

**DRAFT CONSTITUTION OF [enter agreed name here] RESIDENT'S
GROUP / ASSOCIATION**

1. The Group / Association is known as [enter agreed name here]
Resident's Group / Association

The area covered by the Group / Association is [detail geographic area here]

AIMS

2. The aims of the Group / Association are:

- To represent the views of members to Croydon Council and other relevant partners and to work towards ensuring that the best interests of members are served.
- To ensure that all members are consulted regularly and that all residents entitled to membership are encouraged to join.
- To improve local housing conditions and the environment.
- To encourage a greater sense of community.

[the group may choose to add further aims here]

MEMBERSHIP

3. Membership is open to all persons 16 years or over living in the area who accept the aims of the Group / Association, (including all tenants, leaseholders and freeholders), irrespective of age, race, gender, sexuality, disability, political or religious beliefs, or marital status. As far as possible, the membership should reflect the make-up of the local population.
4. Members shall at all times conduct themselves in a reasonable manner at meetings of or in premises used by the Group / Association. A member may be suspended from the Group / Association for failure to observe this, or for any other conduct not in line with the aims of the Group / Association. Any member so suspended has the right of appeal to the following General Meeting, before permanent suspension from the Group / Association takes place.
5. Membership ends when a member moves out from the area.

6. Every member shall sign an annual written consent to become a member.
7. Racist or sexist behaviour will not be tolerated and will be grounds for suspension.

SUBSCRIPTIONS

8. An annual subscription shall be set at the Annual General Meeting of the Group / Association, and shall be kept as low as possible. Only those who have paid the agreed subscription will be deemed to be members.

[OR – if the group agrees not to charge a subscription, use the alternative wording below]

8. The Group / Association has agreed not to charge an annual subscription or other form of membership fees.
9. Subscriptions or other money raised by or on behalf of the Group / Association may be used only to further the aims of the Group / Association.

CONDUCT OF BUSINESS

10. The business of the Group / Association will be conducted by a committee normally elected at the Annual General Meeting, which shall consist of a Chair, Vice Chair, Treasurer, Secretary and **not less than two other** members. As far as possible, the composition of the committee shall reflect the local population of the area.
11. Councillors or employees of the council shall not represent the Group / Association in its dealings with the council or be members of the committee.
12. The election or removal of officers or committee members may take place only at a General Meeting of the Group / Association. The committee may temporarily fill any vacancy arising among the officers of the Group / Association from its other members until the next General Meeting. The committee has the power to suspend a member or committee member by a simple majority vote until the next general meeting.
13. An officer or committee member must declare any relevant personal interest in a matter under discussion. The committee shall have the right to determine whether that member should withdraw, or be allowed to speak but not vote, or be allowed to speak and vote.

COMMITTEE MEETINGS

14. The committee shall meet not less than three times a year and shall be open to any members of the Group / Association wishing to attend, who may speak at the discretion of the Chair but not vote.
15. The committee shall monitor the work, finances and membership of the Group / Association.
16. The committee shall report to each General Meeting on its activities since the last General Meeting.

GENERAL MEETINGS

17. General Meetings of the Group / Association, open to all members to speak and vote, shall be held not less than twice a year. Decisions taken at these meetings shall be binding on the committee. Decisions shall be taken by a simple majority of members present and voting. All members shall be given not less than 14 days notice of any General Meeting.

ANNUAL GENERAL MEETING

18. The committee shall call an Annual General Meeting of the Group / Association each [insert month]. Not less than 21 days notice shall be given of the AGM to all members and to all those eligible for membership. A formal application for membership shall also be distributed at this time. A representative of the council shall also be invited to attend.
19. At this meeting:
 - The committee shall present their annual report.
 - The Treasurer shall present the audited accounts of the Group / Association for the past year.
 - An independent person or body to audit / check the financial records of the Group / Association for the forthcoming year, shall be appointed.
 - The officers and committee for the next year shall be elected.
 - Any proposals submitted to the Secretary in writing not less than 14 days in advance of the meeting shall be considered.
20. The minutes of the AGM and the audited accounts should be submitted to the council, together with the names and addresses of the officers and committee members of the Group / Association.

SPECIAL GENERAL MEETING

21. The Secretary shall call a Special General Meeting at the request of a majority of the committee, or on receipt of a written request by at least one third of the membership of the Group / Association. The Secretary must give at least 7 days notice of the Special General Meeting to all members, which shall take place within 21 days of the request.

QUORUM

(The minimum number of members who must be present before a meeting may proceed)

22. The quorum for committee meetings of the Group / Association shall **be four members** or one third of committee members (whichever is greater). The quorum for all General Meetings shall be one fifth of the membership.

VOTING

23. Those attending a meeting where members of the committee are selected, will be informed that any member may stand for any position on the committee. Any member may nominate individuals or volunteer themselves for any such positions.
24. Where there is a contest for officers of the Committee, or where the Group / Association are unable to reach agreement on an issue, voting will be carried out by a written ballot.
25. Each household will have one vote only. The Chair will have only one vote, they will not have an additional or casting vote.
26. Where voting is required and a council officer is in attendance, they may be asked to administer and supervise the voting process.

NOTICE OF MEETINGS

27. Notice of all General Meetings and the Annual General Meeting will be sent to each member's home address and will include the date, time and place of the meeting and the agenda of matters to be discussed.

In addition, notices or flyers will be used to ensure all those entitled to participate are made aware of the details of these meetings.

DUTIES OF THE OFFICERS

28. The officers of the Group / Association have a duty to further the aims of the Group / Association.
29. The Chair shall guide the meetings of the Group / Association and its committee. If the Chair is absent, the Vice Chair will take over.
30. The Treasurer shall open and/or maintain a bank or building society account in the name of the Group / Association. All cheques must be signed by the Treasurer and at least one other nominated committee member who is from a different household and not related. Unless there are exceptional circumstances, there will be only one bank account for the Group / Association, into which all monies are paid.
31. The Treasurer shall keep proper accounts of income and expenditure and details of subscriptions paid. He/she will also report on them as required by the committee, at General Meetings. The accounts should be available for inspection by any member of the Group / Association.
32. The Secretary is responsible for arranging meetings and giving the relevant notice to members. The Secretary shall ensure that a proper record is kept of all meetings of the Group / Association and its committee in the form of minutes, and make them available as required by the committee. A register of members' names and addresses will also be kept by the Secretary.
33. A member appointed to represent the Group / Association in discussions or communication with any other body (including the media) shall act on the instructions of the committee and shall report back to the following committee meeting or General Meeting, whichever is the sooner. No member of the Group / Association will speak on behalf of the Group / Association without the prior approval of the committee or members.

ALTERATION TO THE CONSTITUTION

34. Any proposal to change this Constitution must be given to the Secretary not less than 28 days before the General Meeting at which it is to be discussed. Any change requires the agreement of two thirds of those present and voting at the meeting. Such changes made to this Constitution must be notified to the Council within three weeks.
35. The committee or, if a committee no longer exists, a majority of the remaining members of the Group / Association, can propose that the Group / Association should be wound up. They must give to all those eligible for membership at least 14 days notice of the meeting at which the matter is to be discussed.

36. For the sole purpose of dissolution a quorum need not apply, and the Group / Association may be dissolved by a two thirds majority of those present. Any assets remaining when the Group / Association has paid all debts shall be applied for such purposes of benefit to the community as the meeting shall decide. The Council must be notified of the decision.

EQUAL OPPORTUNITIES COMMITMENT

37. The Group / Association shall positively promote equal opportunities and diversity within the community and within its membership, and work for the elimination of discrimination against persons on the basis of race, gender, marital status, age, sexuality, disability, political and religious beliefs.

The above constitution was discussed, approved and supported by the Group / Association at the meeting which took place on

.....(*Date of meeting*)

at which the three members below were present:

Chair or Vice chair:

Print Name

Signature.....Date.....

Member:

Print Name

Signature.....Date.....

Member:

Print Name

Signature.....Date.....