

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.

- c. There shall be only one officer per household on the committee.
- d. The committee and/or its chair has the power to delegate business to sub-committees, for example finance, this can be chaired by a member of the committee.
- e. Any vacancies on the committee arising from a resignation or otherwise may be filled by the committee by co-opting members until the next general meeting with full voting rights.

## 6. General Meetings

- a. There shall be at least 4 general meetings of the group in any year (including an AGM).
- b. Not less than 14 days notice of the general meeting shall be given to all members.
- c. Meetings are open to all residents living in the defined area. Every member present at a general meeting shall have a vote.
- d. Decisions of the general meeting shall be binding on the committee.

## 7. Special General Meetings

A special general meeting may be called by the committee or if requested by at least 10% of the membership. This request should 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.

## 8. Committee meetings

- a. 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.
- b. **(optional) All committee meetings are open to all members as observers. All members shall be given not less than 7 days' notice of each committee meeting.**
- c. **(optional) If a committee member misses 3 consecutive meetings without apologies, they will be deemed to have resigned from the committee.**

## 10 . Conduct of business

### Voting

- a. At all meetings (except those dealing with alterations to the constitution) decisions shall be taken by a simple majority of those members present and voting. Each member has one vote.
- b. In the event of a tie in voting, the chair of the meeting shall have the casting vote. The chair of the meeting will not have a vote otherwise on any other resolution.
- c. 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

- a. All voting that takes place at an AGM, general meeting, special general meeting or committee meeting shall be counted and recorded in the minutes.
- b. All formal meetings such as committee meetings, special general meetings and minutes taken of AGMs to be formally approved at the next AGM meeting.

## 12. Finance

- a. A simple record of income and expenditure must be produced each year at the AGM and should be available to all members on request.
- b. Accounts should be independently audited if the turnover is over £5k per year.
- c. Accounts should be open to inspection by the members on request.
- d. All monies raised by or on behalf of the group shall be applied to further the aims of the group and for no other purpose.
- e. Account(s) must be opened in the name of the group. Cheques, transfers and other banking instruments or instructions shall be signed by at least 2 signatories who must also be members of the committee.
- f. Signatories must not be related or members of the same household.
- g. Proper records of all petty cash transactions must be kept.
- h. The Treasurer should present quarterly financial reports to the committee.

## 13. Dissolution

- a. The group can only be dissolved by a special general meeting called specially to consider a motion to dissolve the group.
- b. All members shall be given 14 days' written notice of such a meeting.
- c. The group can only be dissolved if a majority of the members are present. Voting at the special general meeting for a motion to dissolve the group.
- d. The meeting shall decide on the disposal of any assets remaining after the satisfaction of debts and other liabilities.
- e. All assets of the group must be applied to charitable purpose agreed with the members of the group or.....
- f. Any Council assets the group has been permitted to use, but which have not been transferred into ownership of the group by the way of outright donation or gift must be returned to the Council.





Each TRA may decide to include specific clauses which are relevant to your estate.

- 1. ....
- 2. ....
- 3. ....
- 4. ....

This Constitution was adopted as the Constitution of:

\_\_\_\_\_ Tenants' Association at a public meeting held at \_\_\_\_\_ on (date) \_\_\_\_\_

Signed .....(Chair)

Signed .....(Secretary)