

Please note where numbers are indicated in bold or underlined these may be altered to reflect your individual TRA requirements.

Model Constitution

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

The name of the association/group is.....

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

.....

2. Aims

The aims of the association/group shall be to promote the needs of tenants and leaseholders rights and the maintenance and improvement of their housing conditions. This will include amenities and the environment, which will benefit all the residents within the association/group's area. To do this the association/group shall have the following powers:

- a. To represent all the residents within the group's area.
- b. To promote, support and achieve changes and improvements to:
 - a. the quality of life for local people and their communities.
 - b. the way the Council manages and delivers its housing service.
- c. To provide facilities for recreation and amenities and to encourage community cohesion.
- d. To promote equal opportunities and work for good relations among all members of the community as detailed in the attached Equal Opportunities Statement.
- e. To regularly consult and inform all members.
- f. To represent the majority view of the community.
- g. To be non-party political.
- h. To promote social, welfare and recreational activities for the benefit of the community.
- i. To promote open membership to the TRA for all members of the community.

3. Membership

- a. Membership of the Association shall be open to all tenants with households aged 18 and over living in the area covered by the Tenants Association.
- b. There shall be one vote per household.
- c. The majority of the committee will be tenants.
- d. The secretary keeps records of all members of the group.
- e. **(optional provision) Associate membership without voting rights is open to those who do not live in the area, but who are interested in helping the group achieve its aims. The Committee will decide whether to grant associate member status. (Note that associate membership could include local businesses or people with particular skills.)**
- f. **The committee shall have the power to co-op members or groups in the defined area onto the committee and its working parties and all other sub-committees, with the aim of furthering local representation and encourage equal opportunities.**
- g. Voting membership will end when a member stops living in the group's area, resigns or is deceased.
- h. In view of potential conflict of interest no member of Camden Council shall be an officer of the Association.
- i. In the event of continuous or serious breaches of the constitution or code of conduct, membership of the group can be suspended or ended by a two-thirds majority of the committee.
- j. A member whose membership has been suspended in line with the above clause shall be entitled to have that suspension reviewed at the next general meeting.
- k. A copy of the constitution will be given to all new members of the group and request for copies of the constitution should be sent out within 7 days of the request.

4. Annual General Meeting (AGM)

- a. The committee shall call an Annual General Meeting for the purpose of receiving the Annual report of the committee and the statement of accounts.
To accept resignations of the Committee and Officers. Election of Committee and Officers for the coming year making recommendations for the amendments of the Constitution where necessary.
- b. Not less than 14 days notice of the Annual General meeting shall be given to all those eligible for membership.
- c. Any delegate elected to represent the Association shall report back at least once a year, preferable at the Annual General Meeting.
- d. With the approval of the Committee, non-members can attend the Annual General Meeting as non voting observers.
- e. In order to comply with the registration process an independent observer shall be present at each Annual General Meeting to confirm, that the meeting was arranged and conducted in accordance with Association's constitution. The independent observer must be one of the following; council officer; councillor; district management Committee chair; Officer of another Tenants' Association; A representative from Camden Federation of Tenants and Residents Association (CFTRA).
- f. The AGM must have 10% representation of all households on the estate before a meeting can held. If 10% is not reached the members can hold an ordinary meeting but no decisions can be agreed.

5. The Committee

- a. The committee shall have a minimum of the following officers: a chairperson, secretary and treasurer. Committee members shall be elected at an Annual General Meeting (AGM). The size of the committee should be no less than 5 and no more than 10 members.
- b. The chairperson shall chair the group. In the absence of the chair, another member present shall take the role of chairperson or the role of the chair will be rotated between committee members.