



Network Homes Housing Association: Residents' Association Constitution

1. NAME

1.1 The name of the Association is Residents' Association.

2. AIM

The aim of a Residents Association is to:

2.1 Represent and promote the interests of all the residents in the area with the objective of improving the quality of life for everybody in the community.

2.2 Promote membership to all people eligible to join.

2.3 Work with Network Homes, local councillors and other partners for the benefit of all residents.

2.4 To work in partnership with Network Homes by improving communication between landlord and members.

2.5 Be non-party political

2.6 Promote social, welfare, recreational and training activities for the benefit of members of the Association

2.7 Regularly consult all members on issues. Monitor the Association, its work, finances and members

2.8 Represent the majority view of the members

3. EQUAL OPPORTUNITIES

3.1. This Association shall positively promote equal opportunities within the community and within its membership, work for the elimination of discrimination against individuals or groups based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

4. MEMBERSHIP

- 4.1. Membership of the Association shall be open to all people who would normally reside at, over the age of 18 years, up to a maximum of two people per property.
- 4.2. A record of all members in the current year shall be kept by the secretary of the Association. Residents names and addresses may be shared with Network Homes in order to fulfil a contract of releasing membership fundings.
- 4.3. Any membership fee shall be determined at the Annual General Meeting.
- 4.4. The Residents Association must be acknowledged by two thirds of the community in order to be recognised and work effectively. This is to be evidenced through completion of Network Homes' membership form.

5. ENDING MEMBERSHIP

- 5.1. Membership shall end when a member ceases to live on the estate, except for those members who have been moved off the estate temporarily due a major works programme.
- 5.2. Membership shall end when a member dies, resigns or has it's the membership terminated.
- 5.3. In the event of gross misconduct membership can be suspended or ended by a two-thirds majority vote of the Executive Committee.
- 5.4. A member whose membership has been suspended in accordance with clause 5.1 shall be entitled to have that suspension reviewed at the next general meeting of the Residents Association.

6. THE ANNUAL GENERAL MEETING

- 6.1. The Association shall hold an Annual General Meeting (AGM) once a year and not more than 15 months shall pass between the date of one AGM and the next.
- 6.2. The AGM shall:
 - Receive an annual report from the Executive Committee
 - Present annual accounts to members
 - Elect the Executive Committee
 - Consider any resolutions put forward by members
 - Vote on any amendments to the constitution

- 6.3. All members shall be given 14 days written notice of the AGM, such notice to include any proposed changes to the constitution.
- 6.4. At the meeting all members shall be given an agenda, Minutes of the last AGM, details of nominations to the Executive Committee and any resolutions which include any proposed changes to the constitution.
- 6.5. Any proposed changes to the constitution must be notified and sent to the Secretary in writing at least 14 days before the AGM.
- 6.6 No General Meeting or Annual General Meeting should take place if less than one third of members, or, less than 6 members are present at the meeting (whichever is the less). This may vary according to each Residents Association depending on its size of membership

7. GENERAL MEETINGS

- 7.1. Each year the Association shall hold at least four General Meetings (including the AGM) which shall be open to the general membership.
- 7.2. All members of the Association shall receive 7 days notice of General Meetings.
- 7.3. The General Meetings shall have minutes and will provide updates to members.

8. SPECIAL GENERAL MEETINGS

- 8.1. A Special General Meeting must be called by the Executive Committee if requested by at least five members or ten per cent of the membership, whichever is the most, at least 28 days before the date on which those members request the meeting to be held. The Secretary must send to each member written notice of a Special General Meeting 14 days in advance of the meeting.

9. VOTING

- 9.1. Each member shall have one vote on any resolution put before an AGM, General Meeting or Special General Meeting.
- 9.2. All voting that takes place at an Annual General Meeting, Special General Meeting and Executive Committee Meeting, shall be counted and recorded in the Minutes.
- 9.3. All formal meetings such as Executive Committee Meetings, Special General Meetings and Annual General Meetings must be minuted and the minutes formally approved by the next meeting of the Executive Committee or General Meeting respectively.

10. MINUTES

- 10.1. All formal meetings such as Executive Committee Meetings, Special General meetings and Annual General Meetings must be minuted and the minutes formally approved by the next meeting
- 10.2. All minutes shall be available for inspection by members of the Association.

11. THE EXECUTIVE COMMITTEE

- 11.1. Any member over the age of 18 shall be entitled to stand for election to the Executive Committee.
- 11.2. The Executive Committee shall stand down at each Annual General Meeting and may be re-elected.
- 11.3. There shall be at least six Executive Committee Meetings each year.
- 11.4. All members shall be given not less than seven days notice of each Committee Meeting, at which any member shall be entitled to attend (but not vote).
- 11.5. The Committee may from time to time as necessary create any sub-Executive Committees and/or working parties on a permanent or temporary basis. The members of any such sub-committee or working party shall be selected by the Committee from among its members.
- 11.6. Any such sub-committees or working parties shall report to the Executive Committee for decision making.
- 11.7. The Committee should encourage appropriate representation from tenants in both the rented and the commercial leasehold properties.
- 11.8. The Committee shall monitor the work, finances and membership of the Association.
- 11.11. The committee shall report to each General meeting on the work done by the Committee since the last General Meeting.
- 11.12. The Committee shall produce Standing Orders which it may revise from time to time to govern the conduct of Committee Meetings.
- 11.13. Members of the Committee should:
 - not be in arrears, or if so they must have a payment plan in place,
 - not commit anti social behaviour (ASB).
- 11.14. The Committee must be a proportioned representation of the area it represents. Eg. If the community is a mixture of leaseholders and tenants, then the Executive Committee must be a proportioned representation of those leaseholders and tenants. To illustrate this if two thirds of the estate are tenants two thirds of the Executive

Committee should be tenants.

12. OFFICERS OF THE COMMITTEE

- 12.1. The Association shall have a Chair, Vice Chair, Secretary and Treasurer.
- 12.2. The Chair shall chair the General and Executive Committee Meetings. The duties of the officers shall be defined in the standing orders of the Association.
- 12.3. The Vice Chair shall chair meetings in the absence of the Chairperson
- 12.4. The officers shall report to each Executive Committee Meeting and General Meeting of their work.
- 12.5. There shall be no more than one Executive Committee members from the same household.

13. CO-OPTees

- 13.1. The Executive Committee may co-opt non-voting members onto the Executive Committee in order to fill vacancies that occur during the year or to ensure appropriate representation of all people in the community.

14. FINANCE

- 14.1. The Treasurer shall open a bank or building society account in the name of the Residents Association and keep records of the Association's income and expenditure. The Treasurer shall report the balance in the account to the Executive Committee at each Executive Committee Meeting.
- 14.2. The Executive Committee shall appoint three authorised signatories for any cheques and cheques shall be signed by at least two of the authorised signatories. The signatories should be from different households and not related to one another.
- 14.3. The Association's accounts shall be kept up to date and annual accounts for each year shall be presented to the Annual General Meeting.
- 14.4. The accounts of the Association shall be available for inspection by any members of the Association who require seeing them, within 28 days. The request for inspection must be made in writing to the Treasurer.
- 14.5. For transparency of expenditure, the accounts of the Association shall be available for inspection by Network Homes, within 28 days. The request for inspection must be made in writing to the Treasurer and Chair.
- 14.6. The Treasurer is authorised to pay for petty cash travel and other expenses to representatives of the Association undertaking the Association's work providing that each

payment is supported by a receipt, ticket or voucher. Each such payment of petty cash shall be signed by the receiver. The Treasurer shall provide a list of petty cash payments to the Executive Committee, at each Executive Committee Meeting.

15. INFORMATION

- 15.1. The Executive Committee shall provide information to all members on things that affect the Association and its members.
- 15.2. Every member of the Association shall be given a copy of the constitution when they join. Members shall be given copies of any changes to the constitution.
- 15.3. Minutes of all General Meetings and Executive Committee Meetings shall be available from the Secretary for all members.

16. DISSOLUTION OF THE RESIDENTS ASSOCIATION

- 16.1. The Resident’s Association can only be dissolved by a Special General Meeting called specifically to consider a motion to dissolve the Association.
- 16.2. All members shall be given 10 working days written notice of such a meeting, which shall contain the wording of the dissolution.
- 16.3. The Resident’s Association shall only be dissolved if two-thirds of members present at the Special General Meeting vote for a motion to dissolve the Association.
- 16.4. The Special General Meeting shall decide on disposal of assets, funds and equipment.

Chair

Signed.....Name.....Date

Vice Chair

Signed.....Name..... Date

Secretary

Signed.....Name..... Date

Date:

Treasurer

Signed.....Name..... Date

On behalf of Network Homes Housing Association

Signed.....Name..... Date