



## Constitution for Tenant & Resident Groups Registered With Parkway Green Housing Trust

Name of the Association: \_\_\_\_\_

Boundaries of the area covered by the Association:

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### Aims

1. To work for the rights of tenants and residents within the Association's boundaries and to represent them in matters relating to housing, environmental, and other issues of concern.
2. To further good relations with Parkway Green Housing Trust and other service providers and agencies in the area.
3. To provide tenants and residents with information and to encourage a community spirit in the area.

### Membership

1. Membership is open to Parkway Green Housing Trust tenants and residents within the Association's boundaries, irrespective of political belief, nationality, religion, race, colour, sexuality, age or ability - (known as ordinary members).

### Conduct

1. Committee members shall endeavour to carry out their duties in a positive and constructive way.
2. Any committee member behaving in an unreasonable manner or in a manner likely to bring the Association into disrepute may be expelled from the committee by a majority vote of the tenants' committee.
3. Committee members should conduct themselves in accordance with the principles of Parkway Green's Equal Opportunities Policy.

## The Committee

1. The committee shall have a minimum of SIX elected members and will manage the work of the Association.
2. The committee shall have an identified Chair, Treasurer and Secretary (officers) and at least three other members.
3. New members can be elected if vacancies arise.
4. Any committee member selected to stand as a candidate in local government elections must resign from the committee.
5. Councillors cannot be committee members of the association.

## Committee Meetings

1. The committee shall meet at least FOUR times per year.
2. Each member shall have one vote (in the event of a tie the Chair shall have a second vote).
3. The minimum number of people for a committee meeting to be valid (a quorum) shall be FOUR committee members.
4. All committee decisions will be recorded in writing at meetings.

## Public Meetings

1. Public Meetings shall be held at least TWO times per year (the Annual General Meeting can be counted as one of these).
2. The quorum for general meetings shall be a minimum of EIGHT ordinary members. If fewer attend, a new meeting must be called.
3. An Extraordinary Meeting may be called at any time, at the request of the committee or EIGHT of the general membership.

## Annual General Meetings

1. The Annual General Meeting (AGM) shall be held yearly, starting 12 months from the date of the launch of the Association. A maximum of 8 weeks extension is allowed as required.
2. The AGM shall be held to report the Association's activities, publish audited accounts and elect new committee members and officers.
3. Notice of the AGM must be given TWO WEEKS before the meeting.

4. The AGM can change the constitution by a TWO-THIRDS majority vote of those present.
5. Any suggested changes to the Constitution must be handed to the Secretary 14 days before the AGM.
6. The committee will notify Parkway Green's Tenant Liaison Officer of any changes to the constitution.

## Finance

1. The Committee shall have a bank account in the name of the Association.
2. All cheques must be signed by TWO out of a possible THREE signatories.
3. All spending shall be approved by the Committee, and shall be used to achieve the aims of the association.
4. The Treasurer must keep account of the finances and produce quarterly financial reports to the Committee.
5. The Association accounts shall be independently assessed yearly, and presented to the Annual General Meeting.
6. Married, common law partners, or members of the same family can not be co - signatories

## Publicity/Information

1. The committee will keep its members informed of activities via newsletters, leaflets, public meetings, etc.
2. No publicity can be distributed in the Association's name without committee approval.

## Dissolution

1. The Association may only be dissolved at a Special General Meeting called for that purpose and advertised 14 days before the meeting.
2. The proposal to dissolve the Association shall take effect only if agreed by two thirds of the members present at the meeting.
3. In the event of the Association being dissolved, all assets derived from Parkway Green Housing Trust shall be returned, or may be donated to a similar organisation if approval is given.

4. Money and assets provided as a result of fund-raising by the association shall be used for the specific purpose identified at the time that the funds were raised or shall be donated in accordance with the wishes of members canvassed at the Special General Meeting.

### Approval

This constitution was approved by Members of the Association on: \_\_ / \_\_ / \_\_

Signatories:

Chair \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_