

STANWAY TENANTS & RESIDENTS ASSOCIATION
Geffrye Estate Community Hall
Contact Details: 07910 471 250

CONSTITUTION

NAME

1. Association shall be known as the **Stanway Tenant & Resident Association** hereafter referred to as the Association.

OBJECTS

2. The objects of the Association shall be:

To promote the exercise of tenants and residents rights and the maintenance and improvement of their housing conditions, amenities and to environment;

To provide facilities for recreation and amenity and to encourage a community spirit;

For the furtherance of these objects to represent the interests of tenants and residents in consultation with the local authority and other bodies;

To promote equal opportunities by being positively committed to opposing all direct and indirect discrimination in all its activities and services

3. This Association therefore seeks to implement a programme of positive action to make this fully effective, by ensuring no member receives less favourable treatment on the grounds of race, colour, gender, marital status, ethnic or national background, being lesbian or gay, disability, education, religious belief, political belief, trade union activity, dependency, unrelated criminal conviction or employment.
4. The Association shall have the power to affiliate to any body whose objects may be to its membership.
5. Monies raised by or on behalf of the Association shall only be applied in furtherance of the objects of the Association.
6. The Association shall be non-political

MEMBERSHIP

7. Membership shall be open to all who reside on

Geffrye Court; Stanway Court and Monteagle Court

- b. All Members shall have an equal vote.
 - c. All members should actively seek to represent the various needs of residents, and must not discriminate on the grounds of race, sex, age, gender reassignment, religion or belief, marriage and civil partnerships, sexual orientation and disability.
 - d. Members shall all times conduct themselves in a reasonable manner when attending meetings, or in premises used by the Association or any other function in connection with the group. Any member may be excluded for breach of this condition, or for any other conduct contravening the objectives of the association, by the Majority of those present and voting at any committee or General Meeting.
 - e. Ordinary membership shall be open to all Secure Tenants and Residents (including Freeholders, Leaseholders, Licensees and Authorised Occupants) living within the boundaries of the Association.
8. Any officer of the Association found to be linked to serious financial discrepancies by the committee/Hackney Homes will be dismissed from the committee. The officer will not be allowed to sit on any Committee, Panel or Board as a member or officer for a period of 5 years.

FINANCE

9. All money raised by or on behalf of the Association is to be used only to further the aims of the Association.
- b. The Treasurer shall open a bank account in the name of the Association
 - c. Cheque signatories will be nominated by the committee (one to be the treasurer). There shall be three signatories. There must not be from the same household.
 - d. All Cheques and instructions to the Association's bankers shall require two of the agreed signatures one of whom must be the Treasurer.

- e. The treasurer shall have the accounts checked by an independent person with adequate financial experience, for example, a representative of a community organisation, law centre or council for voluntary service, at the end of each financial year.
- f. The accounts shall be made available to members at the AGM

CONDUCT OF BUSINESS

- 10. The business of the Association shall be conducted by a Committee elected at each Annual General Meeting, which shall consist of a **Chairperson, Treasurer, Vice-Chairperson, and not less than six (6) other members. No two or more officers shall be elected from the same household, and no officer shall hold office for more than three consecutive years, unless they are standing unopposed.** The composition of the Committee shall as far as possible represent the multi-racial character of the estate. The Committee shall have the power to co-opt onto the Committee up to three co-optees, without voting rights, to serve in an advisory capacity if the Committee so decide.
- 11. Elected Councillors of Hackney Borough Council shall not be eligible for election as officers of the Association, nor shall they represent the Association in its dealings with the Council or any other body.
- 12. 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 Meetings of members.
- 13. At no point should Bank a/c's be closed without the prior permission of Hackney Homes and all Committee Members be informed of all changes.

COMMITTEE MEETINGS

- 14. Committee shall meet as necessary as and not less than ten times in each year. Committee Meetings shall be open to any member of the Association wishing to attend who may speak but not to vote.
- 15. Quarterly financial reviews to be done by Committee and Members must be informed in writing by treasurer.
- 16. Committee Members would be allowed to give a proxy vote in writing.

GENERAL MEETINGS

17. Not less than four (4) of the Committee's meeting shall the General Meetings of the Association open to all members to speak and vote. The decisions of General Meetings of the Association shall be binding on the Committee. All decisions shall be taken by a simple majority of members present and voting. All members shall be given **not less than 7 days notice** of any General Meeting.

ANNUAL GENERAL MEETINGS

18. The Committee shall call an Annual General Meeting of the Association each year in the **month of October**. **Not less than 14 days of notice** of the Annual General Meeting shall be given to all members.

At this meeting:

The Committee shall present an annual report of the Association;
Sub-committee shall present an annual report and account of their activities;
The Committee shall present the audited accounts of the Association for the previous year;
Any proposals submitted to the Secretary in writing **not less than 7 days** in advance of the meeting shall be discussed.

EXTRAORDINARY GENERAL MEETING

19. The Secretary shall call a Extraordinary General Meeting at the request of a majority of the Committee; or on receipt of a written petition by **not less than 15 members** of the Association giving reasons for their request. The Secretary shall give **not less than 7 days** notice of the holding of a **Extraordinary General Meeting**, which shall take place within 21 days of receipt of the request or petition.

QUORUM

20. The quorum for the Committee Meetings of the Association shall be **one third of its elected membership, or 5 members**, whichever is the greater. The quorum for all General Meetings shall be **one-third of the membership or 15 members** whichever the less is.

NOTICE OF MEETINGS

21. Notice of all meetings where required shall be sent to each members' dwelling and shall include the date, time and place of the meeting and an agenda to be discussed.

SUB-COMMITTEES

22. The Committee may appoint such sub-committees as may be required to carry out the activities of the Association. Such sub-committee shall be directly accountable to the Committee. The Committee shall agree in advance the terms of reference of any sub-committee, 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.
23. Where any sub-committee is to continue in existence beyond the Annual General Meeting following its appointment, its members shall submit themselves for re-election at that meeting and annually thereafter.
24. 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.
25. The Committee or General Meeting may dissolve any sub-committee whereupon the accounts records and assets, financial and otherwise of the sub-committee shall pass into the hands of the Committee.

VOTING

26. Any member may make a proposal. In order for it to be voted on by the meeting it must be seconded by another member.
 - b. Only members present at the meeting may vote
 - c. Before voting any member may propose an amendment to the proposal which must also be seconded. Each amendment shall be taken in turn. If the proposal to amend is seconded, a vote will be taken on whether to approve the amendment. If the amendment is approved, the meeting will then deal with the next proposed amendment and if there are none will vote on the amended proposal.
 - d. Each member shall have one vote
 - e. In the event of an equal vote, the chair shall have the casting vote.

Code of Conduct

Confidentiality

The group may deal with difficult and sensitive issues; discretion and care must be exercised during and after the meetings.

Conduct at Meetings

Member shall:

- Be Courteous to each other and support each other with the aim of achieving the best possible decisions
- Allow each other to speak and be heard
- No one particular member shall dominate any discussion
- Follow the guidance of the chair, vice-chair or other member elected to act as chair on the conduct of the meeting
- Operate within the terms of the constitution.
- Members must declare and conflict of interest and withdraw from participating and voting on the issue

Exclusion

Members shall at all times conduct themselves in a reasonable manner at meetings and may be excluded if they act in an abusive, offensive or obstructive way or if they contravene the objectives of the group.

Exclusion from that particular meeting will take place when a majority of those present at the meeting vote to exclude a member. [3 counts and the member is excluded]

DUTIES OF OFFICERS

1. **The Chairperson** shall conduct the meetings of the Association.
2. **The Vice-Chairperson** (in the absence of the Chairperson) shall conduct the meetings of the Association.
3. **The Treasurer** shall open and maintain a banking account in the name of the Association. All cheques shall be signed by the Treasurer and one or two other Committee members nominated by the Committee as signatories. The Treasurer shall keep proper accounts of income and expenditure and report on them or deliver them up as required by the Committee or General Meeting. Such accounts shall be audited by a qualified accountant or a non-member of the Association appointed by the membership at the Annual General Meeting.

DUTIES OF OFFICERS

4. **The Secretary** shall be responsible for 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-committee in the form of minutes; and shall 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 2 members of the Association.
5. The TRA will appoint an independent administrator to produce the minutes for the AGM
6. Any member(s) or officer(s) delegated to represent the Association in consultation with any other body shall act on the instructions of the Association and shall report back to the following Committee or General Meeting, whichever the sooner. Only full members of the Association shall be delegated to consult with the local authority on matters of housing management.

ALTERATIONS TO THE CONSITUTION

27. Any proposal to alter this 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 shall require the approval of two-thirds of those present and voting at the meeting.
28. If the Committee, or if a committee no longer exist, any 10 members of the Association shall decide that 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 dissolution a quorum need not apply, and the Association may be dissolved by two-thirds majority of those present. The assets, financial and otherwise, remaining when the Association has satisfied its liabilities, shall be applied for such purposes of benefit to the community as the meeting shall decide.

On behalf of the Stanway Street Resident & Tenants Association

Signed.....

Signed.....

Position.....

Position.....

Date.....

Date.....

Signed.....

Signed.....

Position.....

Position.....

Date.....

Date.....