

B.T.R.A.

**BUCHAN
TENANTS
AND
RESIDENTS
ASSOCIATION
CONSTITUTION**

THE CONSTITUTION

NAME

- 1: The ASSOCIATION shall be known as the
BUCHAN TENANTS AND RESIDENTS ASSOCIATION.

OBJECTS

- 02: The objects of the Association shall be: to promote the exercise of tenants rights and the maintenance and improvements of their housing conditions, amenities and environment

to provide facilities for recreation and amenity and to encourage a community spirit.

for the furtherance of these objects to represent the interest of tenants in consultation with the local authority and other bodies.

to promote the harmonious functioning of a multi-racial community to work towards the elimination of all forms of racism and discrimination within it.

- 03: The Association shall have the power to affiliate to any body whose objects may be of benefit to its membership.

MEMBERSHIP

- 04: Membership shall be open, irrespective of nationality, sexual orientation race, colour, political or religious belief, to all tenants living in;

Barset Road	No's	42	92
Barset Road	No's	19	63
Barset Road	No's	65	123
Barset Road	No's	125	161
Buchan Road	No's	46	52
Buchan Road	No's	88	122
Buchan Road	No's	1	43
Daniels Road	No's	74	144
Gibbon Road	No's	68	108
Gibbon Road	No's	83	141
Howbury Road	No's	18	62
Howbury Road	No's	1	63a
Kimberley Road	No's	136	146
Linden Grove	No's	105	199
Salisbury Terrace	No's	1	11
Tappesfield Road	No's	47	93

- 5: Each eligible person, shall on request, be supplied with an application form by the Secretary with a membership card and a copy of the constitution on receipt of a completed application form currently required.
- 6: It shall be a condition of membership that members at all times conduct themselves in a reasonable manner at meetings or in premises used by the Association. Any member may be excluded for breach of this condition or for any other conduct contravening the objects of the Association, by a majority present and voting at any Committee or General Meeting. Any member so excluded shall have a right of appeal to the following General Meeting.

SUBSCRIPTIONS

- 7: All members shall pay such subscriptions as shall be determined by the annual General Meeting. The payment of any such subscriptions shall be entered on a membership card supplied by the Association.
- 8: Any subscriptions or other monies raised by, or on behalf of the Association shall only be applied in furtherance of the objects of the Association.

CONDUCT OF BUSINESS

- 9: The business of the Association shall be conducted by a committee elected at each Annual General Meeting, which shall consist of a Chair Person, Vice Chair Person, Treasurer and Secretary, and not less than four other members. No two officers shall be elected from the same household. The composition of the committee shall as far as possible represent the multi-racial character of the estate.
- 10: Elected councillors of the landlord authority shall not be eligible for the election as officers of the Association, nor shall they represent the Association in its dealings with the council or any other body.
- 11: 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 Meeting of its members.

COMMITTEE MEETINGS

- 12: The Committee shall meet as necessary 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 vote. Items pertaining to individual tenants shall be considered to be confidential and be dealt with at the end of Committee Meetings. This part of the meeting shall be open to Committee Members, and any persons invited to advise the Committee.

GENERAL MEETINGS

- 13: Not less than four of the Committee Meetings shall be General Meetings of the Association open to all members to speak and vote. The decisions of the General Meeting of the Association shall be binding on the Committee. All decisions shall be a simple majority of full members present and voting. All members shall be given not less than fourteen days notice of any General Meetings.

ANNUAL GENERAL MEETINGS

- 14: The Committee shall call an Annual General Meeting of the Association each year in April. Not less than 28 days notice shall be given of the Annual General Meeting shall be given to all members and those eligible for membership, together with a form of application for membership.

AT THE MEETING

- The Committee shall present and Annual Report of the Association.
- Sub-Committees shall present an Annual Report and accounts of their activities.
- The Officers and Committee for the next year shall be elected.
- The Committee shall present the Audited Accounts of the Association for the previous year.
- Any proposals submitted to the Secretary in writing not less that seven days in advance shall be discussed.

SPECIAL GENERAL MEETINGS

- 15: The Secretary shall call a Special General Meeting at the request of the majority of the Committee; 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 seven days notice of the holding of a Special General Meeting, which shall take place within 21 days notice of receipt of the request or petition.

QUORUM

- 16: The quorum for Committee Meetings of the Association shall be one third of its elected membership or four members, whichever is the greater. The quorum for all General meetings shall be one-third of the membership or fifteen members whichever is less.

NOTICE OF MEETINGS

- 17: Notice of all meetings where required shall be sent to all members dwellings and shall include the **DATE, TIME AND THE PLACE** of the meeting and an agenda of matters to be discussed.

SUB-COMMITTEES

- 18: The Committee may appoint such Sub-Committees as may be required to carry out the activities of the Association. Such Sub-Committees 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 on within those terms.

The Chairperson and The Treasurer of the Association shall be ex-officio members of any Sub-Committees.

- 19: 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.
- 20: All Sub-Committees shall keep proper accounts of income and expenditure, and a proper record of all meetings, and shall report them or deliver them up as required by the Committee or General Meeting.
- 21: The Committee or 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.

DUTIES OF OFFICERS

- 22: The Chair (or in his/her absence the Vice-Chair or other Committee Members shall conduct the Meeting/s of the Association.
- 23: 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 committee or General Meeting. Such accounts shall be audited by a qualified accountant or non-member of the Association.

- 24: The Secretary shall be responsible for the convening of meetings and giving notice of the prescribed notice to members. S/he shall ensure that a proper record is kept of all meetings of the Association, its Committee and Sub-Committee in forms 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 seven days notice by any two members of the Association. S/he shall maintain a register of members of the Association.
- 25: 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 is 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 CONSTITUTION

- 26: Any proposal to alter this Constitution must be submitted to the Secretary of the Association not less than twenty eight days before a General Meeting at which it is to be discussed. Not less than fourteen days notice shall be given of such a meeting, together with the wording of the proposed alteration/s. Any alteration/s shall require the approval of two thirds of those present and voting at the meeting.

DISSOLUTION

- 27: If the Committee no longer exists, and ten members of the Association shall decide that the Association should be dissolved they shall give at least fourteen 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 of those present. The assets, financial and otherwise remaining when the Association has satisfied its liabilities, shall be applied for such purpose of benefit to the community as the meeting shall decide.

SIGNED:

CHAIR _____

SIGNED:

SECRETARY _____

DATE: _____