

Tenants and Residents Associations Constitution

NAME

The name of the Organisation shall be the FRIAR...PARK..... Tenants and Residents Association

AREA OF BENEFIT

The area of benefit shall be the FRIAR...PARK..estate and comprise of the following streets in the Borough of Sandwell

3. AIMS

The aims of the Tenants and Residents Association (herein called the TRA), will be;

- a) to represent and promote the interests of all residents of the area of benefit in their dealings with Sandwell Metropolitan Borough Council, and other public bodies and any legal successors to them.
 - b) to promote equal opportunities for all.
 - c) to promote social, recreational and welfare generally for the benefit of the community.
 - d) to provide regular information to the members and other residents of the area of benefit and to consult on the activities of the TRA
- to assist in carrying out its activities the TRA will liaise and co-operate with other appropriate bodies in the area.
- f) to assist tenants and residents to have greater control over issues and activities that affect their homes and communities.

4. EQUAL OPPORTUNITIES

The TRA will positively promote equal opportunities within the community and within its membership and will work for the elimination of discrimination against persons on the basis of race, gender, age, sexuality, disability, religion or any other factors that may cause persons to suffer discrimination.

5. MEMBERSHIP

- a) Any person who normally lives in the specified area.
- b) Membership shall be free and open regardless of gender, nationality, race, sexuality, disability or religious beliefs.

The TRA is a non-political body and no Councillor (unless a member of the association), officers of the authority or other non-member of the Association shall be eligible to attend TRA meetings without prior invitation and providing political bias is not involved.

- d) A member shall cease to be a member if he or she is expelled or has ceased to live in the area.

It shall be a condition of membership that members conduct themselves at all times in a reasonable manner at meetings, or in premises used by the TRA, or whilst conducting business on behalf of the TRA.

Any member may be excluded for breach of these conditions or for any conduct contravening the aims and objectives of the TRA by a majority of those present and voting at any meeting.

6. MANAGEMENT

- a) The Management of the affairs of the TRA is the responsibility of the Committee.
- b) The Committee may from time to time appoint sub committees with delegated powers to manage any aspect of the TRA business on its behalf. A sub committee must have at least two committee members. Any sub-committee must take minutes at their meetings and report regularly to the main committee of the TRA.
- c) The Committee consists of a minimum of 3 and a maximum of 15 committee members of the TRA. Until the first Annual General Meeting (AGM), the Committee shall consist of the persons whose signatures are attached to this constitution and other persons who are invited by the Committee to join.
- d) The Committee will be elected at each AGM. A special general meeting may elect members to any vacancy on the Committee.

A Committee member will cease to be a Committee member if he or she resigns in writing to the Secretary.

A Committee member who ceases to be a member of the TRA will be considered to have resigned.

Any Committee member who fails to attend three consecutive meetings or who fails to offer reasonable apologies for their non-attendance may be expelled from the Committee.

A Committee member can also be expelled by the Committee in accordance with (m) below; or is removed from the Committee by resolution of a special general meeting.

The Committee will meet at least 4 times per year. Committee meetings will be called by the Secretary who will give at least seven days notice. The Secretary will also call a Committee meeting upon written request of at least three Committee members.

The Committee will elect from amongst its number a Chair, Secretary and Treasurer and any other Officers as the Committee considers necessary for the effective running of the TRA This election shall take place prior to the Committees first meeting or as soon as practical thereafter.

In the event that an elected officer resigns the office or ceases to be a Committee member during her/his period of office the committee will elect a replacement from amongst its number.

A quorum for Committee meetings shall be four Committee members, one of whom must be either the Chair, Secretary or Treasurer. In the elected Chairs absence, the committee will appoint a Chair for the meeting. A quorum for sub committee meetings shall be at least half of the members of the sub committee or two of the members if there are fewer than four members.

Any committee member who fails to attend three consecutive meetings, or who fails to offer reasonable apologies for their non-attendance, may be expelled from the committee.

Any Committee member who breaches the confidentiality of Committee business or otherwise brings the Committee or the TRA into serious disrepute may be expelled from the Committee. Such expulsions shall be by majority vote of the Committee on a motion notice of which will appear on the agenda. The members concerned will be entitled to attend the meeting, speak on the motion and have any one person present to assist them if they wish.

7. ANNUAL & SPECIAL GENERAL MEETING

- a) The TRA will communicate with its members at least 4 times during the year, one of which will be the Annual General Meeting (AGM). The first AGM shall take place within fifteen months of the formation of the TRA and not more than 15 months shall pass between the date of one AGM and the next.

The Annual General Meeting will receive an annual report from the Chair and Secretary of the committee, elect the new committee, consider any resolutions and vote on any proposals to amend the constitution. The Treasurer will also present a financial account on the trading of the TRA during the financial year. The committee will consider the report and either accept or reject the report.

The Secretary will give at least one week's notice to all member's of the date, venue and agenda of all general meetings. A general meeting may be called by the Committee.

A General Meeting must be called if requested by at least one third of the members of the TRA.

General meetings will be chaired by the Committee's Chair or his/her nominee. In the absence of the Chair or a nominee of the Chair, the general meeting will appoint a chair for the meeting. In the event of the retiring Chair failing to be re-elected to the Committee at the AGM, the remaining agenda items will be chaired by another member of the elected Committee.

A council officer from the Community Participation Team, or similar, will be invited to the Annual General Meeting in order to determine the procedures for the selection of the new committee.

Not less than 14 days notice of the Annual General Meeting shall be given to all members.

Voting at any general meeting will be one vote for each member present. The procedure for voting will be laid down by the Chair of the meeting and will be in accordance with this constitution. The number of votes cast on any resolution will be counted and recorded in the minutes. In the event of a tied vote on matters other than the election of the Committee, the Chair shall have a second casting vote.

Minutes from the Annual General meeting will be kept on the records of the TRA with a copy being forwarded to the Community Participation Team. In order to remain registered the copy must be forwarded within 28 days.

8. FINANCE

The financial records of the TRA will be approved or otherwise by a council officer from the Community Participation Team, or similar. The Treasurer should inform the Community Participation Team well in advance of the Annual General Meeting so that a mutual appointment can be arranged for the verification of the financial records.

The TRA has the power to raise its own funds. The income may only be applied to the furtherance of the aims of the TRA.

No officer or member of the Committee may benefit personally from the TRA's income. Out of pocket expenses may be reimbursed provided evidence of such expenses is provided.

The Treasurer will maintain books and records which may be inspected by any member of the TRA. He/she will present a written financial report at least once every three months to a Committee meeting setting out income and expenditure over the previous period, and how it relates to the aims of the TRA. The TRA funds will be deposited in a bank account to be determined by the Committee and a proper record of finances maintained. All cheques shall be signed by at least two designated Committee members. The Association shall provide an financial statement of its finances to the AGM.

The control of all income and expenditure of the TRA will be the responsibility of the Committee. All expenditure must be made in accordance with the purposes for which it was granted.

Signatories for cheques cannot be from the same family or household.

9. MINUTES

Minutes will be taken at each meeting and made available for any member to view providing reasonable notice is given.

The minutes shall be the responsibility of the Committee.

10. INFORMATION

- a) The TRA will provide information to all members on the activities of the TRA. The information should normally be through a newsletter delivered to every members home.

11. DISSOLUTION

The TRA can only be dissolved by a two-thirds of the votes cast at a Special General Meeting called to consider a resolution for dissolution. At least 14 days notice of this meeting must be given for such a meeting. All members may attend and speak at this meeting.

The Special General Meeting will decided on the disposal of assets and equipment. Such disposal must be consistent with the aims and objects of the TRA and no member of the TRA may benefit personally from such disposal.

Any elements of grant funds awarded to the TRA by Housing Strategy shall be returned with the appropriate receipts, to the Community Participation Team.

As part of the dissolution of the TRA, the committee, after considering the views of its members, shall agree how the any funds raised independently by the TRA ought to be disposed of.

12. AMENDMENTS

This constitution may only be amended at the AGM or a Special General Meeting. Proposed amendments must be received in writing by the Secretary at least three weeks before the meeting.

Signed by:

Name: CHRISTINE NELSON

Signature:

C Nelson

Address :

7, ROBERTS ROAD WS10-0LG