

Co-operative and Community Benefit Societies Act 2014

Registration of new society

The following society has today been registered by us under Co-operative and Community Benefit Societies Act 2014 as a Co-operative Society:

Society: **MyCoolClass Co-operative Limited**

Registration number: **4790**

Registration date: 15 April 2021

Address: 198 Old Ford Road, London, E2 9PT

Financial year-end date: 31 March

Date: **15 April 2021**



Co-operative and Community Benefit Societies Act 2014

Rules of

MyCoolClass Co-operative Limited

NAME

1. The name of the society shall be MyCoolClass Co-operative Limited.

REGISTERED OFFICE

2. The registered office of the society shall be at: 198 Old Ford Road, London E2 9PT.

INTERPRETATIONS

3. In these rules:

"Address" means a postal address or, for the purposes of electronic communication, a fax number, email address or telephone number for receiving text messages;

"the Act" refers to the Co-operative and Community Benefit Societies Act 2014 or any Act or Acts amending or in substitution of it or them for the time being in force;

"Auditor" means a person eligible for appointment as a company auditor under Part 42 of the Companies Act 2006;

"The Board of Directors" or "Board" means all those persons appointed to perform the duties of directors of the society;

"Board Meeting" includes, except where inconsistent with any legal obligation a physical meeting, a meeting held by electronic means and a meeting held by telephone;

"Clear Days" in relation to the period of notice does not include the day on which the meeting is to be held and the day on which the notice is handed to someone or left at their Address, or the day on which it is sent, is in the process of being sent and is assumed to be delivered;

"Co-operative" means the above-named society;

"Co-operative Principles" are the principles defined in the International Co-operative Alliance Statement of Co-operative Identity. The principles are those of voluntary and open membership, democratic member control, member economic participation, autonomy and independence, education, training and information, co-operation among co-operatives and concern for the community;

"Director" means a director of the Co-operative and includes any person occupying the position of director, by whatever name called;

"Document" includes, unless otherwise stated, any document sent or supplied in electronic form;

"Electronic Means" shall include, for example, email, video links and secure authenticated website transactions;

"Employee" means anyone over the age of 16 holding a contract of employment with the Co-operative to perform at least eight hours of work per week for the Co-operative;

"Extraordinary Resolution" means, unless the context requires otherwise, those decisions requiring an Extraordinary Resolution as detailed under 'Resolutions' in these rules;

"Founder Member" means a subscriber to these rules for the purposes of registration;

"Member" has the meaning as detailed under 'Membership' in these rules;

"Office Holder" means a receiver, administrative receiver, liquidator, provisional liquidator or administrator of a Member of all or substantially all of the Member's assets;

"Officer" has the meaning as detailed under 'Officers' in these rules;

"Person" means, unless the context requires otherwise, a natural person, unincorporated body, firm, partnership, corporate body or the nominee of an unincorporated body, firm, partnership or corporate body;

"Registrar" means the Financial Conduct Authority (FCA) or any body that succeeds its function;

"Regulations" has the meaning as detailed under 'Regulations' in these rules;

"Rules" means these Rules;

"Secretary" means any person appointed to perform the duties of the Secretary of the Co-operative;

"Show of hands" means a vote among Members convened in person physically raising their hands; or, in the case of a meeting conducted by electronic means such as a video conferencing platform or online forum, a poll conducted by electronic means according to a policy approved by the Members.

"Transferable" means shares that are transferable to another Person who also qualifies for membership of the Co-operative in accordance with these Rules;

"User" means those persons admitted into membership under these Rules that wish to use the services of the Co-operative and have agreed to pay any subscription or other sum due in respect of membership for the use of the Co-operative's services for a continuous period as decided by the Board from time to time;

"Withdrawable" means shares with the associated right for the Member to withdraw

and receive in return the value of their shares from the Co-operative in accordance with the provisions of these Rules;

"Worker" means anyone over the age of 16 performing work for the Co-operative, as an employee or on a self-employed basis.

"Writing" means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied by Electronic Means or otherwise.

Purpose

4. The purpose of the Co-operative is to carry out its function as a co-operative and to abide by the internationally recognised co-operative values and principles of co-operative identity as defined by the International Co-operative Alliance. This rule may only be amended by an Extraordinary Resolution.

OBJECTS

5. The objects of the Co-operative shall be to carry on the business as a co-operative and to carry on any other trade, business or service and in particular;
 - (a) To create and operate an equal and democratically operated e-learning platform owned by the teachers who provide students with education;
 - (b) To facilitate the work of an international collective of teachers striving to provide high-quality education to their students

POWERS

6. The Co-operative may do all such lawful things as may further the Co-operative's objects and, in particular, may borrow or raise funds for any purpose and on behalf of its Members.

BORROWING

7. The Co-operative shall have the power to borrow money from its Members and others in order to further its objects providing that the amount outstanding at any one time shall not exceed £10,000,000.
8. The Co-operative shall have the power to mortgage or charge any of its property, including the assets and undertakings of the Co-operative, present and future, and to issue loan stock, debentures and other securities for money borrowed or for the performance of any contracts of the Co-operative or its customers or Persons having dealings with the Co-operative.
9. The rate of interest on money borrowed, except on money borrowed by way of bank loan or overdraft or from a finance house or on mortgage from a building society or local authority, shall not exceed 5% per annum or 2% above the Bank of England base rate at the commencement of the loan, whichever is the greater.
10. The Co-operative may receive from any Person donations or loans free of interest in order to further its objects but shall not receive money on deposit.

Borrowing from Members

11. In accordance with the Co-operative Principle of member economic participation the interest paid by the Co-operative on money borrowed from Members shall not exceed such rate as is necessary to attract and retain the capital required to further the Co-operative's objects and purpose.

FINANCIAL SERVICES AND MARKETS ACT 2000 ACTIVITY

12. For the avoidance of doubt the Co-operative shall not engage in any activity by virtue of any of these Rules that would require a permission from the Registrar to carry on that activity without first having applied for and obtained such permission.

INVESTMENT OF FUNDS

13. The Co-operative may invest any part of its funds in the manner set out in Section 27 of the Act.

MEMBERS

14. The first Members of the Co-operative will be the Founder Members. Thereafter, the Co-operative may admit to membership:

User Members

15. Any individual, corporate body or nominee of an unincorporated body, firm or partnership that wishes to use the services of the Co-operative and has paid or agreed to pay any subscription or other sum due in respect of membership or the use of the Co-operative's services, and who has agreed to abide by the conditions of any User Membership policy as may be determined by the Members from time to time; provided that any such policy is applied equally to all User Members.

Worker Members

16. Any Worker who has completed such probationary period as may be specified in an employment or service agreement, and who fulfils such qualifications for Worker membership as may be set out in a policy agreed by the Members from time to time, may be admitted to membership of the Co-operative, provided that any such policy is applied equally to all Worker Members.
17. In accordance with the Co-operative Principle of voluntary and open membership, whilst the Co-operative shall undertake to encourage its Users and Workers to become Members, membership must be voluntary and as a result cannot be a condition of employment or service engagement.

Applications for Membership

18. No natural person shall be admitted into membership of the Co-operative unless they have attained the age of 18. All those wishing to become a Member must support the objects of the Co-operative and complete an application for membership which shall include an application for at least one share in the Co-operative. Such an application

form must be approved by the Directors and the Directors must approve each application for membership.

19. A corporate body which is a Member shall by resolution of its governing body appoint a representative who may during the continuance of her/his appointment be entitled to exercise all such rights and powers as the corporate body would exercise if it were an individual person. Each such corporate body Member shall supply notification in Writing to the Co-operative of its choice of representative.

Member Commitment

20. All Members agree to attend general meetings and take an active interest in the operation and development of the Co-operative and its business. Members have a duty to respect the confidential nature of the business decisions of the Co-operative.
21. In accordance with the Co-operative Principle of education, training and information, the Co-operative shall provide potential Members with information about what the role of a Member is within the Co-operative and will provide training in the skills required to be a Member and to participate in the operation of the Co-operative.
22. The Co-operative shall provide ongoing education and training in co-operative values and principles and associated topics. The Co-operative shall support its Members by ensuring that general meetings are accessible and encourage participation.

Termination of Membership

23. A Member shall cease to be a Member of the Co-operative immediately that they:
 - (a) Are no longer eligible for membership; or
 - (b) Fail to pay the annual subscription (if any) within 3 months of it falling due; or
 - (c) Fail to hold the minimum shareholding; or
 - (d) Resign in Writing to the Secretary; or
 - (e) Are expelled from membership in accordance with these Rules; or
 - (f) Die, are wound up or go into liquidation.

Expulsion from Membership

24. A Member may be expelled for conduct prejudicial to the Co-operative by an Extraordinary Resolution, provided that the grounds for expulsion have been specified in the notices calling the meeting and that the Member whose expulsion is to be considered shall be given the opportunity to make representations to the meeting or, at the option of the Member, an individual who is there to represent them (who need not be a Member of the Co-operative) has been allowed to make representations to the general meeting.
25. If on due notice having been served the Member fails to attend the meeting the meeting may proceed in the Member's absence.

- (a) An expelled Member shall be paid the nominal value of shares held by them at the time of expulsion.
 - (b) No Member expelled from membership shall be re-admitted except by an Extraordinary Resolution.
26. A Member may be admitted to membership as either a User Member or Worker Member, and may not be a Member in both categories. A Member wishing to change their membership category may do so by applying to the Secretary, provided that they meet the criteria for membership in the changed category, and have fulfilled any requirements of membership as may be set out in the membership policy.

PROCEEDINGS ON DEATH OR BANKRUPTCY OF A MEMBER

27. Upon a claim being made by:
- (a) The personal representative of a deceased Member; or
 - (b) The trustee in bankruptcy of a Member who is bankrupt; or
 - (c) The Office Holder to any property in the Co-operative belonging to such a Member, the Co-operative shall transfer or pay property to which the Office Holder has become entitled as the Office Holder may direct them.
28. A Member may in accordance with the Act nominate any individual or individuals to whom any of her/his property in the Co-operative at the time of her/his death shall be transferred, but such nomination shall only be valid to the extent of the amount for the time being allowed in the Act. On receiving a satisfactory proof of death of a Member who has made a nomination the Co-operative shall, in accordance with the Act, either transfer or pay the full value of the property comprised in the nomination to the individual or individuals entitled thereunder.

Share Capital

29. The shares of the Co-operative shall be of the nominal value of £1. The minimum shareholding required of a Member shall be defined as such number of fully paid shares as the Board may determine subject to the Act, or as may be required by a particular offer of shares, or, failing such determination or requirement, shall be one share.
30. A Member may apply for shares in tranches of shares which are smaller in number than the minimum shareholding, provided that any Member who does not achieve the minimum shareholding within 12 months of their first payment may, at the discretion of the Board, cease to be a Member. Any person ceasing to be a Member under this rule shall have the value of their shares as at the date on which they ceased to be a Member returned to them and the relevant shares shall be cancelled.
31. Applications for shares shall be made to the Board of the Co-operative who shall allot to Members, upon their admission, the share or shares for which they have applied provided that the total number of shares allotted to any Member shall not exceed the maximum shareholding permitted by law. Shares shall be paid for in full on allotment.

32. If a Member who is required to withdraw from membership under these Rules is unable to transfer their shares and the right to withdraw shares has been suspended, then the nominal value of their share capital shall be converted into loan stock upon such terms as may be agreed between the Board and the Member, or their personal representative or trustee in bankruptcy, or Office Holder provided that such agreement shall require the repayment of the loan within a period not exceeding three years.
33. Shares shall be Withdrawable only in accordance with the provisions of these Rules. Shares shall be non-Transferable except:
- (a) on death or bankruptcy; or
 - (b) (in the case of an unincorporated organisation or partnership), on a change of nominee(s) and only to the new nominee(s).

Withdrawal of share capital

34. Shares may be withdrawn by Members upon giving three months' notice to the Co-operative (though the Board retain sole discretion to return money paid for them) provided that:
- (a) All withdrawals shall be paid in the order in which the notices were received by the Co-operative.
 - (b) A Member shall not be entitled to withdraw shares which would leave them with less than the minimum shareholding, unless they intend to terminate their membership of the Co-operative.
 - (c) The Board may waive the notice required for a withdrawal and may direct payment to be made without notice or on such shorter notice as they consider fit.
 - (d) The Board may, at their sole discretion, suspend the right to withdraw either wholly or partially, and either indefinitely or for a fixed period. The suspension shall extend and apply to all notices of withdrawal which have been received and remain unpaid at the time the Board suspends the right to withdraw. Where the suspension is for a fixed period, such period may be extended from time to time by the Board.
 - (e) During any period when the right of withdrawal has been suspended under the provision immediately above, the shares of deceased Members may, if the Board agree, be withdrawn by their personal representatives upon giving such notice as the Board may require.
 - (f) The amount to be paid to a Member on withdrawal shall be the amount paid up or credited on the shares to be withdrawn, except where the shares are subject to a reduction in their value in accordance with the provisions of these Rules.
 - (g) Interest shall be payable on any share in respect of which a notice of repayment has been given until the date of repayment.
35. Any share withdrawn in accordance with these Rules shall be cancelled.

36. Members may withdraw from the Co-operative by withdrawing all their shares in the Co-operative in accordance with these Rules or, if the right to withdraw has been suspended, by surrendering all their shares to the Co-operative. Upon such surrender the Board may at their discretion pay to the withdrawing Member the amount paid up or credited on the shares surrendered.
37. The Co-operative may deduct such reasonable sum to cover any administrative costs of withdrawal from the monies payable to a Member on the withdrawal of shares in the Co-operative.

Reduction in Share Values

38. If the Co-operative's Auditors (or any independent qualified accountants appointed for this purpose by the Board) certify at any time that the aggregate of the Co-operative's liabilities plus the amount of its issued share capital exceeds its assets, then (unless in the meantime the excess has been removed) the Board may determine that the amount of this excess, or part of it, shall be apportioned among the Members in proportion to (but not beyond) the amount of the nominal value of the shares paid up and held by each Member. This apportionment shall be based on the value of the shares paid up and held by each Member at the close of business on the date of such determination. The value of shares held by each Member shall be reduced accordingly for the purposes of withdrawal of shares, provided that the value of shares held by any Member shall not be reduced below the minimum shareholding as specified in these Rules.

Lien on Shares and Right of Offset

39. The Co-operative shall have a lien on the shares of a Member for any debt due to it by the Member and may offset any sum standing to the Member's credit with the Co-operative in or towards payment of such debt.

GENERAL MEETINGS

40. The Co-operative shall, within six months of the end of the financial year, hold a general meeting of the Members as its annual general meeting and shall specify the meeting as such in the notices calling it.
41. The business of an annual general meeting shall comprise, where appropriate:
 - (a) The receipt of the accounts and balance sheet and of the reports of the Board and Auditor (if any).
 - (b) The appointment of an Auditor, if required.
 - (c) The election of the Board or the results of the election if held previously by ballot.
 - (d) The application of profits.
 - (e) The transaction of any other business included in the notice convening the meeting.

42. In accordance with the Co-operative Principle of democratic member control, the Co-operative shall ensure that, in addition to the annual general meeting, at least four other general meetings are held annually. The purpose of these meetings is to ensure that Members are given the opportunity to participate in the decision making process of the Co-operative, review the business planning and management processes and to ensure the Co-operative manages itself in accordance with the co-operative values and principles.

Calling a General Meeting

43. The Secretary, at the request of the Board of Directors may convene a general meeting of the Co-operative. The purpose of the general meeting shall be stated in the notice of the meeting.
44. The Board of Directors upon an application signed by one-tenth of the total number of Members, or 100 Members, whichever is the lesser, delivered to the registered office of the Co-operative, shall convene a general meeting. The purpose of the general meeting shall be stated in the application for and notice of the meeting. No business other than that stated in the notice of the meeting shall be conducted at the meeting.
45. If within one month from the date of the receipt of the application the Board have not convened a general meeting to be held within six weeks of the application, any three Members of the Co-operative acting on behalf of the signatories to the application may convene a general meeting, and shall be reimbursed by the Co-operative for any costs incurred in convening such a meeting.

Notices

46. The Directors shall call the annual general meeting giving 14 Clear Days' notice to all Members. All other general meetings shall be convened with at least 14 Clear Days' notice but may be held at shorter notice if so agreed in Writing by 90% of the Members.
47. Notices of meetings shall either be given to Members personally or sent to them at their Address or alternatively, if so agreed by the Co-operative in general meeting, notices of general meetings may be displayed conspicuously at the registered office and in all other places of business of the Co-operative to which Members have access. Notices shall specify the date, time and place at which the meeting is to be held, and the business which is to be transacted at that meeting. A general meeting shall not transact any business other than that specified in the notices calling the meeting.
48. A notice sent to a Member's Address shall be deemed to have been duly served 48 hours after its posting. The accidental omission to send any notice to or the non-receipt of any notice by any Person entitled to receive notice shall not invalidate the proceedings at the meeting.
49. All notices shall specify the date, time and place of the meeting along with the general nature of business to be conducted and any proposed resolutions.
50. If the Co-operative has appointed an Auditor in accordance with these Rules they shall be entitled to attend general meetings of the Co-operative and to receive all notices of

and communications relating to any general meeting which any Member of the Co-operative is entitled to receive. The Auditor shall be entitled to be heard at any meeting on any part of the business of the meeting which is of proper concern to an Auditor.

Quorum

51. No business shall be transacted at a general meeting unless a quorum of Members is present, including those not present in Person. Unless amended by Extraordinary Resolution, a quorum shall be 3 Members or 5% of the membership, whichever is the greater.

Chairing General Meetings

52. The chairperson of the Co-operative shall facilitate general meetings. If s/he is absent or unwilling to act at the time any meeting proceeds to business then the Members present shall choose one of their number to be the chairperson for that meeting.

Attendance and Speaking at General Meetings

53. A Member is able to exercise the right to speak at a general meeting and is deemed to be in attendance when that Person is in a position to communicate to all those attending the meeting. The Directors may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it including by Electronic Means. In determining attendance at a general meeting, it is immaterial whether any two or more Members attending are in the same place as each other, provided that they are able to communicate with each other.
54. The chairperson of the meeting may permit other persons who are not Members of the Co-operative to attend and speak at general meetings, without granting any voting rights.

Adjournment

55. If a quorum is not present within half an hour of the time the general meeting was due to commence, or if during a meeting a quorum ceases to be present, the chairperson must adjourn the meeting. If within half an hour of the time the adjourned meeting was due to commence a quorum is not present, the Members present shall constitute a quorum.
56. The chairperson of a general meeting may adjourn the meeting whilst a quorum is present if:
- (a) The meeting consents to that adjournment; or
 - (b) It appears to the chairperson that an adjournment is necessary to protect the safety of any persons attending the meeting or to ensure that the business of the meeting is conducted in an orderly manner.
57. The chairperson must adjourn the meeting if directed to do so by the meeting.

58. When adjourning a meeting the chairperson must specify the date, time and place to which it will stand adjourned or that the meeting is to continue at a date, time and place to be fixed by the Directors.
59. If the meeting is adjourned for 14 days or more, at least 7 Clear Days' notice of the adjourned meeting shall be given in the same manner as the notice of the original meeting.
60. No business shall be transacted at an adjourned meeting other than business which could properly have been transacted at the meeting if the adjournment had not taken place.

Voting

61. In accordance with the Co-operative Principle of democratic member control, each Member shall have one vote on any question to be decided in general meeting.
62. A resolution put to the vote at a general meeting shall be decided on a show of hands unless a paper ballot is demanded in accordance with these Rules. A declaration by the chair that a resolution has on a show of hands been carried or lost with an entry to that effect recorded in the minutes of the general meeting shall be conclusive evidence of the result. Proportions or numbers of votes in favour for or against need not be recorded.
63. In the case of an equality of votes, whether on a show of hands or a poll, the chairperson shall not have a second or casting vote and the resolution shall be deemed to have been lost.

Paper Ballot

64. A paper ballot on a resolution may be demanded before or on the declaration of the result of the show of hands by three Members at a general meeting.
65. If a paper ballot is duly demanded it shall be taken in such a manner as the chairperson directs, provided that no Member shall have more than one vote, and the result of the ballot shall be deemed to be the resolution of the meeting at which the ballot was demanded.
66. The demand for a paper ballot shall not prevent the continuance of a meeting for the transaction of any other business than the question upon which a ballot has been demanded. The demand for a paper ballot may be withdrawn.

Resolutions

67. Decisions at general meetings shall be made by passing resolutions:
 - (a) The following decisions must be made by Extraordinary Resolution:
 - (i) Decisions to expel Members;
 - (ii) Decisions to dispose of assets of the Co-operative equivalent in value to one-third of the Co-operative's last published balance sheet, as detailed in these Rules;

- (iii) Any amendment to the Co-operative's Rules;
 - (iv) The decision to wind up the Co-operative.
 - (b) Decisions set out in these Rules required to be passed by special resolution must be passed in the way required by the Act. All other decisions shall be made by ordinary resolution.
68. An Extraordinary Resolution is one passed by a majority of not less than 75% of votes cast at a general meeting and an ordinary resolution is one passed by a simple majority (51%) of votes cast.
69. Unless the Act specifically requires a special resolution to be passed at a general meeting, a resolution may be passed as a written resolution. A written resolution may consist of several identical Documents signed by one or more Members.

DIRECTORS

70. The Co-operative shall have a Board of Directors comprising not less than three Directors.
71. The initial Directors of the Co-operative from registration until the first annual general meeting shall be appointed by the Founder Members.
72. Only Members of the Co-operative who are aged 18 years or more may serve on the Board of Directors.
73. The Board of Directors shall be elected by and from the Co-operative's Members. The maximum number of Directors serving on the Board shall be determined by a general meeting of the Co-operative from time to time. The composition of the Board of Directors following the first annual general meeting shall be as follows:
- (a) Not more than 5 User Members.
 - (b) Not more than 5 Worker Members.

Retirement Cycle

74. At the first annual general meeting all Directors shall stand down. At every subsequent annual general meeting one-third of the Board of Directors, or if their number is not a multiple of three then the number nearest to one-third, shall retire from office. The Directors to retire shall be the Directors who have been longest in office since their last election. Where Directors have held office for the same amount of time the Director to retire shall be decided by lot. A retiring Director shall be eligible for re-election.

Co-option of Directors

75. In addition the Board of Directors may co-opt up to two external independent Directors who need not be Members and are selected for their particular skills and/or experience. Such external independent Directors shall serve a fixed period determined by the Board of Directors at the time of the co-option, subject to a review at least every 12 months. External independent Directors may be removed from office at any time by a resolution of the Board of Directors.

76. The Board of Directors may at any time fill a casual vacancy on the Board by co-option. Co-opted individuals must be Members of the Co-operative and will hold office as Director only until the next annual general meeting.

Board Education and Training

77. In accordance with the Co-operative Principle of education, training and information, before accepting a position as Director an individual must agree to undertake training during their first year of office as deemed appropriate by the Co-operative. This training will include information on the roles and responsibilities of being a Director of a society which is also a co-operative.

Powers and Duties of the Board of Directors

78. The business of the Co-operative shall be managed by the Board who may exercise all such powers of the Co-operative as may be exercised and done by the Co-operative and as are not by statute or by these Rules required to be exercised or done by the Co-operative in general meeting.
79. All decisions made by a meeting of the Board of Directors or by any person acting as a Director shall remain valid even if it is later discovered that there was some defect in the Director's appointment or that the individual had previously been disqualified from acting as a Director.
80. All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments, and all receipts for monies paid to the Co-operative shall be signed, drawn, accepted, endorsed, or otherwise executed in such manner as the Board shall from time to time direct.
81. Without prejudice to its general powers, the Board may exercise all the powers of the Co-operative to borrow money and to mortgage or charge its undertaking and property or any part of it and to issue debentures and other securities whether outright or as security for any debt, liability or obligation of the Co-operative or of any third party.
82. No Regulation made by the Co-operative in general meeting shall invalidate any prior act of the Board which would have been valid had that Regulation not been made.
83. In accordance with the Co-operative Principles of democratic member control and member economic participation, the Board of Directors shall not be entitled to sell or otherwise dispose of assets (in a single transaction or series of transactions) equivalent in value to one-third or more of the total value of the last published balance sheet of the Co-operative without the approval of the Members by Extraordinary Resolution.
84. Any ultra vires action by the Board may be ratified by the Society by a special resolution passed in the way required by s44 of the Act. A separate special resolution must be passed in the same way should the Society wish to relieve a Director from any liability incurred as a result of a breach of duty arising from the Society acting outside its powers.

Delegation

85. Subject to these Rules, the Directors may delegate any of the powers which are conferred on them under these Rules to any Person or committee consisting of Members of the Co-operative, by such means, to such an extent, in relation to such matters and on such terms and conditions as they think fit.
86. The Directors may specify that any such delegation may authorise further delegation of the powers by any Person to whom they are delegated.
87. The Directors may revoke any delegation in whole or in part or alter any terms and conditions.

Sub-Committees

88. A sub-committee to which the Directors delegate any of their powers must follow procedures which are based as far as they are applicable on those provisions of these Rules which govern the taking of decisions by Directors.
89. The Directors may make Regulations for all or any sub-committees, provided that such Regulations are not inconsistent with these Rules.
90. All acts and proceedings of any sub-committee must be fully and promptly reported to the Directors.

PROCEEDINGS OF THE BOARD OF DIRECTORS

Calling a Meeting of the Board of Directors

91. Any Director may, and the Secretary on the requisition of a Director shall, call a meeting of the Board of Directors by giving reasonable notice of the meeting to all Directors. Notice of any meeting of the Board of Directors must indicate the date, time and place of the meeting and, if the Directors participating in the meeting will not be in the same place, how they will communicate with each other.

Proceedings of a Meeting of the Board of Directors

92. The Board of Directors may meet together for the despatch of business, adjourn and otherwise regulate their meetings as they think fit.
93. A Director is able to exercise the right to speak at a meeting of the Board of Directors and is deemed to be in attendance when that person is in a position to communicate to all those attending the meeting. The Directors may make whatever arrangements they consider appropriate to enable those attending a meeting of the Board of Directors to exercise their rights to speak or vote at it including by Electronic Means. In determining attendance at a meeting of the Board of Directors, it is immaterial whether any two or more Directors attending are in the same place as each other.
94. Questions arising at any meetings of the Board shall be decided by a majority of votes. In the case of an equality of votes the status quo shall be maintained and the Board of Directors may choose to refer the matter to a general meeting of the Co-operative.
95. A written resolution, circulated to all Directors and signed by a simple majority (51%) of Directors, shall be valid and effective as if it had been passed at a Board meeting

duly convened and held. A written resolution may consist of several identical Documents signed by one or more Directors.

96. The Board of Directors may, at its discretion, invite other persons to attend its meetings with or without speaking rights and without voting rights. Such attendees will not count toward the quorum.

Quorum

97. The quorum necessary for the transaction of business at a meeting of the Board of Directors shall be 50% of the Directors or 3 Directors, including those not present in person, whichever is the greater.
98. If at any time the total number of Directors in office is less than the quorum required, the Directors are unable to take any decisions other than to appoint further Directors or to call a general meeting so as to enable the Members to appoint further Directors.

Chairing Board Meetings

99. The chairperson shall facilitate meetings of the Board of Directors. If s/he is absent or unwilling to act at the time any meeting proceeds to business then the Directors present shall choose one of their number to be the chairperson for that meeting.

Declaration of Interest

100. A Director shall declare an interest in any contract or matter in which s/he has a personal, material or financial interest, whether directly or indirectly, and shall not vote in respect of such contract or matter, provided that nothing shall prevent a Director voting in respect of her/his terms and conditions of employment or any associated matter.

Expenses

101. The Co-operative may pay any reasonable expenses which the Directors properly incur in connection with their attendance at meetings or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Co-operative.

Termination of a Director's Appointment

102. A person ceases to be a Director of the Co-operative as soon as:
- (a) That person ceases to be a Member of the Co-operative (unless they are a co-opted external independent Director);
 - (b) Where the individual is the representative of a Member organisation, that Member organisation removes their endorsement of that representative;
 - (c) Where the person is the representative of a Member organisation that Member organisation ceases to exist;
 - (d) That person resigns from office in Writing to the Secretary of the Co-operative, and such resignation has taken effect in accordance with its terms;

- (e) That person is removed from office by an ordinary resolution of the Co-operative in general meeting, the notices for which specified that the question of the Director's removal was to be considered;
- (f) That person is prohibited from being a Director by law;
- (g) That person is disqualified from acting as a trustee by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of those provisions);
- (h) A bankruptcy order is made against that person;
- (i) A registered medical practitioner who is treating that person gives a written opinion to the Co-operative stating that the person has become mentally incapable of acting as a Director and may remain so for more than three months;
- (j) By reason of that person's mental health, a court makes an order which wholly or partly prevents that person from personally exercising any powers or rights which that person would otherwise have.

OFFICERS

103. The Board shall elect from among their own number a chairperson and Secretary and such other Officers as they may from time to time decide. These Officers shall have such duties and rights as may be bestowed on them by the Board or by law and any Officer appointed may be removed by the Board. A serving Officer who is not re-elected to the Board at the annual general meeting shall nevertheless continue in office until the first Board meeting following the annual general meeting.

DISPUTES

104. In the event of a dispute between the Co-operative or its Board and a Member of the Co-operative or a former Member, such dispute shall be referred to an independent arbitrator whose appointment is acceptable to both parties to the dispute or in the absence of agreement to be nominated by the Secretary General of Co-operatives UK (or any role or body that succeeds to its function). The decision of such an arbitrator shall be binding. In the event that a dispute cannot, for whatever reason, be concluded by reference to an arbitrator, the matter may be referred to the county court (or in Scotland, to the sheriff). Any Person bringing a dispute must, if so required, deposit with the Co-operative a reasonable sum (not exceeding £100) to be determined by the Board. The arbitrator will decide how the costs of the arbitration will be paid and what should be done with the deposit.

REGULATIONS

105. The Co-operative in a general meeting, or the Board of Directors, may from time to time make, adopt and amend such Regulations in the form of bye-laws, standing orders, secondary rules or otherwise as they think fit for the management, conduct and regulation of the affairs of the Co-operative and the proceedings and powers of the Board of Directors and sub-committees. Such Regulations (if any) shall be made available to all Members. No Regulation shall be made which is inconsistent with

these Rules or the Act. All Members of the Co-operative and the Board of Directors shall be bound by such Regulations whether or not they have received a copy of them.

LIABILITY OF MEMBERS

106. The liability of a Member is limited to the amount of their shareholding.

PAYMENT OF INTEREST ON SHARE CAPITAL

107. To paying interest on issued share capital at such rate or rates as determined by the Board from time to time, but not exceeding 5 per cent per annum or 2 per cent above the Bank of England base rate, whichever is the greater;

APPLICATION OF PROFITS

108. Any profits of the Co-operative shall be applied as follows in such proportions and in such manner as may be decided by the Co-operative at the annual general meeting:
- (a) To a general reserve for the continuation and development of the Co-operative;
 - (b) To paying dividends to Members, either equally or in accordance with some other equitable formula which recognises the relative contribution made by each Member to the business of the Co-operative;
 - (c) In accordance with the Co-operative Principle of concern for community, to make payment for social, co-operative and community purposes.

AMALGAMATION, TRANSFER OF ENGAGEMENTS AND CONVERSION

109. The Society may, by special resolution passed in the way required by section 111 of the Act, amalgamate with, or transfer its engagements to another registered society subject to at least the same degree of restriction on the distribution of profits and assets as imposed on this Society by virtue of these Rules. The Society may also accept a transfer of engagements and assets by a resolution of the Board or by general meeting.
110. The Society may, by a special resolution passed in a way required by section 113 of the Act, amalgamate with, or transfer its engagements to, or convert to a company, subject to at least the same degree of restriction on the distribution of profits and assets as imposed on this Society by virtue of these Rules. In relation to calling a general meeting for the purpose of such resolution, the following provisions shall apply:
- (a) The Co-operative shall give to Members not less than two months' notice of the meeting.
 - (b) Notice of the meeting shall be posted in a prominent place at the registered office and at all trading premises of the Co-operative to which Members have access.
 - (c) The notice shall be accompanied by a separate statement setting out for Members:

- (i) the reasons for the proposal;
 - (ii) whether the proposal has the support of the Board of the Co-operative;
 - (iii) what alternative proposals have been considered, and whether they are viable;
 - (iv) details of the number of shares in the Co-operative held by Members of the Board, and persons connected with them;
 - (v) a recommendation by reputable independent financial advisors that the Members should support the proposal rather than any alternative proposal.
- (d) Where the separate statement is contained in another Document, information shall be provided in the notice specifying where Members can obtain a copy of the Document.

DISSOLUTION

111. The Society may be dissolved:

- (a) in accordance with section 119 of the Act by an instrument of dissolution;
- (b) in accordance with section 123 of the Act in pursuance of a winding up order or by a resolution made or passed as directed in regard to companies by the Insolvency Act 1986; or
- (c) in accordance with section 125 of the Act, after administration and an administrator issues a notice to dissolve the Society without prior winding-up.

112. The Co-operative is a common ownership enterprise. If on the winding up or dissolution of the Co-operative any of its assets remain to be disposed of after its liabilities are satisfied, these assets shall not be distributed among the Members, but shall be transferred to some other common ownership co-operative(s), or to Co-operatives UK (or any body that succeeds to its function). If such residual assets cannot be distributed in this manner they shall be transferred to some other organisation(s) whose purpose is to promote and support the co-operative movement and common ownership enterprises. This rule may only be amended by Extraordinary Resolution.

ADMINISTRATIVE ARRANGEMENTS

Means of Communication

113. A Member may provide their consent to receive communications from the Co-operative by Electronic Means.
114. A notice sent to a Director's Address shall be deemed to have been duly served 48 hours after its posting. A Director may agree with the Co-operative that notices or Documents sent to her/him in a particular way are to be deemed to have been received within a specified time of their being sent, and for the specified time to be less than 48 hours.

Seal

115. If the Co-operative has a seal, it shall only be used by the authority of the Board of Directors acting on behalf of the Co-operative. Every instrument to which the seal shall be attached shall be signed by a Director and countersigned by a second Director or the Secretary.

Registers

116. The Board of Directors shall ensure accurate registers are maintained which shall include a register of Members, a register of Directors and a register of Officers.

Register of Members

117. The Board shall ensure that the register is maintained in accordance with the Act and that the particulars required by the Act are available for inspection and accessible without the need to disclose other particulars contained in the register.

Register of Directors and Officers

118. The Co-operative shall maintain a register of Directors and Officers which shall include the following particulars:
- (a) Name of the Director;
 - (b) Address of the Director;
 - (c) The date on which they assumed office;
 - (d) The date on which they vacated office; and
 - (e) The position held by a Director if s/he is also an Officer and the date on which the Director assumed and vacated his/her Officer position.

Amendments to Rules

119. Any of these Rules may be rescinded or amended or a new rule made by an Extraordinary Resolution at a general meeting of which 14 Clear Days' notice has been given, such notice to include details of the change(s) to be proposed at that meeting. No amendment of Rules is valid until registered by the Registrar. When submitting the rule amendments for registration the Secretary may at their sole discretion accept any alterations required or suggested by the Registrar without reference back to a further general meeting of the Co-operative.

Copies of the Co-operative's Rules

120. A copy of these Rules and any amendments made to them shall be given free of charge to every Member upon admission to membership and shall be provided to any other person on demand and on payment of the statutory fee chargeable for the time being in force.

Minutes

121. The Co-operative shall ensure that minutes are kept of all:

- (a) Proceedings at general meetings of the Co-operative; and
- (b) Proceedings at meetings of the Board of Directors and its sub-committees which include names of the Directors present, decisions made and the reasons for those decisions.

Annual Return

122. Every year and within the period prescribed by the Act, the Secretary shall send the annual return in the prescribed form to the Registrar. The annual return shall be accompanied by:

- (a) A copy of the Auditor's report on the Co-operative's accounts for the period covered by the annual return or a copy of such other report (if any) as is required by statute for such a period; and
- (b) A copy of each balance sheet made during that period and report of the Auditor or other appropriate person as required by statute on that balance sheet.

123. The Co-operative shall on demand supply free of charge to any Member or any person with an interest in the funds of the Co-operative a copy of the latest annual return together with a copy of the Auditor's report on the accounts and balance sheet contained in the annual return and the Auditor's report (if any).

124. The Co-operative shall at all times keep a copy of the latest balance sheet of the Co-operative together with a copy of the corresponding Auditor's report (if any) hung up in a conspicuous place at the registered office and displayed on the Co-operative's website (if any).

Audit

125. Unless the Society meets the criteria set out in section 83(2) of the Act or may disapply the audit requirement in accordance with section 84 of the Act, the Board shall in each financial year appoint an Auditor as required by section 83(1) of the Act, to audit the Society's accounts and balance sheet for the year. This provision also applies if the Society is in its first financial year.

126. The following persons shall not be appointed as Auditor of the Co-operative:

- (a) An Officer or Employee of the Co-operative;
- (b) A person who is a partner or employee of, or who employs, an Officer of the Co-operative.

127. The Board may appoint an Auditor to fill a casual vacancy occurring between general meetings.

128. An Auditor for the preceding financial year shall be re-appointed as Auditor of the Co-operative for the current financial year unless:

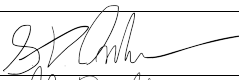

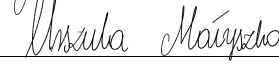

- (a) A decision has been made by the Board to appoint a different Auditor or expressly decided that s/he shall not be re-appointed; or
 - (b) S/he has given notice in writing to the Secretary of her/his unwillingness to be re-appointed; or
 - (c) S/he is ineligible for appointment as Auditor of the Co-operative for the current financial year; or
 - (d) S/he has ceased to act as Auditor of the Co-operative by reason of incapacity.
129. Any ordinary resolution of a general meeting of the Co-operative either to remove an Auditor from office or to appoint another person as Auditor shall not be effective unless notice of the proposed resolution has been given to the Co-operative at least 28 days prior to the meeting at which the resolution is to be considered. At least 14 days' notice of such resolution must then be given to Members of the Co-operative in the manner prescribed in these Rules and in Writing to the Auditor(s).

Social Accounting and Reporting

130. In addition to any financial accounts required by the Act, the Members may resolve to undertake an account of the activities of the Co-operative which will endeavour to measure its co-operative, social and environmental performance using whatever methodology the Members deem appropriate. Following the completion of such an account the Co-operative shall report any findings to its Members and other stakeholders.

Indemnity and Insurance

131. Subject to the following rule, any Director or former Director of the Co-operative may be indemnified out of the Co-operative's assets against:
- (a) Any liability incurred by that Director in connection with any negligence, default, breach of duty or breach of trust in relation to the Co-operative;
 - (b) Any liability incurred by that Director in connection with the activities of the Co-operative in its capacity as a trustee of an occupational pension scheme;
 - (c) Any other liability incurred by that Director as an Officer of the Co-operative.
132. The above rule does not authorise any indemnity which would be prohibited or rendered void by any provision of law.
133. The Directors may decide to purchase and maintain insurance, at the expense of the Co-operative, for the benefit of any Director or former Director of the Co-operative in respect of any loss or liability which has been or may be incurred by such a Director in connection with their duties or powers in relation to the Co-operative or any pension fund or employees' share scheme of the Co-operative.

Signatures of Founder Members	Full Names of Founder Members in BLOCK CAPITALS (no initials)
1. 	SCOTT ANDERSON
2. 	JOHN PAUL HAYES
3. 	URSZULA MALYSZKO
Signature of Secretary	Full Name of Secretary in BLOCK CAPITALS (no initials)
1. 	JOHN PAUL HAYES

- Accepted as a model by the Financial Conduct Authority 2014 v.1 -

New Registration - Co-Operative Society form

Society Name:

Society Num:

Use this form to register a co-operative society under the Co-operative and Community Benefit Societies Act 2014 ('the Act').

Use this form for either a new registration of a co-operative society, or for a conversion to a co-operative society from either a company or society registered under the Friendly Societies Act 1974.

To register a society we need:

- this completed form
- one signed copy of the society's rules (or two copies where not submitting electronically)

This form, including any details provided on the form, will be made available to the public through the Mutuals Public Register. Before you start completing this form you may find it helpful to read Chapter 4 of our guidance on our registration function under the Co-operative and Community Benefit Societies Act 2014:

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

2.1 What are you applying to do?

- ☒ Register a new co-operative society
- ☐ Convert a company to a co-operative society
- ☐ Convert a friendly society into a co-operative society

2.2 Who should we contact about this application?

Name	<input type="text" value="Dane Pollard"/>
Position	<input type="text" value="Co-operative Governance Support Advisor"/>
Postal Address	<input type="text" value="Holyoake House"/>
	<input type="text" value="Hanover Street"/>
Town	<input type="text" value="Manchester"/>
County	<input type="text"/>
Postcode	<input type="text" value="M60 0AS"/>
Phone	<input type="text" value="01612141772"/>
Email	<input type="text" value="advice@uk.coop"/>

3.1 What will be the registered name of the society?

(This must be exactly as it appears on the society's proposed rules). Please see page 24 of our guidance for further guidance on society names.

Society name	<input type="text" value="MyCoolClass Co-operative Limited"/>
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All societies must be carrying out an industry, business or trade. Here we are looking to gain a practical understanding of what that is for your society.

3.2 What is the business of the society?

For example, will you be providing housing, manufacturing goods, developing IT systems etc.

Providing online tutoring and education services

3.3 What Standard Industrial Classification code best describes the society's main business?

Where more than one code applies, please select the code that you feel best describes the society's main business activity. Here is a [full list of Standard Industrial Classification Codes](#).

85590

We need to be satisfied that the society is a bona fide co-operative society. Chapter 4 of our guidance provides more information about how we approach this. We generally consider something to be a bona fide co-operative where it is an autonomous association of persons united voluntarily to meet their common economic, social and cultural needs and aspirations through a jointly owned and democratically controlled enterprise.

3.4 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.

The members are teachers who deliver online courses and tutorials through commercial platforms, and wish to improve their remuneration and benefits by working through a co-operatively owned and controlled platform; and the workers who operate the platform, who wish to have fair wages and conditions, the opportunity to develop good online curricula, and a say in how the business is operated.

3.5 How will the society's business meet those needs and aspirations?

You have described the society's business answer to question 3.3, and in question 3.4 you have described the common needs and aspirations of members. Please now describe how that business meets those common needs and aspirations.

The co-op will design, build and operate an online platform for the delivery of educational services, where user members (teachers, mainly freelancers) will set their fees and the co-op will derive income by taking a proportion of those fees. Co-op income will be used to fund the operating costs of the platform and the business, create a common reserve, and fund programmes to benefit members, such as a sickness fund. It is envisaged that the co-op will, when possible, invest in developing new and high quality educational content and curricula suitable for online learning.

3.6 How will members democratically control the society?

For example, will the members elect a board at an annual general meeting; will all members collectively run the society.

Members are invited to attend general meetings of the co-operative and may vote on a one member one vote basis. Members may also stand for election, and elect others, to the Board of the co-operative.

3.7 What will the society do with any surplus or profit?

For instance, will you pay a dividend to members (and if so, on what basis); will money be reinvested in the business; put into reserves; used for some other purpose?

Any profits of the Co-operative shall be applied as follows in such proportions and in such manner as may be decided by the Co-operative at the annual general meeting:

- (a) To a general reserve for the continuation and development of the Co operative;
- (b) To paying dividends to Members, either equally or in accordance with some other equitable formula which recognises the relative contribution made by each Member to the business of the Co-operative;

In order to satisfy ourselves that the society is a bona fide co-operative, we need to understand the society's relationships with other key stakeholders.

3.8 Please state any close links which any of the founding members or directors has, or intends to have, with any society, company or authority.

'Close links' includes any directorships or senior positions held by directors or founding members of the society in other organisations.

None of the founder members holds any senior position in another company, society or authority.

3.9 On what date do you want the society's financial year to end

This is the date the society's financial year will end, every year after the society is registered. If you have a preference (e.g. 31 March) please specify that here. If you do not select a date the society will be given the anniversary of the last day of the month it was registered in.

31

Mar

4.1 If you have used a sponsoring body to submit this application please include their details here.

Name of sponsoring body

Co-operatives UK

Name of model rules

Co-operative Consortium

Name of person who approved use of the model

Dane Pollard

Date permission for use of the model was given

23/03/2021

The Act requires rules of societies to make provision for all of the matters listed below. If you have not made provision for all of the matters listed below we will not be able to register your society.

4.2 Please complete this table

Provision required by the Act

Number of the rule(s) covering this E.g. '2.3-2.7'

The society's name	1
The objects of the society	5
Place of the society's registered office, to which all communications and notices may be addressed	2
The terms of admission of the members, including any society or company investing funds in the society under the provisions of the Act	14-22
The method of holding meetings, the scale and right of voting, and the method of making, altering or rescinding rules	40- 69, 119
The appointment and removal of a committee (by whatever name) and of managers or other officers and their respective powers and remuneration	70-105
The maximum amount of the interest in the shares of the society which may be held by any member otherwise than by virtue of section 24(2) of the Act	29-32, 107
Whether the society may contract loans or receive moneys on deposit subject to the provisions of this Act from members or others, and if so under what conditions, under what security, and to what limits of amount	7-12
Whether any or all shares are transferable, and provision for the form of transfer and registration of shares, and for the consent of the committee to transfer or registration Whether any or all shares are withdrawable, and provision for the method of withdrawal and for payment of the balance due on them on withdrawing from the society	33-40
Provision for the audit of accounts in accordance with Part 7 of the Act	125-129
Whether members may withdraw from the society and if so how, and provision for the claims of the representatives of deceased members and of the trustees of the	23-28

property of bankrupt members (or, in Scotland, members whose estates have been sequestrated), and for the payment of nominees

The way in which the society's profits are to be applied

108

If the society is to have a common seal, provision for its custody and use

115

Whether any part of the society's funds may be invested, and if so by what authority and in what way

13

6.1 Please provide the details of the secretary below.

All societies must have someone fulfilling the role of secretary.

Name

John Paul Hayes

Month Year of Birth

Oct

1984

Date

18/03/2021

6.2 Please provide the details of 3 members below.

Name

Scott Anderson

Month Year of Birth

Jul

1975

Date

18/03/2021

Name

John Paul Hayes

Month Year of Birth

Oct

1984

Date

18/03/2021

Name

Urszula Malyszko

Month Year of Birth

Jun

1993

Date

18/03/2021

Members Signature

This [members signature form](#) must be signed by all members and included with your submission

6.3 Societies are within the scope of the Company Director Disqualification Act 1986 (CDDA). Please confirm that no proposed director is disqualified under that Act:

☒ No proposed director is disqualified

7.1 Please complete the submission checklist below.

The society's rules signed by three members and the secretary

- ☐ Two copies attached - submitting by post
- ☒ One copy attached - submitting by email

Marked-up copy of rules showing what changes the society is making to the model rules

- ☒ One copy attached
- ☐ Not attached - not using model rules
- ☐ Not attached - using model rules with no changes

Special resolution to convert the company to a society, including the following information:

- **Company name & number**
- **Date the resolution was passed**
- **Names of three members appointed to sign the society's rules and to either: accept alterations to the rules made by the FCA without further consulting the company; or consult the company about any such alterations**

- ☐ Three copies attached - submitting by post
- ☐ One copy attached - submitting by email
- ☒ Not attached - not a company converting to a society

Please indicate below which fee is applicable to you

- ☐ £40 - using model rules with no changes
- ☒ £120 - using model rules with 1-6 changes
- ☐ £250 - using model rules with 7-10 changes
- ☐ £950 - using model rules with 11 or more changes
- ☐ £950 - not using model rules
- ☐ No fee - Friendly society converting to a society


Please select how fee will be sent

Cheque for registration fee made payable to the Financial Conduct Authority


- ☐ Cheque attached - submitting this form by post
- ☒ Cheque posted separately - submitting this form by email
- ☐ No fee - Friendly society converting to a society

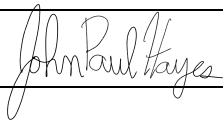
Section 6 – Member details

6.1 Please provide the details of the secretary below. All societies must have someone fulfilling the role of secretary.

Name	
Month of birth	
Year of birth	
Signature	
Date	

6.2 Please provide the details of 3 members below.

Name	
Month of birth	
Year of birth	
Signature	
Date	

Name	
Month of birth	
Year of birth	
Signature	
Date	

Name	
Month of birth	
Year of birth	

Signature	<i>Msaba Mairyo</i>
Date	

6.3 Societies are within the scope of the Company Director Disqualification Act 1986 (CDDA). Please confirm that no proposed director is disqualified under that Act:

No proposed director is disqualified ☐