

MODEL CONSTITUTION FOR TENANTS & RESIDENTS ASSOCIATIONS (TRAs)

1. NAME

- a) The Association shall be known as the:

.....
Tenants & Residents Association

- b) The Association (TRA) will cover the area of:
(Please specify estate name, blocks, and street names if applicable)

.....

2. AIMS & OBJECTIVES

The aims and objectives of the Association shall be:

- a) To represent and to promote the interests of all residents living in the area.
- b) To seek to improve conditions for residents in the area.
- c) To work in partnership with the council and other agencies to achieve it's aims.
- d) To represent the interests of residents in consultation with the council and other bodies.
- e) To promote awareness and understanding of the council's Defend Council Homes Policy amongst residents.
- f) The Association shall be non-party political and non-sectarian.

3. MEMBERSHIP

- a) Membership of the Association shall be open to all residents living in the
..... area.
- b) The Association will take positive action to reach those people that are under-represented at meetings and events and will ensure that all members have the opportunity to be involved in the Association and its events.
- c) All members shall have voting rights on all issues raised at general meetings that they attend.
- d) All members shall on request be supplied with a copy of the constitution.



4. CODE OF CONDUCT

- a) Members are required to act with honesty and integrity at all times.
- b) Members must behave in a polite, respectful, and appropriate manner at all times.
- c) Members should value diversity and not discriminate against any person on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
- d) Members should not write, speak, or act on behalf of the TRA without permission from or at the request of the Chair and the Committee.
- e) Members must not attend meetings under the influence of alcohol or illegal substances.
- f) Members must respect the role of the Chair in leading and keeping order in meetings. Anyone wishing to speak shall indicate by raising their hand and the Chair shall invite contributions.
- g) Members should turn off their mobile phones during meetings, except with the permission of the Chair.
- h) Members should listen to each other during meetings and not have 'meetings within meetings'.
- i) Members must follow the agenda.
- j) Management officers of the Committee must attend and participate in equality and diversity training and should attend other recommended training as required.
- k) Any members may be excluded for a breach of these conditions or for any other conduct contravening the objectives of the Association, by a majority of those present and voting at any general meeting. Any member so excluded shall have the right of appeal at the following general meeting.

5. THE COMMITTEE

- a) The Management Officers will be elected at the Annual General Meeting and will include a Chair, Secretary, and a Treasurer. They could also include a Vice Chair.
- b) No two persons from the same household can be Management Officers.
- c) The Committee will provide an update to the residents of the area twice a year on their work and how it will positively encourage participation from all sections of the community. This could be in the form of newsletters.
- d) The TRA is expected to send at least one of the Management Officers to Housing Representatives Forums and Borough Forums.
- e) There will be a minimum of 4 committee meetings, held during the course of the Association's year.
- f) Seven days' notice of committee meetings will be given to all members of the committee.
- g) The quorum for committee meetings shall be a minimum of 4 members.
- h) Where a casual vacancy (or vacancies) arises on the committee, it/they will be filled by election at the next General Meeting of the Association.
- i) The Committee shall deal with any issues of management of the Association which require decision during the periods between general Meetings of the Association, and report these to the next General Meeting.
- j) Committee members who miss more than three consecutive meetings without giving reasonable apologies will be asked to resign from the committee.
- k) A member of the Committee may be removed or suspended from their post if they bring the good name of the Association into disrepute, or do not abide by the terms set out in this constitution. A full meeting of the Committee will be called to consider evidence from all sides and a majority vote will be necessary to remove or suspend

6. ANNUAL GENERAL MEETING

- a) An Annual General Meeting (AGM) of the Association shall be held once a year (within 15 months of the last AGM). Written notice of the meeting must be sent at least 14 days in advance to every household. Members should be made aware that they will have the opportunity to make nominations for election or stand for election themselves and to vote for the officers and committee at the meeting. Officers from the Resident Involvement Team must be invited to the AGM. This is to ensure the elections are run fairly and will help provide a robust response to any challenge.
- b) The quorum for the AGM is a minimum of
- c) At the meeting:
- The minutes of the previous AGM will be presented and approved.
 - The existing committee will present a report of the Association's activities in the past year.
 - Audited accounts for the year will be presented. The accounts must end in the current year and the year-end must not be more than four months before the date of the AGM. Accounts must be audited by the Council's appointed auditor.
 - The existing Committee will stand down.
 - The officers and Committee for the next year will be elected.
 - Any proposals to amend the constitution must be presented to the Secretary in writing at least 21 days prior to the meeting at which they are to be considered.
 - Proposals to amend the constitution must be circulated to all members of the Association with the notice of the meeting.
- d) .Nominations for Management Officers and committee members will be accepted only if the person nominated is present at the Annual General Meeting or has put in writing that they want to stand. If there is more than one nomination for each post the nominees may be asked to leave the room whilst the vote is taken.
- e) If there is nobody willing to stand, the Committee will decide whether to start procedures to close the Association down. Alternatively, the Committee can continue in office to try and redevelop the Association for up to six months. It is the responsibility of the Committee to recruit a new committee or formally dissolve the Association within that period.



7. GENERAL MEETINGS

- a) The business of the Association shall be conducted at General Meetings, which shall be open to all residents.
- b) The Association will hold a minimum of 4 General Meeting per year one of which could include the AGM.
- c) The Association must publicise General Meetings and public events to all households in the Association's area to involve all members and hear their views. All members of the Association will be entitled to attend General Meetings, to speak and to vote. Councillors, Housing Officers, and Property Services staff shall be available where possible to attend each meeting.
- d) Seven days notice of General Meetings will be given in writing to all members.
- e) A quorum for General Meetings will be a minimum of This number of members will need to be present to take a decision on behalf of the Association.
- f) All matters for decision will be decided by a simple majority of those over 18, present and voting.
- g) No member shall have more than one vote.
- h) Minutes or notes must be kept of all meetings of the Association. The minutes will be presented to the next meeting to be approved. The minutes should be made available to any member of the Association on request and main points should be publicised.
- i) All members of the Association will abide by the Code of Conduct as set out in this constitution and be expected to treat each other with respect and act in a courteous manner at Association events. The Chair may ask members to leave if their behaviour is disruptive or offensive.

8. SPECIAL GENERAL MEETINGS

- a) Special General Meetings may be called at any time for the purpose of altering the constitution or for considering any matter including dissolution which needs the urgent attention of all members.
- b) Special General Meetings shall be called either at the written request of at least 6 members of the Association, or if the General Meeting decides by a two-thirds majority that it is necessary or advisable.
- c) At least 14 days' notice of any Special General Meeting will be given to members in writing, stating the reason(s) for holding the meeting.
- d) All matters for decision will be decided by a simple majority of those present and voting.

9. FINANCE

- a) Annual Grants are available for the running of the Association. The grant application criteria must be met.
- b) All money raised by or on behalf of the Association shall be applied to cover the running costs of the Association, including the management of the TRA hall and the achievement of the objectives of the Association and for no other purpose.
- c) The Treasurer shall keep proper account of the finances of the Association and shall open a bank/building society account in the name of the Association and keep copies of all relevant invoices and receipts to support expenditure and income.
- d) The Committee will nominate at least 3 people who can sign cheques and have access to the Association bank account. These people must not live in the same household, or be family members. If these committee members stand down, they are responsible for transferring responsibility for the TRA bank account to the new committee members.
- e) The accounts comprising a detailed income and expenditure account by type of income/cost and a balance sheet shall be independently audited by auditors appointed by LBHF at least once per year. The audited accounts shall be presented to the Annual General Meeting.
- f) The Committee are responsible for the proper use of money raised through grants according to the guidelines issued by the funding body and of income raised from hall or room hire. The committee will agree by consensus how to spend the Association funds and such decisions must be minuted. The Treasurer should keep records for all income raised and receipts for all money

paid out in expenses to committee members for duties carried out on behalf of the group.

10. AMENDMENTS TO THE CONSTITUTION

- a) Any proposals to amend the constitution must be presented to the secretary in writing at least 21 days prior to the meeting at which they are to be considered.
- b) Proposals to amend the constitution must be circulated to all members of the Association with the notice of the meeting. The TRA committee should inform the Resident Involvement Team of the proposed amendments to the constitution, giving at least 21 days' notice.

11. DISSOLUTION

- a) If the General Meeting decides at any time by a two-thirds majority that it is necessary or advisable to dissolve the Association, the officers shall call a Special General Meeting of all members, stating the terms of the dissolution resolution to be proposed at the meeting. The resolution to dissolve the Association shall be agreed by a majority of those present and voting.
- b) If there is no officer or committee member in the TRA to call a Special General Meeting, the Resident Involvement Team will call a Special General Meeting and have two attempts to dissolve the TRA.
- c) All outstanding bills will be paid and the balance of any grants and funds held by the Association will be held in trust by the council for a future TRA in the same area of representation for a period of two years. After this, the funds will be made available to the residents of the TRA area for a suitable project in that area via consultation.
- d) By signing this model constitution, we confirm that our Association will abide by the standards that are defined in the model constitution and recognition criteria.



Management Officers

Signed:

TRA position:

Date:

Signed:

TRA position:

Date:

Signed:

TRA position:

Date:

Signed:

TRA position:

Date:

Committee

Name:

Signed:

Date:

Name:

Signed:

Date:

Name:

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Date:

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