



Co-operative Housing International
A Sector of the International
Co-operative Alliance

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A Sectoral Organisation of the International Co-operative Alliance

Rules

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INDEX

	Page
CONSTITUTION AND OBJECTS	
Article 1 – Constitution	2
Article 2 – Objects	2
MEMBERSHIP	
Article 3 – Membership Classes	3
Article 4 – Admission of New Members and Associates	3
Article 5 - Suspension of Voting Rights	4
Article 6 – Termination and Withdrawal from Membership	4
CONSTITUENT BODIES	
Article 7 – Authorities	4
Article 8 – Plenary	4
Article 9 – Board	4
Article 10 – Executive Committee	5
Article 11 – Election Committee	6
Article 12 – Secretariat	6
MEETINGS	
Article 13 – Meetings of the CHI Authorities	6
Article 14 – Liaison between the Alliance and CHI Co-operatives	7
FINANCE	
Article 15 – Budget	8
Article 16 – Financial Reports	8
AMENDMENTS AND DISSOLUTION	
Article 17 – Amendments	8
Article 18 – Dissolution	9

INTERNATIONAL CO-OPERATIVE HOUSING ORGANISATION

RULES

Constitution and Objects

Article 1 – Constitution

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

Article 2 – Objects

- 2.01 CHI 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, CHI will
- (a) encourage the exchange of information and expertise among the Members and Associate Members of CHI 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 Alliance 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 CHI 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 Co-operative housing organisations are organisations that have as a primary purpose the ownership, development or operation of co-operative housing or that are associations of, or recognised representative bodies for, such organisations.
- 3.02 Full members of CHI are co-operative housing organisations that are:
 - (a) Full members of the Alliance, as defined in Article 6.1 of the Alliance’s Articles of Association, that have chosen to participate in CHI;
 - (b) Members of full members of the Alliance that have been confirmed as eligible by the full member to participate in CHI;
 - (c) Associate members of the Alliance as defined in Article 6.2.I of the Alliance’s Articles of Association, that have chosen to participate in CHI;
 - (d) Members of associate members of the Alliance as referenced in 3.02 (c) above that have been confirmed as eligible by the associate member to participate in Co-operative Housing International
- 3.03 Associate members of CHI are co-operative housing organisations that meet the standards for associate membership in the Alliance as set out in Article 6.2.II of the Alliance’s Articles of Association

Article 4 – Admission of New Members and Associates

- 4.01 Eligible organisations interested in participating in CHI shall communicate this intention by writing to the CHI Executive Committee and the Alliance central office, indicating the category of membership as defined in article 3.
- 4.02 The decision of admission is made by the CHI Executive Committee and communicated to the Alliance member and the Alliance central office by writing.



- 4.03 New members will become members of CHI 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 Alliance set out in the terms and conditions of the Alliance Rules and Bye-Laws.

Article 6 – Termination and Withdrawal from Membership

- 6.01 Membership of CHI ceases in the following cases:
- (a) The member ceases to be a member of the Alliance or loses 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 CHI that decides to withdraw from membership should communicate its decision by writing to the CHI Executive Committee with copy to the Alliance central office. Cessation of membership is immediate on the date of such communication.
- 6.03 The CHI Executive Committee shall evaluate the conformity of the requirements of membership according to the Rules of CHI and may request the Alliance Board to expel a member on the grounds of non-compliance to the present Rules or the Alliance's Statutes and Bye-Laws.

Constituent Bodies

Article 7 – Authorities

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

Article 8 – Plenary

- 8.01 The Plenary will comprise all Members of CHI.
- 8.02 Each Member under Articles 3.01 and 3.02 above is entitled to appoint one (1) voting representative to the Plenary. Associates under Article 3.03 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 CHI will consist of a President, a Vice President, a Treasurer and nine (9) other board members. Except as provided for under 9.03 (b) below, all board positions are directly elected at duly constituted Plenary meetings from among the voting representatives appointed by the Members.
- 9.02 Directors 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. Every effort will be made to preserve the continuity of the Board through a balanced rotation of director term expiries. In order to ensure that no more than seven (7) of the directors' terms expire at each plenary, the Board may determine from time to time that one or more directors will be elected for two (2) year terms. The terms for the President, Vice President and Treasurer will always be Four (4) year terms except as provided for under 10.05 below.. Directors may stand for re-election any number of times.
- 9.03 (a) If a director resigns before the end of their term, an election will be held at the next Plenary meeting to fill the resulting vacancy. The director then elected will serve for the balance of the vacating board member's term.
- (b) If the vacancy arises between Plenary meetings, the Executive Committee may appoint a director 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 director is no longer its representative to CHI, that director will be deemed to have resigned from the Board.
- 9.05 A director who is absent without leave from three (3) consecutive meetings will be deemed to have resigned from the Board.
- 9.06 If a director 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 CHI.
- 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 CHI, 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. A resolution proposed in an email to all members of the Committee that is confirmed by email as received and agreed to 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 of the last email agreeing to the resolution.
- 10.04 Any of the President, Vice President or Treasurer may authorize expenditures or sign documents on behalf of CHI.
- 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 CHI 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 CHI, 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.
- 11.05 Candidates must be present at the election except where, in the opinion of the Election Committee, attendance is not possible for reasons of health, safety or other necessary reason unrelated to financial reasons.

Article 12 – Secretariat

- 12.01 From time to time the CHI President, in consultation with the CHI Board, will decide upon the location of the Secretariat of CHI. Secretariat staff will liaise

with the Alliance Central and Regional Offices and collaborate with the Alliance in the recruitment of Members and Associates; maintain the CHI website and database; answer enquiries from Members, Associates, other bodies of the Alliance and the general public; assist the Executive Committee with its duties; plan, organise and record minutes of meetings of the authorities of CHI and support the delivery of CHI's annual work programme.

Meetings

Article 13 – Meetings of the CHI Authorities

- 13.01 A Plenary meeting will be convened every two years, in conjunction with meetings of the General Assembly of the Alliance 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 CHI, such as seminars, workshops and conferences, will be held in conjunction with meetings of the Regional Assemblies of the Alliance.
- 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 CHI, 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 Alliance Board has granted special payment conditions under the Alliance's rules, 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 Alliance.

Article 14 – Liaison between the Alliance and CHI Co-operatives

- 14.01 CHI will report regularly on its activities to the Alliance Board.
- 14.02 The Alliance is entitled to send a delegate to all meetings of the Plenary and the Board of CHI.



- 14.03 CHI will participate in the election of the two representatives from the Sectoral Organisations of the Alliance to the Alliance Board. The President or, in his/her absence, the Vice President will hold the vote of CHI for this purpose.
- 14.04 CHI will participate in drawing up and modifying from time to time the Alliance global Strategic Plan and multi-annual work programme.
- 14.05 CHI's own strategic plan and annual work programmes will be developed within and will support the goals of the Alliance as set out in its Strategic Plan.
- 14.06 CHI will submit its annual work programme and budget to the Alliance for approval and integration within the Alliance's global work programme and budget.

Finance

Article 15 – Budget

- 15.01 The Board will adopt a budget for CHI each calendar year, for the approval of the Alliance, showing the expected allocation to CHI of Alliance 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 CHI'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 Alliance Board, as required by the Alliance's Rules after which they will take effect.
- 17.06 If the amended Rules are not confirmed by the Alliance Board, with or without variation, the amended Rules will be deemed to be repealed as of the date of the meeting of the Alliance Board at which they were not confirmed.

Article 18 – Dissolution

- 18.01 CHI may be dissolved by vote of the General Assembly of the Alliance on the recommendation of the Alliance Board. Any recommendation of the Board of CHI that CHI be dissolved will first be sent to all Members of CHI. To proceed to the Alliance 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 CHI 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 Alliance.