

**CONSTITUTION
FOR**

XX

**TENANTS' AND RESIDENTS'
ASSOCIATION**

(Revised APRIL 2006)

DATE

1. NAME

The name of this Association shall be: **XX TENANTS' AND RESIDENTS' ASSOCIATION.**

2. AIMS AND OBJECTIVES OF THE ASSOCIATION

- i. to represent the tenants and residents to St Leger, the Council and other bodies on all matters;
- ii to establish a working partnership between the Association, Councillors, Council officers and other charitable organisations and voluntary bodies;
- iii to consult with St Leger and the Council on all matters connected with the estate (ie environmental and safety standards), and
- iv to campaign to improve standards of service and to make the estate a better and safer place to live.

3. POWERS

In furtherance of the aims and objectives of the Constitution the Association shall have the power to:

- a) collect and disseminate information on all matters relating to its aims and objectives and to exchange such information with other Associations and bodies having similar aims and objectives;
- b) bring together in meetings and discussions Local Members, officers of St Leger, the Council, other agencies and individuals;
- c) carry out banking with an institution of the group's choice and maintain their own financial accounts;
- d) raise finances that will benefit the group through social and fund raising events, and
- e) provide community empowerment opportunities.

4. MEMBERSHIP

Any tenant or resident of the area covered by this Association, **XX** years of age or over, may become a member of the Association.

The Association may accept membership from a tenant or resident outside the recognised boundary area, following an Association meeting where members present agree that it is in the best interests of the Association. It should also be identified that the individual does not belong to a neighbouring group and that the person will work in partnership with the Committee. Members would have normal voting rights for issues

relating to the general decisions made by the Association. However, voting rights would be withdrawn when it relates to issues on the estate, which do not have any direct effect on them.

5. ELECTION OF COMMITTEE

A Committee shall be nominated and elected at the Annual General Meeting of the Association, which shall be held within two weeks either side of the annual anniversary of the date of formation. This meeting will be attended by a member of the Community Liaison Section accompanied by a member of the Standing Joint Committee.

6. THE COMMITTEE

The Committee shall consist of the Chairperson, Vice-Chairperson, Treasurer, Secretary and **X** other members.

- a) In the case of resignation by the Chair, Secretary or Treasurer it is the responsibility of the Association to advise the Community Liaison Section as soon as possible once a replacement member has been co-opted into that position to ensure that contact details are up to date.
- b) Non-attendance by any Committee member for 3 consecutive Association meetings with no apologies, will automatically remove that member from office. In this situation the Association is empowered to co-opt a replacement member onto the Committee.

7. VOTING RIGHTS

All members of the Association will have equal voting rights on all business matters in general Association meetings.

8. POLITICAL ACTIVITIES

The Association will be non party political at all times in its views and actions.

9. CHILDREN AND VULNERABLE ADULTS

Any member of the Association involved in supervising or working with groups of children or vulnerable adults must agree to completing a Criminal Records Bureau check.

10. MEETINGS

- a. Committee Meeting
To discuss and where appropriate, vote on business and recommendations to be placed before Association meetings.

- b. General Open Association Meetings
To discuss any business and where appropriate, vote on any required issues including those voted upon and agreed to by the Committee.

- c. Annual General Meetings
To be held within two weeks either side of the previous years Annual General Meeting and shall:
 - i. receive the Annual Report of the Committee:
 - ii. receive the Statement of Accounts.
 - lii elect the Committee for the forthcoming year
 - iv. appoint two members to examine the accounts for the forthcoming year and,
 - v. discuss any other business

Notice of the Annual General Meeting to be given to members by letter, leaflet or poster (as appropriate) at least 14 days before the meeting.

11. GENERAL MEETINGS

The Association shall hold general meetings for all members on **XX EVERY XX**. Notice of the meetings to be advertised locally or by leaflet.

12. QUORUM

X members of the Committee shall form a quorum.

13. FINANCE

- i. All monies, except those required for day-to-day expenses, shall be banked with a financial institution of the Association's choice as soon as possible after receipt.
- ii. Withdrawals from the Association's account shall be made with any 2 from 3 signatories. These signatories must not be members of the same family or reside at the same address).
- iii. The accounts to be made available for inspection by any Association member at any reasonable time.
- iv. The accounts are to be examined by 2 members of the association on a six monthly basis and the balance sheet presented to the Association.
- v. The annual balance sheet will be published for viewing at all Annual General Meetings.

14. EQUAL OPPORTUNITIES STATEMENT

The Association is opposed to any form of discrimination or oppression against men/women, people from minority ethnic groups, disabled people, gay men and lesbians and any other group, which may be less powerful in our society. The Association agrees to adopt and work within the Federations policies and code of conduct.

15. SPECIAL GENERAL MEETING

A special general meeting may be convened by the Chairperson or by one-third of the members of the Association by written request to the Secretary. The Secretary must give at least seven days notice of the meeting and only the business for which the meeting is called can be discussed.

16. ANNUAL GENERAL MEETING OF THE DONCASTER FEDERATION OF TENANTS' AND RESIDENTS' ASSOCIATIONS

Associations affiliated to the Doncaster Federation of Tenants' and Residents' Associations will be invited to send 3 voting and 3 non-voting representatives to attend the Annual General Meeting.

17. MINUTES OF THE STANDING JOINT COMMITTEE AND JOINT CONSULTATION MEETINGS

The Association will receive minutes of all joint consultation meetings between the Standing Joint Committee of the Doncaster Federation of Tenants' and Residents' Associations and St Leger Homes of Doncaster. Any comments or observations arising from those minutes should be referred direct to the Standing Joint Committee or to the Community Liaison Section.

18. CONDUCT OF MEMBERS DURING THE COURSE OF COMMITTEE MEETINGS, GENERAL MEETINGS, ANNUAL GENERAL MEETINGS AND ANY OTHER MEETINGS OF THE ASSOCIATION

The Chairperson, acting Chairperson or other officer of the Committee has the right to ask any member to leave a meeting if, in his or her view, the member is under the malign influence of alcohol or any other substance, or the member is behaving in such a manner as to cause offence to other members or general disruption to the meeting. Under such circumstances the member will be excluded from further meetings of the Association until such time as he/she has agreed in writing to observe the rules of the Association.

Until such time as the member has given such an assurance, the secretary will on behalf of the Committee take reasonable steps to ensure that information pertaining to the business of the Association is made available in writing to the member.

Letters from the excluded member pertaining to the business of the Association, which are received during the period of exclusion, will be received by the Secretary and dealt with in Committee under the heading of 'Correspondence'.

Any member of the Association excluded from meetings under the heading of 'Conduct'

will have an automatic right to make an appeal in writing to the Secretary and that appeal will be given due consideration at the next open members' meeting following its receipt.

An opportunity will be available for the appeal to be heard by an independent arbitrator.

19. ASSOCIATION BOUNDARIES

The geographic boundaries to the Association's area of responsibility are identified at 'Annex A'.

20. DISSOLUTION

The Association may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up any assets remaining after all debts have been paid shall be given to either another local group with similar aims or to a recognised charity.

**THE XX
TENANTS AND RESIDENTS
ASSOCIATION**

**COMMITTEE MEMBERS
YEAR 06/07**

| Appointment | Name | Telephone Number |
|---|------|---------------------|
| Chair | | |
| Vice-Chair | | |
| Secretary | | |
| Treasurer | | |
| Committee | | |
| Committee | | |
| Committee | | |
| Committee | | |
| Committee | | |
| Committee | | |
| Committee | | |
| Appointed member to examine the accounts | | |
| Appointed member to examine the accounts | | |

COMMITTEE SIGNATORIES

| POSITION | NAME | SIGNATURE |
|---------------------------|-------------|------------------|
| CHAIR | | |
| SEC RETARY | | |
| TREASURER | | |
| Cheque signatory 1 | | |
| Cheque signatory 2 | | |
| Cheque signatory 3 | | |