

MODEL CONSTITUTION TEMPLATE FOR TENANT AND RESIDENT ASSOCIATIONS

The enclosed template has been produced by Six Town Housing to assist groups of persons, residing in the Borough of Bury, to set up their own Tenant and Resident Associations.

The template has been designed to be as simple as possible whilst containing sufficient detail to establish an Association.

For the avoidance of doubt, in providing this template, Six Town Housing is not acting in the capacity of a legal advisor to any Association or other group or individual.



Draft Model Constitution for Tenant and Resident Associations

Name:

The name of the Association shall be

Area:

The Area covered by the Association shall be

(Include map and street names of area to be covered)

Aims:

- To address housing and community issues in the Association's Area.
(Association to include its key role)
- To improve the quality of life and create a safer environment for the whole community.
- To promote membership to all people eligible to join the Association.
- To regularly consult and provide information to all members.
- Promote the rights and common interest of all members of the Association.

Equal opportunity aims:

- The Association will ensure that everyone is given the opportunity to participate fully and equally within the community and shall work against discrimination and harassment of people on the basis of ethnicity, age, gender, sexuality, disability, religion or culture.
- To actively promote and support the principles of equality and diversity.
- Be non-political.

Membership:

Membership is open to:

- All tenants who are over 16 years old and/or residents who are 18 years old or over who live within the Area.
- A person wishing to join the Association shall register interest in becoming a member with a Committee Officer and a Committee Officer shall confirm in writing that such person has joined and provide such new member with a copy of the Constitution.

Ending membership

- Membership will end when a member ceases to meet the Membership Criteria or resigns from the Association

Committee:

- The Committee, who will be elected at the Annual General Meeting, will consist of Chair, Vice-chair, Secretary and Treasurer ("Committee Officers") and up to? other members ("Committee Representatives"), collectively the "Committee Members", and shall be responsible for the day to day activities of the Association.

- The Committee will be elected by vote of a show of hands. In the event of a tie, a secret ballot will take place.
- If vacancies occur among the Committee Officers between General Meetings, the Committee Members may fill the positions from Committee Representatives.
- Vacant Committee Representative positions may be filled from the main Membership.
- No more than 2 Committee Members shall be from the same household and only one Committee Officer shall be from the same household.
- The Committee has the power to create any sub-committees on a permanent or temporary basis.
- At the Association's discretion, individuals living outside the boundaries of the Association may become a co-opted member for the purposes of supporting and advising the Association but will not have voting rights.

Ending Committee membership:

- A Committee Member may be suspended / dismissed from the Association by a committee majority vote if they fail to attend 3 meetings without sending apologies or they have committed gross misconduct. .
- A Committee Member who has been suspended will be entitled to have that suspension reviewed at a Special General Meeting called for by that Committee Member in writing to the Secretary of the Association or at the next General Meeting of the Association. At this meeting the Committee Member will be allowed to speak personally and / or can be represented by another Committee Member.

Committee Meetings:

- There shall be at least 4 Committee Meetings each year.
- The quorum for committee meetings will be at least a third of the Committee Members, including at least one Committee Officer. If the quorum is not reached, another meeting will be held in 21 days' time.
- There will be at least 7 days' notice of Committee Meetings.

Annual General Meeting (AGM)

- The Association will hold an AGM every calendar year in?.
- No more than 15 months shall pass between the date of one AGM and the next.
- All members will be given at least 7 days' notice of the date of the AGM.
- All reasonable steps will be made to publicise the AGM and ensure a notice is delivered to all households within the Area.
- The quorum shall be?? Members including at least 2 Committee Officers. If the quorum is not reached, another meeting will be held in 21 days' time.

At The Annual General Meeting (AGM) the Committee will:

- Produce a copy of the previous AGM minutes.
- Give an annual general report (verbal or written) summarising the work done by the Association.
- Provide annual audited accounts for inspection.

- Elect Committee Officers and Committee Representatives
- Consider and vote on any amendments to the Constitution
- Provide an update of membership

Public and Special Meetings

- Meetings must be publicised at least 7 days before the meeting
- All reasonable steps will be made to publicise the Public Meeting and ensure a notice is delivered to all households in the Area.
- A Special Meeting may be called by the Committee or by request from at least ?? Members.
- The quorum shall be ?? Members including at least 2 officers of the Committee.

Finance

- The Treasurer will open a bank account in the name of the association and keep proper records of income and expenditure.
- The Committee shall appoint at least three authorised signatories and cheques shall be signed by at least two authorised signatories.
- The signatories will be from different households and not related to one another.
- The Treasurer will undertake appropriate bookkeeping training offered by Six Town Housing.
- The Treasurer shall give a written update of accounts at every Committee meeting.
- All payments over £25 shall be made by cheque, not cash. Signatories are not to authorise cheques in excess of £25 without the consent of the Committee.
- The accounts shall be kept up to date, independently examined and an audited statement of accounts presented at the AGM.
- The accounts shall be available for inspection by any member of the Association who requests to see them, within 28 days. The request for inspection must be made in writing to the Treasurer.
- The Association may fund raise to further the aims and objectives of the Association.
- Any income generated through fund raising activities and donations shall be recorded as income in a separate log regardless of expenditure.
- The Committee will have responsibility for ensuring the financial health of the Association.

Notification of nominations, resolutions and voting procedures

- Each member shall have one vote on any resolution put before an AGM, General Meeting or Special Meeting. Committee Members shall have one vote on resolutions put to Committee Meetings.
- Each resolution proposed, including nominations for the Committee, must have the support of at least 2 members.

- Nominations for the Committee and proposed changes to the Constitution at AGMs and resolutions to be put to all General Meetings must be notified to the Secretary no later than 7 days prior to the date of the relevant meeting.
- All resolutions and nominations shall be passed by majority only.

Minutes

- All decisions made at all Committee Meetings will be recorded in the minutes.
- Minutes will be available for inspection by members on request.

Winding up

- The Association can only be dissolved by a Special General Meeting called for that purpose
- All households in the Area shall be given at least 7 days' written notice of such a meeting.
- The Association can only be dissolved if two-thirds of members present at the Special General Meeting vote for a motion to dissolve it.
- The meeting shall confirm the disposal of the Association's assets, funds and equipment.
- Outstanding funds shall be returned to Six Town Housing for safe keeping until the tenants and residents of the Area wish to start a new association.

Signed:

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Chair

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Date

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Secretary

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Date

Witnessed:

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Community Involvement Officer

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Date