

## **CONSTITUTION**

### **1. NAME**

The name of the Association shall be **Celia Street Residents Association**

### **2. AREA**

The area covered by the Association is as shown in the map attached, and includes all tenants and residents in that area. The Association will seek to ensure its committee is made up of tenants and residents who represent the whole geographical area of the Association.

### **3. AIMS**

The aims of the Association shall be:

- to represent all tenants and residents living in the area covered by the Association.
- to promote the exercising of tenants' and residents' rights and the maintenance and improvement of their housing conditions, amenities and environment.
- to promote and encourage facilities for recreation, amenities and social activities which will be open to all members.
- to represent the interests of tenants and residents in consultation with the local authority and other bodies.
- to promote the harmonious functioning of the community and to work towards the elimination of prejudice and discrimination within it.
- to provide regular information to and regularly consult all members to be non-party political

### **4. MEMBERSHIP**

Membership of the Association shall be open to all tenants and residents over the age of 16 living in the defined area. A register of members shall be kept and updated when new members join or existing members leave the Association.

Membership shall be open to all persons irrespective of nationality, race, ethnicity, religion, gender, age, sexuality, disability or marital status.

Each eligible person shall on request be supplied with an application form by the Secretary and shall be issued with a copy of the constitution on receipt of a completed form and any subscription currently requested.

Membership shall end when a member moves out of the defined area. In the event of gross misconduct, membership can be suspended or ended by a two-thirds majority vote of the Committee. Racist, sexist or threatening behaviour shall all be treated as gross misconduct. Any member so excluded shall have the right of appeal to the following General Meeting.

### **5. SUBSCRIPTIONS**

All members shall pay such subscriptions as shall be determined by the Annual General Meeting. The payment of any such subscriptions shall be entered onto a membership card to be provided by the Association.

Any subscription or other monies raised by or on behalf of the Association shall only be used to try to further meet the aims of the Association and for no other purpose.

## **6. MANAGEMENT**

The Association shall be managed by a Committee to be elected at the Annual General Meeting.

The Committee shall consist of a Chairperson, Vice Chairperson, Secretary, Treasurer (who shall be referred to as Officers in this Constitution) and no more than 8 additional members who should be fully representative of the area.

The Committee will be proportionally representative of tenants and residents. The majority will be tenants.

If vacancies occur among the Officers or on the Committee, the Committee shall have the power to fill them from among their members until the next General Meeting when elections for vacancies will take place.

The Committee shall have the power to elect sub-committees for any purposes e.g. Finance, Education, Newsletter, etc. in accordance with section 13 of this Constitution.

The Committee shall have the power to co-opt members of groups represented on their estate onto the Committee and its sub-committees with the aim of furthering representation and encouraging equal opportunities.

## **7. COMMITTEE MEETINGS**

The Committee shall meet as necessary, with a minimum of 6 meetings (inclusive of the AGM) to be held each year. Committee meetings shall be open to any member of the Association wishing to attend who may speak but not vote. The Officers shall report to each Committee and General Meeting on their work.

## **8. GENERAL MEETINGS**

Not less than three Committee meetings excluding the Annual General Meeting shall be General Meetings of the Association open to all members to speak and vote. Decisions of the General Meetings of the Association shall be binding on the Committee. All decisions shall be taken by a single majority of full (tenant/resident) members present and voting.

All members shall be given not less than 14 days notice in writing if any General Meeting.

## **9. ANNUAL GENERAL MEETINGS**

The committee shall call an Annual General Meeting (AGM) for the purpose of receiving audited statements of accounts; receiving annual reports; accepting the resignations of the Committee and Officers; electing the Committee and Officers for the forthcoming year; making recommendations to the Committee and voting where necessary on proposals to amend the Constitution.

The **AGM** may discuss any proposals which are submitted to the Secretary in writing not less than 7 days in advance of the meeting.

The AGM will be called within 15 months of the last AGM.

Not less than 28 days notice of the AGM shall be given to all those eligible for membership.

All associations receiving funding from the Housing Revenue Account must submit minutes from the AGM and a copy of the audited accounts to the Tenant Participation Unit at Liverpool City Council.

#### **10. SPECIAL GENERAL MEETING**

The Chairperson or Secretary may at any time call a Special General Meeting (SGM) of the Association either for the purpose of altering the Constitution or for considering any matter which the Committee may decide should be referred to the members in general. An SGM may be called at the written request of the majority of the Committee or on receipt of a written petition by not less than ten members of the Association, giving reasons for their request.

Not less than 7 days notice of the SGM shall be given to all members of the Association. The SGM shall take place within 21 days of receiving the request or petition.

#### **11. NOTICE OF MEETINGS**

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

Notice of General Meetings, AGMs and SGMs shall also be publicised in local communities.

#### **12. QUORUM**

The quorum for Committee meetings of the Association shall be one third of its elected membership or 4 members whichever is the greater. The quorum for all General Meetings, AGMs and SGMs shall be one-third of the membership or 15 members whichever is the less.

#### **13. SUB-COMMITTEES**

The Committee may appoint such sub-committees as may be required to carry out the activities of the Association. Such sub-committees shall be directly accountable to the Committee. The Committee shall agree in advance the terms of reference of any subcommittee, which may then act and apply any finance raised by itself or on its behalf only within those terms. The Chairperson and Treasurer of the Association shall be ex-officio members of any sub-committee.

Where any sub-committee is to continue in existence beyond the AGM following its appointment, its members shall submit themselves for re-election at the meeting and annually thereafter.

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.

The Committee or General Meeting may dissolve any sub-committee whereupon the accounts, records and assets, financial or otherwise of the sub-committee shall pass into the hands of the Committee.

#### **14. DUTIES OF OFFICER**

The **Chairperson** (or in his/her absence the Vice-Chairperson or other Committee Member) shall conduct the meeting of the Association.

The **Treasurer** shall open and maintain a bank account or Post Office account in the name of the Association. The Treasurer shall keep proper account of income and expenditure and report on them or deliver them up as required by the Committee or General Meeting.

The Secretary shall be responsible of the convening of all meetings and the giving of the prescribed notice to members. He/she 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 report on them or 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 if the Association. He/she shall maintain a register of members of the Association.

Any member(s) or Officer(s) delegated to represent the Association in consultation with any 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.

## **15. CONDUCT OF BUSINESS**

The business of the Association shall be conducted by a Committee elected at each **AGM** which shall consist of a Chairperson, Treasurer, Vice Chairperson, Secretary and no less than 8 other members or associate members. No two or more Officers shall be elected from the same household. The composition of the Committee shall as far as possible represent the character and make-up of the estate.

Elected Councillors of the Local Authority shall not be eligible for election as Officers of the Association, nor shall they represent the Association in its dealings with the Council as landlord or any other body.

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.

At all meetings any offensive behaviour including racist, sexist or inflammatory remarks, shall not be permitted and shall constitute a breach of reasonable conduct.

At all meetings decisions shall be taken by a simple majority of members present and voting.

There will be no more than 2 votes per household. All voting at meetings shall be counted and recorded in the minutes.

All meetings must be minuted and shall be available for inspection by members of the Association.

All comments should be addressed through the Chairperson. In cases where voting is tied, the Chairperson will have a second and casting vote.

## **16. FINANCE**

All monies raised by or on behalf of the Association shall be applied to try to further meet the aims of the Association and for no other purpose.

The Treasurer shall keep proper accounts of the finance of the Association and shall open a bank or Post Office account in the name of the Association.

The Committee shall appoint authorised signatories for any cheques, and cheques shall be signed by at least 2 of the authorised signatories. The signatories should be the Treasurer plus 1 other Committee member who are from different households and not related to each other.

The Association's accounts must be made available for inspection at all meetings.

The accounts shall be audited at least once a year by a qualified accountant or professional person who is not a member of the Association.

The accounts of the Association shall be available for inspection by any member of the Association who requires to see them within 14 days. The request for inspection must be made in writing to the Treasurer.

The Treasurer will make a financial report at each **AGM** meeting of the Association.

### **17. ALTERATIONS TO THE CONSTITUTION**

Any proposals to alter the 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(s) shall require the approval of two-thirds of those present and voting at the meeting.

### **18. EQUAL OPPORTUNITIES**

The Association shall uphold equal opportunities and work towards good relations among all members of the community, and specifically prohibiting any conduct which discriminates on the grounds of nationality, race, ethnicity, gender, age, sexuality, marital status, disability or religion.

### **19. INFORMATION**

An information newsletter shall be distributed to all households in the area covered by the Association at least twice a year.

### **20. DISSOLUTION**

If the Committee, or if a Committee no longer exists, any 10 members of the Association, 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 a dissolution, a quorum need not apply and the Association may be dissolved by a two-thirds majority of those present. The assets financial or otherwise remaining when the Association has satisfied its liabilities, shall be applied for such purpose of benefit to the community as the meeting shall decide.