

Model Constitution

4

The constitution is a document that sets out the rules for running the group. You can adapt this model to suit your group's own needs.

1. Name and area

- The Association shall be known as _____ Residents Association.
- The area, which is represented by the Association, is defined on the attached map.

2. Aims and objectives

The aims and objectives of the Association are to:

- Promote Ealing Homes residents' rights in respect of the maintenance and improvement of their housing conditions, amenities and environment, and to act in the interests of all residents and members.
- Promote equal opportunities within the community (see clause 3).
- Build a good relationship between the residents and the London Borough of Ealing and to participate in the Ealing Homes consultative process.
- Promote social, welfare, training and recreational activities for the benefit of members of the organisation.
- Promote membership to all people eligible to join the association.
- Be non-party political and non-sectarian in religion.
- Represent the majority view of the members.
- Provide regular information to all members.
- Regularly consult all members.

3. Membership

- Every adult within the defined area, consisting of at least 50% of Ealing Homes tenants, shall be eligible for membership.
- Each eligible person shall on request be issued with a copy of the constitution on receipt of any subscription required.
- A record of all members in the current year shall be kept by the Secretary of the Association.
- A MEMBERSHIP FEE (if applicable) shall be determined at the Annual General Meeting.

4. Associate membership

- The COMMITTEE may accept any person as an Associate Member. They shall have all the privileges of membership except the right to vote at meetings and to be elected members of the committee.
- The SECRETARY shall keep a record of all such members.

5. Ending membership

- Membership shall end when a member ceases to be a resident in the defined area, dies, or resigns.
- In the event of GROSS MISCONDUCT membership can be suspended or ended by a two-thirds majority vote of the committee.
- A MEMBER whose membership has been suspended due to GROSS MISCONDUCT shall be entitled to have the suspension reviewed at

the next general meeting of the Association.

6. The Committee

- The Association shall be managed by a committee of at least X in number of which 50% should be secure tenants, to be elected at the Annual General Meeting.
- The committee shall include the following officers:
Chair
Secretary
Treasurer
Vice chair (optional)
- Officers should be from different households and not related to one another.
- The committee may form subcommittees and/or working parties from time to time, as it deemed appropriate. The committee from among its members shall select the members of any such subcommittee or working party. Any such subcommittee or working party shall report to the committee for decision making.

7. Standing orders

Meetings shall be conducted in accordance with standing orders drawn up by the committee and revised by them as necessary. These must include:

- Arrangements for meetings, including frequency and quorums.
- The order and manner in which meetings are run.
- Arrangements to minute all formal meetings and count and record all voting in the minutes, including committee meetings.
- Arrangements to allow any member access to any set of minutes.
- The procedures whereby any issue or election is voted on and by whom.
- A definition of the officer roles within the committee.
- The financial arrangements of the Association.

8. Finance

- All money raised by or on behalf of the Association shall be applied to further the objectives of the Association and for no other purpose.
- The TREASURER shall open a bank or building society account in the name of the Association and keep records of its income and expenditure. These shall be reported at regular intervals to the

Committee.

- The COMMITTEE shall appoint three authorised signatories for any cheque and cheques shall be signed by at least two of the authorised signatories. The signatories should be from different households and not related to one another.
- The ACCOUNTS shall be independently audited at least once a year and presented to the Annual General Meeting.

9. Dissolution of the Association

- An Extraordinary General Meeting called specifically to consider a motion to dissolve the Association can only dissolve the ASSOCIATION.
- All MEMBERS shall be given 21 days' written notice of such a meeting, which shall contain the wording of the resolution.
- The ASSOCIATION shall only be dissolved if two-thirds of the members present at the Extraordinary Meeting vote for the motion to dissolve it.
- The Extraordinary Meeting shall also decide upon the disposal of the Association's assets.
- Any remaining grant funding shall be returned to the originator.

This constitution was agreed at a General Meeting:

Date

Signed:
Chair

Secretary

Treasurer
