

# **Reede Road Tenants and Residents Association Constitution**

## **1. Name:**

The name of the group will be "Reede Road Tenants & Residents Association", and will be referred to in this Constitution as "The Association".

## **2. Aims and objectives:**

The Association will promote tenants and resident's rights and the maintenance and improvement of their housing conditions, amenities and environment:

- At all times try to represent the best interests of the tenants/residents in relation to the management, maintenance and improvement of their homes, local amenities and environment.
- To encourage tenants/residents to become actively involved in the work of the association in order to improve the services/delivery of services within that area. To encourage a working partnership with the Local Authority and provide information to its members which may affect or be of interest to them including wider issues regarding the community as a whole.
- To encourage co-operation with organisations other than member Association on matters concerning or affecting the members.

- To try to encourage partnership with the Local Authority in the matter of policy and decision making.
- To uphold the Associations equal opportunity policy and work towards creating good relationships between all tenants and residents of Reede Road area which include 23 roads in and around Reede Road as per our catchment map, including shops and businesses.
- To raise funds and encourage sponsorship/contributions in order to finance social gatherings and activities and further the aims of the Association. To promote and encourage members to attend training courses on issues relating to the work of the Association.

### **3. Membership**

Membership is to be open to all residents living in the defined area as above who are committed to the Associations core values, aims and objectives. Including children of over 16 years who should be encouraged to participate in discussions/join sub-committees but have no voting power.

If there is to be a subscription, the amount to be agreed at the Annual General Meeting. (This decision can be reviewed at each Annual General Meeting and any subscriptions agreed upon to be collected by delegated collectors and passed to the Treasurer).

Membership will be automatic but may be cancelled upon receipt of written notice or verbally to two members.

Copies of the Constitution, Equal Opportunities Statement and Standing Orders are available upon request to the Secretary and will also be available on the website [www.reederoadtra.co.uk](http://www.reederoadtra.co.uk)

It shall be a condition of the membership that members shall at all times conduct themselves in a manner befitting of the Association. Please see document entitled Code of Conduct for Reede Road TRA, which is also available on the website.

Any member may be excluded for breach of this condition, or for any other conduct contravening the objectives of the Association, by a majority.

Any members excluded shall have a right of appeal to the following General Meeting.

## **4. The Committee**

At the Annual General Meeting the committee will be elected for a term of two years after this period the serving committee members will stand down for re-election and a new committee will be democratically elected.

The Executive Committee to be made up of Chair, Vice Chair, Secretary and Treasurer. There will be a maximum of twelve members with the Committee consisting of no fewer than eight members and no more than twelve. The association will be as representative of the community as possible.

There will be a monthly committee meeting and four public meetings including Annual General Meeting, times and

venue to be agreed by the committee prior to each meeting. The minutes from each meeting will be taken and will be made available to all members through the secretary upon request and will also be available on this website.

The Committee is to carry out any duties given to them at Committee meetings, to the best of their ability.

Should any member fail to attend three successive meetings without good reason or send apologies, they will cease to be a member and asked to resign by the Chair. (Their resignation should be in writing).

The committee may at their discretion establish permanent or temporary sub-committees. Such committees to be chaired by a committee member but can include any Association member.

## **5. Annual General Meetings**

The Secretary to arrange for the Annual General Meeting to be held within twelve months of the previous Annual General Meeting or as near as possible to the anniversary of the first Annual General Meeting when the original constitution was agreed.

Members should be given at least twenty eight days notice of the meeting. The meeting is to be publicised in public areas and will be publicised on the website to promote the meeting and encourage new members.

Nominations for new committee members will be accepted at the Annual General Meeting (AGM).

## **6. At the General Meeting:-**

- The Chairperson will give a report of the Associations work for the previous year.
- The Treasurer will present the audited accounts.
- The Committee will resign from their posts and stand for re-election if appropriate.
- Elect new Committee.

Consider any new proposals or resolutions made by members including changes to the constitution.

The secretary will arrange for the following to be made available no less than seven days before the Annual General Election:-

- A Copy of the agenda.
- Minutes of the last Annual General Meeting.
- Names of any nominees.
- Any proposals/resolutions.
- Copies of the accounts

Minutes of the Annual General Meeting to be taken and copies made available to all members of the Association upon request to the Secretary or on this website.

## **7. Other meetings**

There will be at least four Open Meetings every year one of which to be the Annual General Meeting which will be open to all members and potential members.

The Secretary will notify all members/potential members of the date, time and venue of the meeting no less than seven days in advance of the meeting.

The secretary will invite any Local Authority Officers and guest speakers to attend meetings no less than 14 days prior to the meeting providing an agenda.

The Association will hold at least one meeting every year in order to publicise the work and achievements, fundraise and promote new membership.

## **8. Special meetings**

Special General Meetings are open to all members of the Association and may be called for the following reasons:-

- At the discretion of the Chair for a specific purpose, such as a change in the constitution or a vote of no confidence.
- At the written request of no less than 30% of the Associations members giving the reasons as why a meeting has been requested.
- At the written request of no less than 30% of the Committee membership giving the reasons as why a meeting has been requested.

All arrangements will be made for the meeting by the Secretary within 14 days of receiving a request and all members will be notified no less than seven days prior to the meeting and NO other business to be discussed at this meeting other than the issue the meeting was specifically called for.

## **9. Chairpersons action**

This emergency action is only to be used when no other alternatives are available.

This would be required if there was absolutely no ability to meet as a committee and an immediate decision was necessary. In this case the Chair plus two committee members can make a decision.

This decision is to be confirmed at the following meeting.

## **10. Rules for all meetings**

### **Quorum**

The quorum for committee Meetings shall be at least third of the elected membership.

The quorum for all General Meetings shall be at least 20 members, including the Chairperson.

No decision can be made at any Committee meeting if less than one third of the Committee Members is present.

Should the Annual General Meeting be inquorate, the Secretary shall arrange for a further meeting (where possible at the same time and venue) no more than one week from the date of the original meeting and at this meeting decisions will be carried by majority vote.

If any sub-committee is to continue to exist after the Annual General Meeting its members should submit themselves for re-election and annually thereafter.

## **Duties of elected officers**

**The Chairperson:** - (or in his/her absence the Vice Chair) shall conduct the meetings of the Association.

**The Treasurer:** - To open and maintain a bank account in the name of the Association with two other committee members.

All cheques to be signed by the Treasurer and one of two other committee members nominated by the committee as signatories.

The Treasurer shall keep proper accounts of income and expenditure and report on them or deliver them quarterly or annually.

A qualified accountant or a non-member of the Association shall audit association accounts.

**The Secretary:** - to be responsible for the arranging all meetings and giving advance notice to members, sending out minutes and deal with all correspondence.

He/she shall ensure that proper records are kept of all Association meetings, in the form of minutes and shall deliver up such records upon request by the Committee or General Meeting.

Any person delegated to represent the Association in consultation with any other body shall act on the instruction of the Association and shall report back to the Committee or monthly General Meeting whichever is the sooner.

## **11. Voting**

All resolutions and questions put forward at any meeting to be decided by a majority. Voting will be carried out by a show of hands, except where a poll is needed. Should a ballot be required it will be carried out over a period of time agreed by the Committee.

Should there be a drawn vote – the Chair to have casting vote.

### **Voting by proxy**

The Secretary if notified may arrange for a vote by proxy if a member can not attend a meeting.

Proxy voters are not allowed to speak on behalf of the person at any meetings. But written statements can be read out on behalf of the person.

### **Minutes**

The Secretary will ensure that minutes are taken at every meeting not necessarily by them if they wish to take an active part in the issues being discussed.

The minutes are to be a true written record of what was discussed at the meeting and shall include a list of:

- Who attended
- Who sent apologies
- Issues discussed
- Decisions made
- Action to be taken and by whom
- Date time and venue of next meeting

Once the members have agreed the minutes, they should be made available to all members at least ten days before the next meeting upon request to the Secretary and will also be available on this website.

The minutes should also if possible be on display at the community hall for a minimum period of ten days.

## **Dissolution**

The Association can only be dissolved at a Special Meeting called for that purpose. Should a minimum of 20 of the members express in writing to the Secretary the reasons why they consider the Association should be dissolved a Special General Meeting will be called to discuss and vote upon the dissolution.

Dissolution can only take place if agreed by 75% of the people attending and voting at the meeting.

All funds and possessions that the Association may have, after the final accounts have been completed will be donated to another Association/community group in the area if agreed by the majority of the members present.

No member to gain personally from this donation.

All association records and documents to be placed with the landlord organisation for safe keeping with any documentation which may be of use to be passed on to assist other groups/or kept safe within 28 days should the Association be reformed in the future.

## **Standing orders**

Any member of the Association can offer proposals that are seconded, which may be adopted by the Association if voted for by other members attending the meeting. All amendments to be proposed and seconded and voted on in the same way.

## **12. Finance**

All monies which have been raised for and on behalf of the Association are to be used in the furtherance of the Association aims and objectives.

- Accounts to be accurately kept by the Treasurer.
- A bank account to be opened in the name of the Association and maintained by the Treasurer.
- Three signatories to be on the account (previously agreed by the committee) one of whom being the Treasurer the other two to be from different household no one related.
- Two out of the three signatories must sign all cheques, drafts and bankers orders. The Treasurer to report at least every quarter to the Committee on the Associations account and financial position.

- The same details may also be required by any Sub-Committee established.
- Any petty cash to be held by the Treasurer and the amount agreed at the first committee meeting.
- Any larger amounts to be paid into the Association's bank account.
- The Treasurer to pay expenses incurred by members out of petty cash on production of a written receipt. Any monies received must be signed for by the claimant and recorded in petty cash book.
- The audited accounts to be presented at every Annual General Meeting.