

Constitution

1. Name and Area

- a. The name of the TRA is.....
- b. The association will represent members in the area (please state the name, block, street names covered by the association).
.....

2. Aims

- a. To promote the interests of all residents of the area, and to assist in maintaining good relations between all members of the community in consultation with London Borough of Newham, and other bodies.
- b. To promote and represent all residents' rights and the maintenance and improvement of housing conditions, amenities and the environment. To provide facilities for recreation and amenities and to encourage a community spirit.
- c. To promote equal opportunities by being positively committed to opposing all direct and indirect discrimination in all its activities and services.
- d. To work towards encouraging all members of usually excluded groups to participate in the association. Encouraging participation of hard to reach groups.
- e. The Association seeks to implement a programme of positive action, by ensuring no member receives less favourable treatment on the grounds of race, sex, age, gender reassignment, religion or belief, marriage and civil partnerships, sexual orientation and disability.
- f. The Association shall have the power to affiliate to any body whose objectives may be of benefit to its membership and is in accordance with its aims.
- g. Monies raised by or on behalf of the Association shall only be applied in furtherance of the objectives of the Association.
- h. The Association shall be non-political.

3. Membership

- a. Full voting membership of the Association shall be open to all tenants, leaseholders and freeholders who pay service charges to the Housing Revenue Account and live within the area covered by the TRA.
- b. 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].

- c. 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, housing association tenants, tenants of leaseholders and private sector residents.

- d. All members shall have an equal vote.
- e. All members should actively seek to represent the various needs of residents, and must not discriminate on the grounds of race, sex, age, gender reassignment, religion or belief, marriage and civil partnerships, sexual orientation and disability.
- f. Members shall at all times conduct themselves in a reasonable manner when attending meetings, or in premises used by the Association or any other function in connection with the group. Any member may be excluded for breach of this condition, or for any other conduct contravening the objectives of the Association, by the majority of those present and voting at any committee or General Meeting.

4. The Committee

- a. The Committee shall meet at least (INSERT NUMBER) times a year.
- b. Any items for the agenda should be submitted to the secretary in writing not less than seven days in advance of the meeting.
- c. Committee members must attend at least one committee meeting per calendar year or their membership of the Committee ceases and they shall not stand for re-election for (ENTER YEARS) years.

5. Conduct of Business

- a. The business of the Association shall be conducted by a committee elected at each Annual General Meeting. The committee shall be made up of a Chair, Vice-Chair (if more than 50 properties), Secretary, and Treasurer, and ordinary committee members.
- b. The Chair or in his/her absence the Vice Chair will preside over meetings. In their absence members in attendance will elect a member to preside for the duration of the meeting.
- c. No two or more officers shall be elected from the same household
- d. Eligible elected Councillors of the Landlord Authority may attend the TRA meetings for their estate, but only as observers. They will not be eligible for election to the committee of the Association, nor shall they represent the Association in its dealings with the Council and committee members or any other body.
- e. Minutes of all meetings shall be available to all members.
- f. Vacancies arising during the year can be filled by an election at a general meeting, but as an interim measure the committee may fill any vacancies until the next general meeting.

- g. The election or removal of officers or committee members may only be carried out by a General Meeting of the Association.
- h. If the Association's activities involves work with children or vulnerable adults, it is the responsibility of the Association to ensure that they are working to their Safeguarding policies and procedures.

6. Finance

- a. All money raised by or on behalf of the Association is to be used only to further the aims of the Association.
- b. The Treasurer shall open a bank account in the name of the Association.
- c. Bank account signatories will be nominated by the committee (one to be the treasurer). At least three members of the membership should be authorised signatories. The signatories must be committee members and should be from separate households who aren't related to each other.
- d. Cheques, transfers and other banking instruments or instructions shall be signed by at least two signatories. Where online banking is utilised, the account must be arranged so that an authorised signatory cannot both initiate and approve payments.
- e. Use of the TRA bank debit card can only be used with approval of the committee (which should be evidenced).
- f. If turnover is greater than £5,000 per year the treasurer shall have the accounts checked by an independent person with adequate financial experience, for example, a representative of a community organisation, law centre or council for voluntary service, at the end of each financial year.
- g. The accounts shall be made available to members at the AGM.
- h. London Borough of Newham can intervene if financial irregularities are identified with the accounts.

7. Annual General Meetings

- a. There shall be an Annual General Meeting (AGM) held every [ENTER MONTH] at which the committee shall report on its work and present a statement of accounts.
- b. The TRA shall democratically elect a committee to conduct the majority of their business. The committee shall be made up of no less than five members of the TRA unless the TRA has less than 50 households in which case this is three members. This must include at minimum a Chair, Secretary, and Treasurer and committee members to serve for the next calendar year. A Vice Chair should also be elected if more than 50 households.
- c. The AGM shall vote on recommendations and any amendments to the constitution.
- d. The secretary will notify all members of the date of the meeting not less than twenty-one days before the AGM and make the agenda available at least 7 days prior to the meeting.

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

8. Other General and Special Meetings (Open Meetings and Special General Meetings)

- a. There will be a General meeting open to all members at least 4 times a year. These meetings shall be open to any member of the Association wishing to attend.
- b. Minutes of meetings will be submitted for approval to the next appropriate meeting.
- c. A Special General Meeting open to all members shall be called by the secretary at the request of a majority of other officers of the committee or on receipt of a written request by not less than [ENTER NUMBER] 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.
- d. The secretary or officers will publicise all general meetings at least seven days in advance of the date of the meeting.
- e. The agenda for all meetings will be sent to each member or be publicised in the most prominent position and area.

9. Sub - Committees

- a. The committee may appoint such sub-committees as may be required to carry out the activities of the Association. The committee shall agree in advance the terms of reference of any sub-committee.
- b. 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.
- c. 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.
- d. 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.

10. Duties of Officers

- a. **Chair:** Shall conduct the meetings of the Association and Committee.
- b. **Vice-Chair:** In the absence of the Chair, the Vice Chair shall conduct the meetings of the Association and Committee.

- c. **Treasurer:** Shall open and maintain the Association bank account. All cheques shall be signed by the treasurer and other committee members nominated by the committee as signatories. Shall keep proper, transparent accounts of income and expenditure and report on them or deliver them up as required by the committee or General meeting.
- d. **Secretary:** shall be responsible for the convening of all meetings, preparing the agenda and giving of the prescribed notice to all members. 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 member of the Association.
- e. **Members:** Committee Member(s) or Officer(s) appointed to represent the Association in consultation with any other body shall report back to the following Committee or General Meeting, whichever is the sooner.
- f. Committee members of the Association shall act on the instructions of the Association and consult with the Landlord Authority on matters of Housing management

11. Quorum

- a. No General Meeting or Annual General Meeting shall take place if less than (ENTER FIGURE) households are represented at the meeting (whichever is the less). This may vary according to each TRA depending on its number of properties. Please refer to the guidance table
- b. Guidelines on quorum

AGMs must be quorate according to the following guidelines

No of Properties	Quorum of households for AGM and General Meetings
Up to 20	6
21 to 150	10
151 to 400	12
401 to 750	15
750 plus	20

- c. After 2 inquorate AGMs the registration of the association will lapse and London Borough of Newham will consult all members on alternative forms of engagement. During the period of the consultation the Resident Involvement team will work closely with the current committee and Service Managers within London Borough of Newham to identify an appropriate offer to residents.
- d. No committee meeting shall take place if less than one third of the committee members or less than 4 members are present (whichever is the less).

12. Voting

- a. Any member may make a proposal. In order for it to be voted on by the meeting it must be seconded by another member
- b. Only members present at the meeting may vote.
- c. Before voting any member may propose an amendment to the proposal which must also be seconded. Each amendment shall be taken in turn. If the proposal to amend is seconded, a vote will be taken on whether to approve the amendment. If the amendment is approved, the meeting will then deal with the next proposed amendment and if there are none will vote on the amended proposal.
- d. Each member shall have one vote.
- e. In the event of an equal vote, the Chair shall have the casting vote.

13. Changes to the Constitution

- a. The constitution can only be altered at an Annual General Meeting or at a Special General Meeting called for that purpose.
- b. A member who wishes to alter the constitution must send to the secretary the wording of the proposed alteration. Within 14 days of its receipt, the secretary will give at least 21 days notice of the meeting together with the wording of the proposed alteration.
- c. Any alteration(s) or changes to the constitution must be agreed by two-thirds of the members present at the meeting.

14. Dissolution

- a. The association may only be dissolved at a Special General Meeting called for that purpose and must be advertised 21 days before the meeting.
- b. For the sole purpose of dissolution the Quorum shall not apply and the association may be dissolved by a two thirds majority of those present of at the meeting.
- c. Any assets (financial or otherwise) remaining after the payment of all debts and liabilities shall be given to charitable purposes according to the wishes of the majority of the members present at the meeting. Any monies or assets belonging to London Borough of Newham must be returned prior to any other distribution.

Signed _____

Signed _____

Dated _____

(2 committee member signatures required)