next meeting of the Plenary, at which time an election will be held to fill the position for the balance of the original term.
- 9.04 If a Member gives notice in writing that a member of the Board is no longer its representative to ICA Housing, that board member will be deemed to have resigned from the Board.
- 9.05 A member of the Board who is absent without leave from three (3) consecutive meetings will be deemed to have resigned from the Board.
- 9.06 If a member of the Board has not resigned but is unable to attend a meeting of the Board, a substitute from the same organisation may attend in their place but will not have the right to vote.

#### **Article 10 – Executive Committee**

- 10.01 The President, Vice President and Treasurer will serve as the Executive Committee of ICA Housing.
- 10.02 The Executive Committee is charged with calling and preparing meetings of the Board and Plenary, recommending an annual budget and work programme for ICA Housing, and ensuring that the work programme is carried out.
- 10.03 The Executive Committee may meet in person or by telephone conference call. A resolution in writing and signed by all members of the Committee is as valid as if it had been passed at a meeting of the Committee and will be effective on the date stated in the resolution.
- 10.04 Any of the President, Vice President or Treasurer may authorize expenditures or sign documents on behalf of ICA Housing.

- 10.05 If a member of the Executive Committee resigns before the end of their term, an election will be held at the next Plenary meeting to fill the resulting vacancy. The member then elected will serve for the balance of the vacating member's term. If the vacancy arises between Plenary meetings, the Board will appoint one of its members to fill the vacancy on the Committee. The person so appointed will serve until the next meeting of the Plenary, at which time an election will be held to fill the position for the balance of the original term.

### **Article 11 – Election Committee**

- 11.01 From time to time the Board will appoint three (3) representatives to ICA Housing from within or outside the Board to serve as an Election Committee. Representatives who are standing for re-election may not serve on the Committee.
- 11.02 The Election Committee is charged with issuing a call for nominations, recruiting candidates for election to the Board and ensuring that elections are conducted in accordance with these Rules.
- 11.03 Before each election the Election Committee will provide the Plenary with a list of nominated candidates. In recruiting candidates the Committee will have due regard for the need to have both an efficiently functioning Board and a mix of members from the major geographic regions in the world, members representing the different movement structures and stages of development found among the members of ICA Housing, and men and women.
- 11.04 Where the number of candidates nominated exceeds the number of positions to be filled, an election will be held by secret ballot.

### **Article 12 – Secretariat**

- 12.01 From time to time the Board will decide upon the location of the Secretariat of ICA Housing. Secretariat staff will liaise with the ICA Central and Regional Offices and collaborate with the ICA in the recruitment of Members and Associates; maintain the ICA Housing website and database; answer enquiries from Members, Associates, other bodies of the ICA and the general public; assist the Executive Committee with its duties; plan, organise and record minutes of meetings of the authorities of ICA Housing and support the delivery of ICA Housing's annual work programme.

## **Meetings**

### **Article 13 – Meetings of the ICA Housing Authorities**

- 13.01 A Plenary meeting will be convened every two years, in conjunction with meetings of the General Assembly of the ICA or at such other time and place as the Board may determine. Plenary sessions may not be held concurrently with sessions of the General Assembly.

- 13.02 Meetings of each of the Board and the Executive Committee will be convened as circumstances warrant but not less than twice each year. Whenever convenient, board meetings and other events of ICA Housing, such as seminars, workshops and conferences, will be held in conjunction with meetings of the Regional Assemblies of the ICA.
- 13.03 Notice of Plenary meetings will be sent by post or electronic mail to each Member and Associate at least three (3) months before the date of the meeting and the agenda at least one (1) month before the date of the meeting.
- 13.04 Minutes will be recorded of all meetings of the Plenary and Board and will be confirmed at the next meeting of the same body.
- 13.05 All votes at meetings of the authorities of ICA Housing, except a decision to amend these Rules or to recommend dissolution of the organisation will be decided by a simple majority of votes cast. The chairperson presiding at the meeting will have a casting vote.
- 13.06 Except where the ICA Board has granted special payment conditions under Article I. 6 of the ICA Bye-laws, a representative to the Plenary meeting may not vote if the organisation they represent is not up to date in the payment of its annual subscription to the ICA.

#### **Article 14 – Liaison between the ICA and ICA Housing Co-operatives**

- 14.01 ICA Housing will report regularly on its activities to the ICA Board.
- 14.02 The ICA is entitled to send a delegate to all meetings of the Plenary and the Board of ICA Housing.
- 14.03 ICA Housing will participate in the election of the two representatives from the Sectoral Organisations of the ICA to the ICA Board. The President or, in their absence, the Vice President will hold the vote of ICA Housing for this purpose.
- 14.04 ICA Housing will participate in drawing up and modifying from time to time the ICA global Strategic Plan and multi-annual work programme.
- 14.05 ICA Housing's own strategic plan and annual work programmes will be developed within and will support the goals of the ICA as set out in its Strategic Plan.
- 14.06 ICA Housing will submit its annual work programme and budget to the ICA for approval and integration within the ICA's global work programme and budget.

## **Finance**

### **Article 15 – Budget**

- 15.01 The Board will adopt a budget for ICA Housing each calendar year, for the approval of the ICA, showing the expected allocation to ICA Housing of ICA subscriptions, revenues and in-kind contributions from any other source and planned expenditures, whether cash or in-kind.

### **Article 16 – Financial Reports**

- 16.01 The Treasurer will present a statement of ICA Housing's revenues and expenditures to each meeting of the Board and Plenary.

## **Amendments and Dissolution**

### **Article 17 – Amendments**

- 17.01 These Rules may be amended by a motion passed by two-thirds (2/3) of votes cast at a duly constituted Plenary meeting.
- 17.02 The Board may propose amendments to these Rules to the Plenary for consideration.
- 17.03 A Member wishing to propose amendments to the Rules must submit a proposal to the Secretariat at least five (5) months before the Plenary meeting at which it is to be considered.
- 17.04 Any proposal from the Board or from a Member to amend these Rules such motions, together with any recommendation of the Board thereon, will be sent to all Members with the meeting agenda in advance of the Plenary meeting.
- 17.05 The amended Rules will be submitted for approval to the ICA Board, as required by Article 29 of the ICA Rules after which they will take effect.
- 17.06 If the amended Rules are not confirmed by the ICA Board, with or without variation, the amended Rules will be deemed to be repealed as of the date of the meeting of the ICA Board at which they were not confirmed.

### **Article 18 – Dissolution**

- 18.01 ICA Housing may be dissolved by vote of the General Assembly of the ICA on the recommendation of the ICA Board. Any recommendation of the Board of ICA Housing that ICA Housing be dissolved will first be sent to all Members of ICA Housing. To proceed to the ICA Board the decision to recommend dissolution will require a majority of at least two-thirds (2/3) of votes cast at a duly constituted meeting of the Plenary.

18.02 Any meeting approving the recommendation to dissolve ICA Housing will also determine how any debts of the organisation will be paid. In the event of any surplus remaining after dissolution and retirement of all debts, the surplus will, together with the organisation's files, be placed at the disposal of the ICA.