

## CONSTITUTION

### **NAME**

1. The Association shall be known as the Banister House and Priory Court Tenants and Residents Association, hereafter referred to as the Association.

### **OBJECTIVES**

2. The objectives of the Association shall be:
  - To promote the exercise of tenants' and residents' rights and the maintenance and improvement of their housing conditions, amenities and environment;
  - To provide facilities for recreation and amenity and to encourage a community spirit;
  - For the furtherance of these objects to represent the interests of tenants' and residents' in consultation with the local authority and other bodies;
  - To promote equal opportunities by being positively committed to opposing all direct and indirect discrimination in all its activities and services.
3. This Authority therefore seeks to implement a programme of positive action to make this fully effective, by ensuring no member receives less favourable treatment on the grounds of race, colour, gender, marital status, ethnic or national background, sexual orientation, disability, education, religious belief, political belief, trade union activity, dependency, unrelated criminal conviction or unemployment.
4. The Association shall have the power to affiliate to any body whose objects may be of benefit to its membership.
5. Monies raised by or on behalf of the Association shall only be applied in furtherance of the objects of the Association.

### **MEMBERSHIP**

6. Membership shall be open to all tenants and residents' living in Banister House and Priory Court
7. It shall be a condition of membership that members at all times conduct themselves in a reasonable manner at meetings or in premises used by the Association. Any member may be excluded for breach of this condition, or for any other conduct contravening the objects of the Association, by a majority of

those present and voting at any Committee or General Meeting. Any member so excluded shall have a right to appeal to the following General Meeting.

### **CONDUCT OF BUSINESS**

8. The business of the Association shall be conducted by a Committee elected at each Annual General Meeting, which shall consist of a Chairperson, Treasurer, Vice-Chairperson, Secretary and not less than five other members. No two or more officers shall be elected from the same household.
9. Elected councillors of the landlord authority shall not be eligible for election as officers of the Association, nor shall they represent the Association in its dealings with the Councils or any other body.
10. The election or removal of officers or Committee members may only be carried out by a General Meeting of the Association. The Committee may temporarily fill any vacancy arising among the officers of the Association from its other members until the next General Meeting of members.

### **COMMITTEE MEETINGS**

11. The Committee shall meet as necessary and not less than 4 times in each year. Committee Meetings shall be open to any member of the Association wishing to attend who may speak but not vote.

### **GENERAL MEETINGS**

12. Not less than four of the Committee's meetings shall be General Meetings of the Association open to all members to speak and vote. The decisions of General Meetings of the Association shall be binding on the Committee. All decisions shall be taken by a simple majority of members present and voting. All members shall be given not less than fourteen days' notice of any General Meeting.

### **ANNUAL GENERAL MEETINGS**

13. The Committee shall call an Annual General Meeting of the Association each year in the month of June. Not less than 28 days notice of the Annual General Meeting shall be given to all members.

At this meeting:

- the Committee shall present an annual report of the Association;
- sub-committees shall present an annual report and accounts of their activities;

- the Committee shall present the audited accounts of the Association for the previous year;
- the Officer, Committee and Auditor for the next year shall be elected;
- any proposals submitted to the Secretary in writing not less than seven days in advance of the meeting shall be discussed.

### **SPECIAL GENERAL MEETING**

14. The Secretary shall call a *Special General Meeting* at the request of a majority of the Committee; or on receipt of a written petition by not less than 4 members of the Association giving reasons for their request. The Secretary shall give not less than seven days' notice of the holding of a *Special General Meeting*, which shall take place within 21 days of the receipt of the request or petition.

### **QUORUM**

15. The quorum for Committee Meetings of the Association shall be one-third of its elected membership or 4 members whichever is the less.

### **NOTICE OF MEETINGS**

16. Notice of all meetings where required shall be sent to each member's dwelling and shall include the date, time and place of the meeting and an Agenda of matters to be discussed.

### **SUB-COMMITTEES**

17. The Committee may appoint such sub-committees as may be required to carry out the activities of the Association. Such sub-committee shall agree in advance the terms of reference of any sub-committee, which may then act and apply any finance raised by itself or on its behalf only within those terms.
18. Where any sub-committee is to continue in existence beyond the Annual General Meeting following its appointment, its members shall submit themselves for re-election at that meeting and annually thereafter.
19. All sub-committees shall keep proper accounts of income and expenditure, and a proper record of all meetings, and shall report on them or deliver them up as required by the Committee or General Meeting.
20. The Committee or General Meeting may dissolve any sub-committee whereupon the accounts, records and assets, financial and otherwise of the sub-committee shall pass into the hands of the committee.

## **DUTIES OF OFFICERS**

21. THE CHAIRPERSON (or in his/her absence the Vice-Chairperson or other Committee Member) shall conduct the meetings of the Association.
22. THE TREASURER shall open and maintain a banking account in the name of the Association. All cheques shall be signed by the Treasurer and one or 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 up as required by the Committee or General Meeting. Such accounts shall be audited by a qualified accountant or a non-member of the Association appointed by the membership at the Annual General Meeting.
23. THE SECRETARY shall be responsible for the convening of all meetings and the giving of the prescribed notice to members. She/He shall ensure that a proper record is kept of all meetings of the Association its Committee and sub-committees in the form of minutes; and shall deliver up such records as required by the Committee or General Meeting. The Secretary shall permit the minutes to be examined on receipt of not less than 7 days notice by any 2 members of the Association.
24. Any member(s) or Officer(s) delegated to represent the Association in consultation with any other body shall act on the instructions of the Association and shall report back to the following Committee or General Meeting, whichever is the sooner. Only Full Members of the Association shall be delegated to consult with the local authority on matters of housing management.

## **ALTERATIONS TO THE CONSTITUTION**

25. Any proposal to alter this Constitution must be submitted to the Secretary of the Association not less than 28 days before the meeting at which it is to be discussed. Not less than 14 days notice shall be given of such a meeting, together with the wording of the proposed alteration(s). Any alteration shall require the approval of two-thirds of those present and voting at the meeting.
26. If the Committee, or if a Committee no longer exists, any ten members of the Association, shall decide that the Association should be dissolved, they shall give at least 14 days notice to all those eligible for membership of a meeting at which the matter shall be discussed. For the sole purpose of dissolution a quorum need not apply, and the Association may be dissolved by a two-thirds majority of those present. The assets, financial and otherwise, remaining when the Association has satisfied its

liabilities, shall be applied for such purposes of benefit to the community as the meeting shall decide.

**BANISTER HOUSE AND PRIORY COURT TENANTS & RESIDENTS ASSOCIATION**

Signed ..... *[Handwritten Signature]* .....

Position ..... *CHAIRMAN* .....

Date ..... *28-06-06* .....