



East Riding of Yorkshire Tenant Forum

Constitution

1. Name

The name of the group shall be the East Riding of Yorkshire Tenant Forum (the Forum).

2. Aims and Objectives

The Forum will work with the Council to ensure that the Regulator of Social Housing's Tenant Involvement and Empowerment Regulatory Standard is complied with and upheld. See the Standard here <https://www.gov.uk/guidance/regulatory-standards#consumer-standards>

The Forum will fulfil its objectives by:

- i) Representing the interests of all tenants and leaseholders of the Council and will ensure that they are consulted on matters relating to their home or local area where they live
- ii) Working to improve the quality of life of all tenants and leaseholders
- iii) Working in partnership with the Council in the management of its properties
- iv) Encouraging a sense of community by promoting equal opportunities for all and opposing any form of discrimination
- v) Ensuring, that in all its activities, the Forum works towards the improvement of its member communities.

3. Membership

Membership of the Forum is open to all tenants and leaseholders of the Council who accept the aims of the Forum and agree to abide by its rules.

Each member will have one vote at Forum meetings.

The Council's spokespersons for housing on the Safe & Stronger Communities Overview and Scrutiny Committee will be able to attend the Forum and have associate membership.

The Committee shall have the right to refuse membership to an applicant, where it is considered such membership would be contrary to the aims, purposes or activities of the group.

Any member of the Forum may resign his/her membership by giving to the secretary of the association written notice to that effect.

Breach of Tenancy Conditions

If a member has committed a serious breach of tenancy conditions, such as serious ASB or eviction proceedings are in place, their membership of the group will be terminated. An appeal may be made to the Principle Housing Management Officer and Chairperson of the Forum for reinstatement. The appeal will be heard by a panel consisting of three members of the group and the Principle Housing Management Officer. The Chairperson or Vice Chairperson will chair the appeal.

4. Meetings

The Forum shall meet on a regular basis, being at least four times a year. The Chair may order an Extraordinary General Meeting (EGM) at any time to consider a specific item of concern on the written request of six members of the Forum.

The Forum will hold an Annual General Meeting (AGM) not later than 15 months after the presentation of its last inspected accounts.

The AGM will:

- ✓ Elect forum members to a Forum Committee.
- ✓ Appoint a person or body to inspect the annual accounts if requested
- ✓ Receive the Audited accounts and report from the Treasurer.

For the purposes of electing Committee persons, any member of the Forum may be nominated to stand as a Committee member. Self-nominating is accepted. All Nominees must have a seconder and a further three members who shall nominate them.

Once a list of nominees is established each candidate will be considered and elected by a secret ballot.

Meetings of the Forum shall be publicised 28 days in advance. All meetings shall be minuted and minutes should be made available.

The quorum for all meetings of the Forum will be 10 members.

The Forum may appoint various working groups as and when required who shall make their recommendations to the Committee or to the Forum meetings directly.

The Forum may from time to time set up sub committees to examine particular issues in more detail and report findings and any recommendations back to the Forum.

5. Committees

The Annual General Meeting of the Forum will elect a Committee who will meet as and when required but at least prior to each Forum meeting.

The Forum may delegate work to the Committee.

The Committee shall have up to eight members who shall be elected to serve until the next AGM.

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 held thereafter which will be arranged to deal with that business.

6. Committee Role

The Committee shall elect from its own number, a Chair, Vice Chair, Treasurer and Secretary. Ideally these roles should be filled by members who have at least one year's experience of the Committee's work. These roles may be filled by officers of the Council in a non-voting capacity, at the request of the Committee. It may also co-opt officers to serve in other roles as required.

The Committee shall have the right to co-opt up to an additional two members from the Forum membership either to fill vacancies created between AGMs or to add skills to the Committee and report to the Forum.

Any member of the Forum 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.

7. Duties of Officers

All officers of the Committee have a duty to further all the aims of the Forum and abide by the rules of the Forum.

The Chair shall conduct the meetings of the Forum and Forum Committee. 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 East Riding Tenant Forum.

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 Forum its Committee and sub-committees, in the form of minutes.

The Committee shall be responsible for organising meetings of the Forum.

The Committee shall nominate three members of the Committee to sit on the Safer & Stronger Overview Scrutiny Committee.

Any Committee member delegated to represent the Forum in consultation with any other body shall act on the instructions of the Forum and shall report back to the next Committee or Forum meeting. Individual requests to attend any agency or function should be made through the Senior Tenant Participation Officer.

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.

8. Finance

- (a) Any money obtained by the Forum shall be used only for the Forum.
- (b) Any bank accounts opened for the group shall be in the name of the Forum.
- (c) Any cheque issued shall be signed by at least two of any three nominated signatures.
- (d) The Committee will ensure that the group stays within budget.

9. Expenses

Forum members shall be entitled to claim travelling expenses, and subsistence to cover meals to attend meetings. Details of eligible expenses for which repayment may be made are set out in the East Riding of Yorkshire - 'Tenants' Partnership Agreement.'

10. Standing Orders

The Forum has agreed a set of Standing Orders by which all members will abide. These relate to:

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

11. Alteration to the Constitution

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

12. Dissolution of the Forum

The Forum may be dissolved at an Extraordinary General Meeting (EGM) called specifically for that purpose. The Forum Committee must give at least 14 working days notice to all members of the Forum of the EGM at which the matter shall be discussed.

For the sole purpose of dissolution, the Forum may be dissolved by 75 percent majority of those present and entitled to vote at the EGM.

In the event of the dissolution of the Forum any assets/funds remaining in the Forum’s accounts, following payment of any liabilities, shall be distributed to another local body whose objects and principles most nearly coincide with those of the Forum with exception of grant income or support funds from the Council which shall be returned to the grant making body, if they are still operational.

This constitution was adopted as the Constitution of the East Riding Tenant Forum at the Annual General Meeting of the East Riding Tenant Forum on:

SignedChair

Signed Secretary

Date