

The Constitution

Aims & Objectives

The *(name of group)* will: -

- i) represent the interest of all members of the *(name of group)* and will ensure that they are consulted on matters relating to their home or estate where they live.
- ii) work to improve the quality of life of all tenants, help to provide communal facilities and activities to foster the interest of tenants;
- iii) work in partnership with the East Riding of Yorkshire Council in the management of its properties;
- iv) encourage a sense of community by promoting equal opportunities for all and opposing any form of discrimination.
- v) In all its activities the *(name of group)* will work towards the improvement of its member communities and the relief of poverty

Membership

Membership of the *(name of group)* is open to ALL tenants within the association's membership area and who accept the aims of the *(name of group)*. They will be deemed members unless they contact the chair in writing to say they do not wish to be a member.

Meetings

The *(name of group)* shall meet on a regular basis, being at least four times a year. The Chair may order an EGM at any time to consider a specific item of concern on the written request of 6 members of the *(name of group)*.

The *(name of group)* will hold an Annual General Meeting not later than fifteen months after the presentation of its last inspected accounts.

The AGM will:-

- ✓ Elect members to a *(name of group)* Committee.
- ✓ Receive the Audited accounts and report from the Treasurer
- ✓ Appoint a person or body to inspect the annual accounts

Meetings of the *(name of group)* shall be publicised 28 days in advance.

The quorum for all meetings of the *(name of group)* will be 5 members.

The (*name of group*) may appoint various working groups or sub committees as and when required who shall make their recommendations to the Committee.

Committees

The Annual General Meeting of the (*name of group*) will elect a Committee who will meet as and when required.

The Committee shall have up to eight members who shall be elected to serve for twelve months.

A quorum for the Committee shall be four members. If a quorum cannot be achieved within a half hour after the notified time for commencement of the meeting, the chair shall postpone all business on that meeting agenda to a meeting to be thereafter arranged to deal with that business.

Committee Role

The Committee shall elect from its own number, a Chair, Vice Chair, Treasurer and Secretary. Officers of the Council, in a non-voting capacity, may carry out the secretarial role, at the request of the committee.

The Committee shall have the right to co-opt up to an additional 2 members from the (*name of group*) membership either to fill vacancies created between AGMs or to add skills to the Committee.

In any event the Committee may only co-opt two more members than its stated membership limit of eight.

Any member of the (*name of group*) may attend the meetings of the Committee as an observer by arrangement with the secretary or chair and may speak at the meeting at the discretion of the Chair. Only elected Committee persons may vote at meetings of the Committee.

Duties of Officers

All officers of the committee have a duty to further all the aims of (*name of group*).

The Chair shall conduct the meetings of (*name of group*). In the absence of the Chair, the vice-chair shall undertake all the duties of the Chair in his/her absence.

The Treasurer shall open and maintain at least one bank account in the name of the (*name of group*).

The Treasurer shall keep proper accounts of income and expenditure and report on them as required by the committee and at general meetings. Every year prior to the AGM a suitably experienced person should have inspected or audited the annual accounts.

The Secretary is responsible for convening all meetings and giving the relevant notice to members. The Secretary shall ensure that a proper record

is kept of all meetings of the (*name of group*) its committees and sub-committees, in the form of minutes.

The Committee shall be responsible for organising meetings of the (*name of group*).

Any Committee member delegated to represent the (*name of group*) in consultation with any other body shall act on the instructions of the (*name of group*) and shall report back to the next Committee or (*name of group*) meeting. Individual requests to attend any agency or function should be made through the Chair.

Should a member of the Committee resign or fail to attend three consecutive meetings, without offering their apologies for their absence, their place may be deemed to have become vacant and the committee may appoint a new representative from the relevant defined area to serve until the next Annual General Meeting.

Standing Orders

The (*name of group*) has agreed a set of Standing orders by which all members will abide. These relate to: -

- ✓ Decision making
- ✓ Role of the association
- ✓ Code of conduct
- ✓ Disciplinary procedure

Alteration to the Constitution

Any proposal to alter this constitution should be submitted to the Secretary, not less than 28 days before the Annual General Meeting. Any proposed alterations must be seconded and voted upon at the meeting.

Dissolution of the Association

The (*name of group*) may be dissolved at an Extraordinary General Meeting (EGM) called specifically for the purpose. They must give at least 14 days notice to all members of the (*name of group*) of the EGM at which the matter shall be discussed. For the sole purpose of dissolution, the (*name of group*) may be dissolved by a 2/3rds majority of those present and entitled to vote at the EGM. In the event of the dissolution of the association any assets/funds remaining in the (*name of group*) accounts, following payment of any liabilities, shall be distributed to another local body whose objects and principles most nearly coincide with those of the (*name of group*) with exception of grant income or support funds from the Council which shall be returned to the grant making body, if they be still operational.

This constitution was adopted as the Constitution of the (*name of group*) at the Annual General Meeting of the (*name of group*) on

Signed.Chair

Signed.Committee member

.....Date

(name of group)

Standing Orders

Order 1 - The Role of the (name of group)

The (name of group) will:

- Be non party political
- Represent the interests of all tenants of the Association
- Promote active membership to all tenants of the Association
- Promote equal opportunities within the community and to work for the elimination of discrimination against people on the basis of race, age, sex or sexual orientation, disability, religion or any other ground which may lead to a person to be treated less favourably than others.
- Liaise with the East Riding of Yorkshire Council on all matters relating to the aims and objectives of the Association as stated within this constitution
- Support the production of appropriate information to tenants

Order 2 - Decision Making

- When a decision is required on an agenda item, the Chair shall ask for a motion to be proposed and seconded and take a vote at the end of the discussion.
- Votes shall normally be on a show of hands but any voting member may ask the Chair to organise a secret ballot and at his/her discretion shall so order a secret ballot.
- In the event of an equality of votes, the Chair shall have a casting vote
- Amendments to proposals shall be proposed and seconded before they can be discussed.
- Committee & Sub Committee members must treat confidential matters dealt with or discussed by them as such. Breaches of this confidentiality will be dealt with under the Disciplinary Procedure.

Order 3 - Code of Conduct for Meetings

- Members should ensure that their conduct at Association meetings is reasonable and acceptable to all present and in accordance with the constitution of the Association.
- Members wishing to speak should raise their hand until the Chair indicates s/he has recognised them. The Chair should invite members to speak, as far as possible, in the order in which members have indicated their desire to do so
- Members should avoid interrupting another speaker, but may do to raise to raise a point of order through the Chair.
- When the Association discusses an item, which poses a conflict of interest for any member, that person must declare that interest. If a conflict of interest is clear and substantial, the member should offer to withdraw, or, if invited to remain, refrain from voting on the matter.
- Members must at all times, abide by decisions that have been made properly at meetings of the Association.
- All Forum members share responsibility for its decisions, which have been properly made at meetings of the Association.

Order 4 - Disciplinary Procedures

- Any complaint made against a member of the Association relating to its work, must be made in writing to the Chair and Secretary of the Association.
- Receipt of any such complaint must be acknowledged by the chair in writing within 7 working days of the complaint being received.
- On receiving a complaint the Chair should ensure that a notification in writing, briefly detailing the nature of the complaint, be sent to the member about whom the complaint is made within 7 working days of receipt by him/her of the written complaint. In this notification, the Chair should invite the person about whom the complaint is made, to write a response to the complaint and return it to him/her 15 days.
- The Chair, in conjunction with the Secretary of the Association, should arrange a special meeting of the Committee specifically to consider the complaint and any response made to it. The parties if they are committee members shall both be excluded from the special meeting.
- Having considered all the documentation concerning the complaint and its response, the chair should ask the Committee to decide if the complaint is justified or not and what action should be taken concerning the parties involved.

The options open to the Committee are:-

- Advice and guidance
 - A written warning
 - A suspension from the Committee or Association meetings
 - Expulsion from the Association.
 - No Action
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- A member about whom a complaint has been considered by the Committee shall be informed in writing of the decision of the Committee, within 7 days of the meeting at which the decision had been made.
 - If for any reason either party to the dispute is not satisfied with that decision, they have 14 days from the date that he or she received notification of the disciplinary decision, in which to lodge, in writing, a request for arbitration. If a member asks for arbitration they must agree to be bound by it, before arbitration is ordered to settle the matter
 - The arbitration process will be carried out by an external arbitrator to be agreed. Any decision made by the arbitrator shall be binding absolutely on all parties.