

REDLEY HOUSING CO-OPERATIVE

INTERNAL RULES

INTRODUCTION

The Redley Housing Co-operative Ltd. owns the Redfield Community and Estate.

The Members of The Redley Housing Co-operative are individually and jointly responsible for the condition of the property, that is, the buildings, the fences, the trees the pasture and orchard, maintaining the ditches, the drive and lights, wildlife etc.

The maintenance of the estate in all its aspects is the responsibility of every Member.

Over the years the Community has developed a number of practices, which have made it easier for us to live together.

In these Internal Rules a reference to Members includes a reference to full members, prospective members and probationary members unless otherwise stated.

GENERAL RULES

1. Alternations or additions on or to any part of the house including internal decoration or estate must be made with the consent of the Community
2. Members are required to participate in cleaning of all areas designated as communal in accordance with the preferred system of the current group. At present this is done at a Member's convenience. Members also have designated cleaning areas in the house, which are their sole responsibility.
3. A Member is expected to do his/her share of the cooking.
4. Everyone helps to clear up after communal meals i.e. the kitchen, the dining room, washing up room and Hell Hole. Members are responsible for their own cleaning and washing up after non-communal meals.
5. The ground floor rooms are all communal.
6. All bathrooms, toilets and corridors are communal but consideration should be given to the occupants of the adjacent rooms.
7. Noise levels should be considerate and no loud music should be played after 10.30 p.m. unless there has been a prior agreement with the community, e.g. a party.
8. Members will not have cats or dogs as pets. Other pets should only be brought to Redfield with the prior consent of the community. Owners are always responsible for them and should ensure that they do not foul the house and grounds. Owners are also responsible for clearing up any mess in any area of the grounds, which creates a problem to any other person.
9. Members are responsible for arranging cover for their community "jobs" in their absence.
10. There is a policy of no smoking in the house.
11. Members are expected to take a full and active part in the wood gathering and preparation process.
12. Each community Member is required to commit to Redfield the equivalent of two days work i.e. 16 hours each week. These 16 hours include domestic estate and maintenance tasks, but do not include attending meetings.
13. Members are expected to use wood burning stoves, where fitted in their rooms, as appropriate, and the community will fit a stove if required.

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14. Internal decoration of private rooms e.g. doors, fire places, windows, shutters, radiators and ceilings should only be painted in neutral shades. Walls, dado rails, skirting boards can be decorated according to personal taste. Woodwork that has been stripped and varnished (or waxed) should not be painted over. High v.o.c. paints and varnishes should not be used for internal decoration.

15. Sabbatical
After 5 years membership of the community, a member is able to take a sabbatical of up to a year. After one year they may return to the community and resume membership.
During this year the member must: a) give up claim on space rented in the house; b) consent to decisions taken in their absence; c) give the community a minimum of 1 month notice prior to leaving and returning.
One sabbatical period can be taken irrespective of duration for any 5 years of subsequent membership.

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RULES FOR MEETINGS

1. All Members and probationary Members should attend the General meeting held each week unless otherwise agreed.
2. The Agenda should be posted up by the Chair for that meeting at least 48 hours before a meeting for items to be added.
3. Anyone can put an item on the agenda. It is helpful to indicate clearly what the issue is, whether it is a short item or a long one and whether it is just for information or for discussion and decision.
4. Any important item should be added to the agenda with reasonable notice before a meeting or discussion will be postponed to a later date.
5. One person shall take the minutes, recording those present, any decisions made (and who is to take action) as well as the general tenor of a discussion.
6. The minutes should be available in the Minute File in the office within 48 hours of the meeting.
7. At the next meeting, it should be agreed that the previous week's minutes are a true and accurate record of the meeting.
8. At the request of any Member the minute of any decision should be read back to and agreed at the meeting at which it is taken.
9. The person who takes the minutes at the meeting should act as chair for the following meeting. They are also required to follow up any decisions that required action and to ascertain such action has been taken (project chaser).
10. It is the chairperson's responsibility to see that the meeting proceeds with its business in as helpful a manner as possible and that all Members have the opportunity to express their views and opinions.
11. All decisions are reached by Consensus, i.e. after a full discussion until agreement is reached. It is not necessary to be in total affirmative agreement, though each person should be able to accept the decision made. Where people have objections they should make their case for as long as necessary to achieve some kind of workable agreement.
12. All decisions will be taken at meetings. It is the Member's or prospective tenant's responsibility to ensure that his/her views are represented if they know they will not be able to attend.
13. Policy and financial decisions will be deferred until everybody has had some say in the discussion. This is particularly important in the subject of membership applications where everyone in turn will have the opportunity to express their opinion before a general discussion.
14. Matters regarding membership, finance or constitution shall have at least two weeks notice of proposals and all Members shall attend the meeting.
15. All policy and financial decisions should be recorded in the decisions book.

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FINANCE

1. Payment of rent is as set out in the tenancy agreements.
2. Each Member must pay a deposit of £300 prior to the commencement of their tenancy agreement.
3. Payment for food is monthly in advance at costs set at a General meeting. A monthly statement will be produced indicating debit or credit as is appropriate. Residents are responsible for the payment of their private visitors' food.
4. Payment for community trips in private vehicles is at the rate per mile as agreed in the general meeting.
5. Phone Bills for private calls on the community phone will be calculated according to individual usage. The Community Main account will pay for the line rental on the community phone line(s).
6. Any resident unable to pay any of these bills should raise the issue at a General meeting.
7. Any Member may authorise expenditure up to £100 within existing agreed budgets.
8. Expenditure above £100 must be authorised by a Minute of the General Meeting or after consultation with as many Members as possible.
9. Expenditure in excess of £1000 may only be authorised by a General Meeting.

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TENANCY

1. Under the rules of a Fully Mutual Housing Co-op such as we are all residents are tenants and Members unless they are prospective members.
2. A prospective Member must have their name registered in the Prospective Members' Register.
3. A prospective member should meet all Members of the community as possible before coming to stay at Redfield and the decision as to whether they should come rests with a General meeting.
4. A prospective member must sign a Licence form.
5. A person may be a probationary member for up to 6 months at the end of which time they must apply for full membership of the Housing Co-operative.
6. During those six months a probationary member may be asked to leave at any time with one months notice as per the licence.
7. A prospective member can only become a probationary member with the full agreement of every Member of the community whether they are present at a General meeting or not.
8. Prospective members must follow the currently agreed membership procedure.
9. After each visit a prospective member makes, the community will discuss their suitability at a General meeting. If any Members object to the prospective members, the secretary or other designated person will write to tell them they should not pursue their application for membership.
10. The community reserves the right to ask and expect that the probationary member be able to pay a deposit to the community as outlined in the current tenancy agreement.
11. Where Members have private guests, they will be held responsible for the payment of food bills.
12. If the private guest stays for longer than two weeks then the Member is expected to clarify the position with regard to their guest.