

MODEL CONSTITUTION FOR TENANTS ASSOCIATIONS

1. Name of the Association

2. Defined Area

The Association represents residents living in the defined areas of:

3 Aims and objectives:

- 3.1 to promote the exercise of residents' rights and the maintenance and improvement of their housing conditions, amenities and the environment;
- 3.2 to encourage the provision of, facilities for recreation and amenity and to encourage a community spirit;
- 3.3 to promote these objectives by representing the interests of residents in consultation with the London Borough of Enfield and other relevant organisations;
- 3.4 to promote the harmonious functioning of a multi-cultural community and to work towards the elimination of all forms of discrimination.
- 3.5 The Association is not party political.

4 Membership

- 4.1 Membership of the Association is open to all residents over the age of 16 living in the defined area.
- 4.2 It is a condition of membership that members at all times conduct themselves in a reasonable manner at meetings or in premises used by the Association, and in accordance with the Associations written Code of Conduct.
- 4.3 Membership ends when a member moves out of the defined area.

5 Affiliation

The Association has the right to affiliate to any relevant organisation that may be of benefit to its membership providing this is agreed at a General Meeting or Annual General Meeting of the association /group.

6 Management of the Association

- 6.1 The business of the Association must be conducted by a committee elected annually at either:
 - a) an annual general meeting
 - b) an annual general meeting in conjunction with a postal ballot of all residents living in the defined area

The committee will consist of: Chairperson, Treasurer and Secretary and at least

_____ other members of the Association, including up to 3 associate members (freeholders). (Every resident aged 16 or over living in the defined area of the association / group has a right to a vote).

- 6.2 No more than one member from each household may be elected to the executive committee. Individuals should be encouraged not to hold executive committee positions beyond four years if others are interested in gaining experience in a post and are supported by the community.
- 6.3 The composition of the committee should, as far as possible, represent the diversity of the Association's membership.
- 6.4 Councillors and officers of the London Borough of Enfield are not eligible for election as officers of the Association, nor may they directly represent the Association in its dealings with the council or any other body.
- 6.5 Elected officers and committee members of the Association must at all times conduct themselves in a reasonable manner and maintain the confidentiality of residents and items discussed. Committee members can act on behalf of their residents on personal matters only after gaining written permission from the resident.
- 6.6 When dealing on behalf of the Association with the landlord or other relevant organisations, the officers and committee members must ensure that any views they put forward are those, which have been agreed at properly convened meetings of the Association. Officers and committee members expressing personal opinions outside of Association meetings must ensure that they do so strictly in a personal capacity.
- 6.7 Officers and committee members may only be elected or stand down at general meetings of the Association. The committee may temporarily fill any vacancy from its membership until the next general meeting. Individuals can only be elected to the committee if they are present at the meeting (exceptions can be made only under special circumstances).
- 6.8 The committee may co-opt members of other relevant organisations who further the work of the Association onto its committee in a non-voting capacity providing this is agreed at a General Meeting or Annual General Meeting of the association/group.

7 Committee meetings

- 7.1 The committee must meet as necessary and not less than _____ times a year. All committee members must be given at least _____ days' notice of a committee meeting.
- 7.2 The quorum for committee meetings of the Association is one third of its elected membership, or _____ committee members, whichever is greater.

8 General meetings

- 8.1 Not less than _____ general meetings shall be held by the Association each year, these meetings shall be open to all members.

Residents over 16 and living in the defined area of the association/ group have a right to speak and vote. The decisions of the general meetings shall be binding. All decisions shall be taken by a simple majority of residents present and voting. All residents shall be given not less than fourteen days' notice and an agenda of a general meeting.

- 8.2 The quorum for general meetings of the Association is one third of its membership, or _____ whichever is lesser.

9 Annual general meeting

- 9.1 Not more than 15 months may pass between one AGM and another.
- 9.2 A minimum of fourteen days' notice of the AGM must be given to all members and all those eligible for membership. Notice of the AGM must include an agenda and details of nominations to the committee.
- 9.3 At the AGM, the committee must present an annual report of the Association and present an independently verified statement of accounts of the Association for the previous year.
- 9.4 The committee must stand down at each AGM and the officers and committee members for the next year must be elected. Election of a new committee can be facilitated by the Tenant Involvement Unit or FECA on request.
- 9.6 Independent auditing arrangements should be made for the forthcoming year.
- 9.5 The quorum for the AGM of the Association is one third of its membership, or _____ members, whichever is more/lesser.

10 Special general meeting (SGM)

- 10.1 The secretary must call an SGM at the request of the majority of the committee, or on receiving a written request or petition from at least _____ members of the Association or 10 per cent of the membership, whichever is lesser, giving reasons.
- 10.2 The secretary must give at least _____ days' notice of the holding of an SGM, which must take place within _____ days of receiving the request or petition.
- 10.3 The secretary must give at least _____ days' notice of the holding of an Extraordinary General Meeting. An EGM should be used for urgent decisions.
- 10.4 Chairs action (a decision made by the delegated authority of the Chair) should only be used as a matter of urgency and all other decisions should be made in agreement with the committee.

11 Alterations to the constitution

- 11.1 Any proposal to alter this constitution must be submitted to the secretary of the Association at least _____ days before the meeting at which it is to be discussed. At least _____ days' notice must be given of such a meeting, together with the wording of the proposed amendment(s). Any alteration to this constitution requires the approval of two thirds of those present and voting at the meeting. Before the meeting a copy of the proposed amendment(s) must be sent

to the London Borough of Enfield's Tenant Involvement Unit for agreement.

If the changes are contentious the issue will be forwarded to Tenant Participation Working Party for agreement.

12 Finance

12.1 Any subscriptions or other money raised by or on behalf of the Association may only be applied to further the aims and objectives of the Association as agreed at a General Meeting or Annual General Meeting of the association / group.

13 Dissolving the association ('dissolution')

13.1 If the committee, or if a committee no longer exists, all remaining members, and those eligible for membership, shall be consulted on the dissolution of the Association. All consultations will be conducted on behalf of the association independently by representatives of the Tenant Involvement Unit, the Federation of Enfield Community Associations and any other relevant stakeholders.

13.2 For the sole purpose of dissolution, the Association may be dissolved by a majority of those eligible to vote. The Tenant Involvement Unit and, if affiliated, the Federation of Enfield Community Associations must be notified of any dissolution.

13.3 The assets, financial and otherwise, remaining when the Association has satisfied any liabilities, must be applied for such purposes of benefit to the community as the consultation may decide. Any residue of grant aid from the London Borough of Enfield must be returned to the Tenant Involvement Unit.

The _____

Of: - _____

Agrees to adopt this model constitution.

Date agreed _____

Chairperson _____

Secretary _____

TIU _____