

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 “Alliance”), in accordance with Article 28 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 housing worldwide.
- 2.02 In fulfilment of this purpose, ICA Housing will
- (a) encourage the exchange of information and expertise among the members 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 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 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.
- 2.03 ICA Housing will report regularly on its activities to the Board of Directors and General Assembly of the Alliance.

Membership

Article 3 – Membership Classes

- 3.01 Membership in ICA Housing is open to the following organisations, where admittance otherwise complies with any rules of the Alliance governing Sectoral Organisations.
- (a) **National unions or federations** of primary or secondary co-operative societies undertaking the production, financing or operation of housing;
 - (b) **Regional unions or federations** of primary co-operatives undertaking the production, financing or operation of housing within a country where either there is no national union or federation or such union or federation has approved the regional organisation's application for membership in ICA Housing;
 - (c) **Primary co-operative housing societies** in countries where there are no national or regional unions or federations;
 - (d) **Other organisations** who themselves or whose members have an interest in the development or construction of housing built or operated in accordance with co-operative principles and who have for their object the economic and social betterment of peoples.
- 3.02 Organisations who are not themselves affiliated with the co-operative movement but support co-operative and mutual self-help housing may participate in the work of ICA Housing at the invitation of the Board.

Article 4 – Admission of New Members

- 4.01 New members may be admitted by decision of the Board of ICA Housing, on the recommendation of the Executive Committee.

- 4.02 New members will enter the rights and duties of membership from the date of the Board meeting at which their membership is granted.

Article 5 – Withdrawal from Membership and Expulsion of Members

- 5.01 A member may withdraw from ICA Housing at the end of any calendar year by giving to the Secretariat at least four (4) months' notice, in writing, of its intention to withdraw.
- 5.02 Members more than one (1) year in arrears of their membership subscriptions will be expelled from membership, unless special payment conditions have been granted in accordance with Article 15.06 below.

Constituent Bodies

Article 6 – Constituent Bodies

- 6.01 The permanent constituent bodies of ICA Housing comprise: the Plenary, the Board of Directors (the “Board”), the Executive Committee, the Electoral Committee and the Secretariat.

Article 7 – Plenary

- 7.01 The Plenary will consist of all members of ICA Housing and those organisations invited under Article 3.02 above to participate in ICA Housing's work.
- 7.02 Each member admitted under Article 3.01 (a) above is entitled to appoint two (2) voting delegates to the Plenary. Each member admitted under Article 3.01 (b), (c) or (d) is entitled to appoint one (1) voting delegate. Organisations invited to participate in the work of ICA Housing under Article 3.02 are entitled to appoint one (1) non-voting delegate each.
- 7.03 Unless the Board decides otherwise, all member organisations may send additional, non-voting representatives to Plenary meetings.

Article 8 – Board of Directors

- 8.01 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 delegates appointed by the member organisations.
- 8.02 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.

- 8.03 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.
- 8.04 If a member organisation gives notice in writing that a member of the Board is no longer its delegate to ICA Housing, that board member will be deemed to have resigned from the Board.
- 8.05 A member of the Board who is absent without leave from three (3) consecutive meetings will be deemed to have resigned from the Board.
- 8.06 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 9 – Executive Committee

- 9.01 The President, Vice President, Treasurer and one other person elected by the Board every two (2) years from among its number will serve as the Executive Committee of ICA Housing.
- 9.02 The Executive Committee is charged with calling and preparing meetings of the Board and Plenary, setting Additional Subscriptions as provided for in Article 15.02, recommending an annual budget and work programme for ICA Housing, ensuring that the work programme is carried out, considering applications for membership in ICA Housing and preparing recommendations for the expulsion of members.
- 9.03 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.
- 9.04 Any of the President, Vice President or Treasurer may authorize expenditures or sign documents on behalf of ICA Housing.
- 9.05 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

may 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 10 – Electoral Committee

- 10.01 From time to time the Board will appoint three (3) delegates to ICA Housing from within or outside the Board to serve as an Electoral Committee. Delegates who are standing for re-election may not serve on the Committee.
- 10.02 The Electoral 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.
- 10.03 Before each election the Electoral 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.
- 10.04 Where the number of candidates nominated exceeds the number of positions to be filled, an election will be held by secret ballot.

Article 11 – Secretariat

- 11.01 From time to time the Board will decide upon the location of the Secretariat of ICA Housing.

Meetings

Article 12 – Meetings of the Constituent Bodies

- 12.01 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.
- 12.02 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 Alliance.
- 12.03 Notice of Plenary meetings will be sent by mail to each member organisation 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.

- 12.04 Minutes will be recorded of all meetings of the Plenary and Board and will be confirmed at the next meeting of the same body.
- 12.05 All votes at meetings of the constituent bodies of ICA Housing, except a decision to amend these Rules or to dissolve the organisation, will be decided by a simple majority of votes cast. The chairperson presiding at the meeting will have a casting vote.
- 12.06 Unless otherwise decided by the body concerned, a delegate to the Plenary meeting may not vote if the organisation they represent is not up to date in the payment of its Annual Subscription.

Article 13 – Liaison between the Alliance and ICA Housing

- 13.01 The Alliance is entitled to send a representative to all meetings of the Plenary and the Board of ICA Housing.
- 13.02 The President or, if that person is unable to attend, the Vice President, will represent ICA Housing as a delegate to meetings of the General Assembly of the Alliance.

Finance

Article 14 – Revenues and Budget

- 14.01 ICA Housing will raise sufficient revenues to provide for the operation of its Secretariat and for any other expenditures set out in the annual budget of the organisation.
- 14.02 The Board will adopt a budget for ICA Housing each calendar year showing expected revenues and planned expenditures.

Article 15 – Annual Subscriptions

- 15.01 The revenues of ICA Housing will be derived from a Basic Annual Subscription payable by each member organisation in the amount of Nine Hundred Swiss Francs (CHF 900), or such other amounts as the Plenary may from time to time approve, plus Additional Subscriptions as provided for below. At its discretion, the Board may reduce the Basic Annual Subscription for an organisation representing a movement in the early states of development, or for such organisations generally.
- 15.02 Organisations who have themselves or whose members have very extensive operations will pay an Additional Subscription of one (1), two (2) or three (3) times the Basic Annual Subscription, according to the scale of their operations and their financial strength. The Additional Subscription in each case will be determined from time to time by the Executive Committee, after consultation with the member.

- 15.03 Members of ICA Housing who are not themselves members of the Alliance and are not members of an organisation that is a member of the Alliance will pay an additional levy of one half of the Basic and Additional Subscription.
- 15.04 Subscriptions will be invoiced effective the first day of January of each year and are payable in full by the end of March of the same year.
- 15.05 Organisations admitted to membership in ICA Housing in the course of the calendar year will pay one-half (1/2) of the regular Annual Subscription, calculated in accordance with Articles 15.01, 15.02 and 15.03 above, for that year.
- 15.06 Upon application by the member, the Executive Committee may approve special conditions for the payment of the Annual Subscription where a member's financial situation warrants.

Amendments and Dissolution

Article 16 – Amendments

- 16.01 These Rules may be amended by a motion passed by two-thirds (2/3) of votes cast at a duly constituted Plenary meeting.
- 16.02 A motion to amend the Rules must be submitted to the Secretariat five (5) months before the Plenary meeting at which it is to be considered.
- 16.03 Any such motions, together with any recommendation of the Board thereon, will be sent to all member organisations in advance of the Plenary meeting.
- 16.04 The amended rules will be submitted for approval to the Board of the Alliance, as required by Article 28 of the Rules of the Alliance.

Article 17 – Dissolution

- 17.01 ICA Housing may be dissolved by decision of the Plenary, on the recommendation of the Board. Any such recommendation will be sent to all member organisations in advance of the Plenary meeting at which it is to be considered. The decision will require a majority of at least two-thirds (2/3) of votes cast.
- 17.02 Any meeting approving the dissolution of 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 Alliance.