

Constitution for Tenants and Residents' Association

1. NAME

- 1.1 The name of the Association shall be, described in this constitution as “the Association”.
- 1.2 The Association shall cover the following area:
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2. AIMS

- 2.1 The aims of the Association are:
 - (i) to promote the interests and rights of tenants and residents
 - (ii) to represent tenants and residents
 - (iii) to work, negotiate and campaign for improvements in housing, the environment and local amenities
 - (iv) to encourage a sense of community by welcoming members irrespective of race, nationality, colour, sex, disability, sexual orientation, religious beliefs or marital status
 - (v) to ensure that all members are informed and consulted regularly and that all residents eligible for membership are encouraged to join
- 2.2 The Association will work with statutory authorities, voluntary agencies and other groups and organisations to achieve these aims.
- 2.3 In order to achieve these aims, the Association may:
 - (a) receive money through grants, donations, membership fee, affiliation fees and any other legal method.
 - (b) become members of or accept membership from organisations having aims similar to those of the Association.
 - (c) give administrative and/or financial help to other groups having aims similar to those of the Association.

3. MEMBERSHIP

- 3.1 Membership of the Association is open to all tenants and residents who live in the area stated in 1.2 (above), who are aged 18 or over and who support the aims of the Association. Residents eligible for membership can join by contacting the secretary or at a general meeting.
- 3.2 There will be no membership fee to join the association this will be reviewed annually.
- 3.3 Copies of the Constitution are available on request from the Secretary

- 3.4 Elected Councillors of the Landlord Local Authority shall not be able to join the Association.
- 3.5 Members may be elected by the Association or its Committee to act as representatives or delegates to other bodies or organisations which may have similar aims to those of the Association.
- 3.6 A member ceased to be a member immediately upon: (a) moving out of the area stated in 1.2 (above), (b) resigning from the Association, (c) his/her death, (d) suspension or ending of membership by the Association's Committee (see the Association's "Disciplinary Code").

4. CONDUCT OF MEMBERS

- 4.1 It shall be a condition of membership that members at all times act in a reasonable manner at meetings and on premises used by the Association. Racist or sexist behaviour and abusive, threatening or violent behaviour will not be tolerated and will be grounds for suspension or ending of membership.

5. COMMITTEE

- 5.1 The business of the Association shall be carried out by a Committee elected at the Annual General Meeting.
- 5.2 The duty of the Committee shall be to carry out the general policy of the Association as decided at General Meetings and to manage the business and property of the Association in accordance with its aims.
- 5.3 The Committee shall consist of a Chairperson, a Secretary and a Treasurer plus up to other members.
- 5.4 The Chairperson, Secretary, Treasurer and other Committee members shall be elected each year at the Annual General Meeting. Any member may stand for election. Committee members may stand for re-election.
- 5.5 If a Committee vacancy arises in between Annual General Meetings, the Committee may co-opt a member on to the Committee.
- 5.6 Committee members shall be given at least 7 days' notice in writing, of Committee meetings by the Secretary.
- 5.7 The Committee will meet at least times per year. The times and places of these meetings will be agreed by the Committee. Any member may attend Committee meetings and may speak but not vote.
- 5.8 The Chairperson will chair Committee meetings. If the Chairperson is absent, a deputy Chairperson will chair Committee meetings.

- 5.9 The Secretary shall take a proper record (Minutes) of all Committee meetings and these Minutes shall be available to all members as required by the Committee and by General Meetings.
- 5.10 The Treasurer shall open and/or keep a bank account in the name of the Association and shall report regularly on the Association's finances to Committee and General meetings.
- 5.11 Committee members shall carry out the duties given to them by the Committee at Committee meetings.
- 5.12 If any Committee member fails to attend 4 consecutive Committee meetings without giving adequate reasons, she/he shall cease to be a Committee member and the Chairperson shall ask, in writing, for her/his resignation.

6. PROCEDURE AT ALL MEETINGS

- 6.1 Quorum (the minimum number of members needed at a meeting for the meeting to be held and its decisions valid).
- (a) The Quorum for General Meetings, Special General Meetings and Annual General Meetings shall be 20% of members eligible to vote or not less than 10 members eligible to vote (not counting Committee members).
- (b) The Quorum for Committee meetings shall be 4 Committee members (including at least 2 Officers).
- 6.2 Voting
- (a) Each member attending a General Meeting, Annual General Meeting or Special General Meeting shall have one vote on any proposal or resolution discussed by that meeting.
- (b) Each Committee member attending a Committee meeting shall have one vote on any proposal or resolution discussed at that meeting.
- (c) Decisions shall be made by simple majority of those present and eligible to vote (except changes to the Constitution or dissolution - see Sections 11 and 12 below).
- (d) All voting shall be counted and recorded in Minutes.
- (e) If there is an equal number of votes For and Against, the Chairperson shall have a casting vote.

6.3 Minutes

Minutes shall be taken at all Committee, General, Special and Annual General Meetings. They shall be kept by the Secretary and circulated as required by Committee and members between meetings.

6.4 Code of Conduct/Standing Orders

The Committee shall have the power to adopt a Code of Conduct and Standing Orders for the Association.

7. ANNUAL GENERAL MEETING

7.1 The Committee shall organise an Annual General Meeting (AGM) in the month of

The Secretary will give all members written notice of the date, time and venue of the AGM at least 21 days before the meeting, inviting Committee nominations and resolutions.

7.2 All nominations for Committee members shall be sent to the Secretary to arrive 10 days before the Annual General Meeting.

7.3 The Secretary will send the following to all members at least 7 days before the AGM:

- (a) the Agenda
- (b) minutes of the last AGM
- (c) the names of those nominated for Committee positions
- (d) any amendments to the Constitution
- (e) a copy of the Association's accounts

7.4 At the AGM the Committee will:

- (a) report on its work during the preceding 12 months
- (b) present a verified or audited Statement of Accounts
- (c) elect auditors for the following year's accounts
- (d) stand down to let the membership elect a Committee for the following 12 months.

THE AGM will:

- (e) consider any resolutions or proposals put forward by members
- (f) vote on any amendments to the Constitution (see Section 11 below).

8. OTHER MEETINGS

8.1 The Association shall hold at least 4 General Meetings (including the Annual General Meeting) each year. General Meetings shall be open to all members of the Association to speak and vote. Residents who are not members but are eligible to become members may also be invited.

Non-members shall not be allowed to vote but may speak with the agreement of the Meeting. Decisions taken at General Meetings shall be binding on the Committee.

The Secretary will notify all members of the date, time, venue and agenda at least 14 days before the Meeting.

- 8.2 The Secretary shall arrange a Special General Meeting if at least 15 members or 33% (whichever is higher) of members submit a written request for such a Meeting. "The written request must include the reasons for holding such a meeting". The Secretary shall arrange for a Special General Meeting to take place within 28 days of receiving the written request. The Secretary shall notify all members of the date, time, venue and agenda for the Special General Meeting at least 7 days before the Meeting. No business other than that mentioned in the agenda shall be dealt with at the Meeting.

9. FINANCE

- 9.1 All money raised by the Association or on its behalf will be used only to further the aims of the Association and for no other purpose.
- 9.2 The Treasurer shall keep proper receipt and payment accounts of the finances of the Association.
- 9.3 The Treasurer shall give a report to each Committee Meeting on the state of the Association's accounts.
- 9.4 the Association's account shall require 2 signatures (one of which must be the Treasurer's) and shall have 3 Committee members authorised as signatories. No signatories should be related or live at the same address.
- 9.5 All cheques, drafts and instructions to the Associate's bankers shall be signed by at least 2 of the 3 agreed signatories.
- 9.6 The accounts shall be verified/audited by a non-member of the Association.
- 9.7 The accounts shall be made available for inspection by any member of the Association or any organisation which funds the Association that asks to see them, within 14 days. The request for inspection must be made in writing to the Treasurer.
- 9.8 The Treasurer may pay from petty cash travel and/or other expenses to representatives of the Association doing work on behalf of the Association only when each payment is supported by a receipt, ticket or voucher. Each payment from petty cash will be recorded and will be signed by the person receiving payment and by the Treasurer.

10. INFORMATION TO MEMBERS

- 10.1 The Association shall provide information to all residents on matters affecting the area stated in 1.2 above and on the Association's activities.
- 10.2 Members shall be given copies of any changes to the Constitution.
- 10.3 Minutes of all Annual General Meetings, General Meetings, Special General Meetings and Committee Meetings shall be available from the Secretary for all members.

11. CHANGES TO THE CONSTITUTION

- 11.1 The Constitution can only be changed at an Annual General Meeting (see Section 8.1) or at a Special General Meeting (see Section 8.2) held for this purpose.
- 11.2 Proposed changes to the Constitution must be submitted in writing to the Secretary at least 21 days before the Meeting at which they are to be discussed or with the request where a Special General Meeting is to be held.
- 11.3 Changes to the Constitution shall only be effective if agreed by at least two-thirds of the members present and voting at a quorate meeting.

12. DISSOLUTION

- 12.1 A proposal to dissolve the Association can be put in either of two ways:
 - (a) If the Committee agree, by simple majority, to dissolve the association, the Secretary shall convene a Special General Meeting for this purpose.
 - (b) If at least 15 members submit a written request for a Special General Meeting to dissolve the Association, the Secretary shall convene a Special General Meeting.

The Secretary shall notify members of the Special General Meeting as described in section 8.2 above.
- 12.2 The decision to dissolve the Association shall be made by a simple majority of those present and voting at the Special General Meeting.
 - (a) Records and documents belonging to the Association shall be disposed of in a way agreed by the Meeting.
 - (b) Funds, property and possessions provided for the Association by New Charter Housing Trust (North) shall be returned to New Charter Housing Trust (North).
 - (c) Any remaining funds, property and possessions of the Association shall be put to benefit the community in a way agreed by the Meeting.

The Constitution was agreed at an Annual General Meeting of residents from Residents Association (area described in Section 1.2).

On theday of20

SIGNED:

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Chairperson

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Secretary

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(Name in Full)

(Name in Full)