

RESIDENTS' ASSOCIATION (RA) MODEL CONSTITUTION

1 Name

1.1 The name of the RA is.....

The association will represent members in the area (please state the name, block or street names, covered by the association).

.....

2 Aims

2.1 The aims of the association are:

- To represent the interests of its members;
- to promote the rights and needs of SW9CH Community Housing (SW9CH) residents in relation to the maintenance and improvement of their housing conditions, amenities and the environment;
- to achieve changes and improvements to;
 - the quality of life of residents
 - housing services provided by SW9CH
- to promote social, welfare and recreational activities for the benefit of the community;
- to promote equal opportunities and work for good relations among all local residents;
- to regularly consult and inform all members;
- to represent the majority view of residents;
- to be non-party political; and
- to promote open membership to the RA for all members of the community.

3 Membership

3.1 Full voting membership of the Association shall be open to all residents who live within the area covered by the RA.

3.2 The following are allowed to be office holding members who are also entitled to vote:

- Family members living with tenants [Must be over 16 and listed as family member on tenancy agreement].

3.3 The following are allowed to be non-voting, non-office holding members:

- Residents from the association's area of benefit who are not any of the above; namely, council tenants and private sector residents.

3.4 Should a person stop living within the area covered by the RA, they will no longer be a member of the RA. Should this person be an elected officer of the RA, the post will become vacant and an election for the newly vacated post must take place at the next general meeting of the RA.

3.5 In the event of continuous or serious breaches of the constitution or code of

conduct, a person's general membership of the RA can be suspended or ended by a majority vote at a Special General Meeting.

3.6 In case of a committee member breaching the code of conduct, membership can be suspended or ended by two thirds of the majority of the committee.

3.7 A committee member whose membership has been suspended in line with clause 3.6 shall be entitled to have that suspension reviewed at a Special General Meeting.

4 Annual General Meeting (AGM)

4.1 The RA shall call an AGM each year to:

- Accept the resignations (and subsequent elections) of the RA's committee and officers;
- receive the annual report of the committee and the statement of financial accounts;
- receive reports of any member elected to represent the RA on another body
- consider any proposed changes to the constitution;

4.2 Any proposed amendments to the constitution should be presented to the membership for consideration at least 14 days prior to the AGM.

4.3 The RA must hold an AGM between 12 to 15 months of their previous AGM. Failure to do so will result in the RA 'lapsing' and no longer being recognised by SW9CH. The bank account must not be used for RA business during lapsed periods. In order to regain recognition, a full AGM must be held under the rules above.

4.4 A minimum of 14 days' notice of the AGM should be given to all members.

4.5 The AGM must be moderated by SW9CH's Community Engagement & Communications Manager as the Independent Observer, to check that the AGM has been conducted in accordance with SW9CH's registration process.

4.6 Quorum – AGMs must be quorate according to the following guidelines

- | | | |
|-----------------------|----------------------|---------------|
| • TRAs with less than | 50 households | 5 households |
| • TRAs with | 50-100 households | 10 households |
| • TRAs with | 101 – 250 households | 15 households |
| • TRAs with | 251 –350 households | 25 households |
| • TRAs with | 351 - 500 households | 35 households |

4.7 For the purposes of the election, one vote is allowed per member.

5 The committee

5.1 The RA shall democratically elect a committee to conduct the majority of their business.

5.2 Only SW9CH residents and family members living with tenants are eligible to be full voting committee members or officers of the RA.

5.3 Committee membership should be broadly representative of the area covered by the RA.

- 5.4 In cases where more than one member of a household or family is elected to a RA committee, that family or household will be entitled to one collective vote.
- 5.5 The RA shall elect officers in the form of a Chairperson, a Secretary, a Treasurer and a Vice Chair if possible.
- 5.6 The RA may also elect committee members to represent the RA on any other relevant strategic group or body at a general meeting such as the SW9CH Improvement Panel.
- 5.7 Only one resident from an individual household may fill the officer positions of the RA for example, Chair, Secretary, Treasurer.
- 5.8 Any vacancies on the committee or officers arising from a resignation or otherwise should be filled [by an existing committee member for officer positions] until the next general meeting. At this meeting, a replacement member should be democratically elected from within the membership of the RA.
- 5.9 Copies of the constitution are free to all members of the association. The secretary should send out copies of the constitution within seven days of a person requesting it.

6 General meetings

- 6.1 Each RA should hold two general meetings annually – one of which should be the AGM.
- 6.2 A minimum of 14 days' notice of the general meeting shall be given to all members. Where possible a reminder should be sent.
- 6.3 Meetings are open to all eligible members of the RA.
- 6.4 Attendance records should be kept to show active membership.
- 6.5 The quorum for general meetings is as in paragraph 4.6.
- 6.6 Decisions of the general meeting shall be binding on the committee.
- 6.7 Decisions of the general meeting shall be made via a simple majority of votes.
- 6.8 One vote is allowed per member.

7 Special General Meetings

- 7.1 A Special General Meeting may be called by the committee, or if requested by at least 10% of members. This request must be made in writing to the secretary at least 14 days before the requested meeting date. The secretary must then send written notice to all members at least 7 days in advance of the meeting.
- 7.2 A Special General Meeting may also be called by the committee within 21 days of being advised by a committee member that they are appealing against action taken as a result of a code of conduct breach.

8 Committee meetings

- 8.1 Committee meetings may be called by the chair and secretary or the request of one-third of the committee members. As least 7 days' notice must be given to committee members.
- 8.2 All committee meetings are open to all members as observers on request. Dates of Committee meetings shall be available to all members i.e. advertised in notice public boards [not less than 7 days' notice for each meeting].
- 8.3 If a committee member misses 3 consecutive meetings without apologies, the rest of the committee may choose to suspend or exclude that member from the committee.

9 Code of Conduct and Equal Opportunities Statement

- 9.1 RA's may adopt its own Code of Conduct and Equal Opportunities Statement or use the model example provided by SW9CH.

10 Conduct of Business

- 10.1 At all meetings decisions shall be taken by a simple majority of those members present and eligible to vote.
- 10.2 The chair has a deliberative vote only, therefore in the event of a tied vote, then the motion must be taken as defeated, the chair does not have a casting vote.
- 10.3 Conflict of interest must be declared. Members with a conflict of interest should then withdraw from discussions and voting on the issue in question.

11 Minutes

- 11.1 All votes at an AGM, General Meeting, Special General Meeting or Committee Meeting shall be counted and recorded in the minutes.
- 11.2 All minutes will be posted on noticeboards in the area and/or available online once formally approved.

12 Finance

- 12.1 A simple record of income and expenditure must be produced each year at the AGM and should be available to all members on request.
- 12.2 Accounts should be independently audited if the turnover is over £5k per year.
- 12.3 Accounts should be open to inspection by the members on request.
- 12.4 All monies raised by or on behalf of the RA shall be applied to further the aims of the RA and for no other purpose.
- 12.5 Account(s) must be opened in the name of the RA. Cheques, transfers and other banking instruments or instructions shall be signed by at least two signatories from separate households and are unrelated who must also be members of the committee.

12.6 Use of the RA bank debit card can only be used with approval of the committee

12.7 Proper records of all transactions including petty cash must be kept.

12.8 The Treasurer should present quarterly financial reports to the committee.

13 Dissolution

13.1 Should an AGM not have been held within 15 months of the last AGM, six months will be allowed to lapse before the bank account shall closed and dissolution rules applied.

13.2 The RA can only be dissolved by a special general meeting called to consider a motion to dissolve the RA with 14 days' notice to all members of this intention.

13.3 The RA can only be dissolved if all members are notified of this intention 14 days in advance and two thirds of the member's present vote for the motion to dissolve the RA.

13.4 The meeting shall decide on the disposal of any assets remaining after the satisfaction of debts and other liabilities.

13.5 All assets of the RA must be applied to charitable purpose agreed with the members of the RA.

13.6 Any SW9CH assets the RA has been permitted to use must be returned.

This Constitution was adopted by:

_____ Residents' Association at a public

Meeting held at _____ on (date) _____

To be completed by all committee members:

Chair Signature	Chair Print Name	Date
Vice Chair Signature	Vice Chair Print Name	Date

Secretary Signature	Secretary Print Name	Date
Treasurer Signature	Treasurer Print Name	Date

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