

# **LBH CONSTITUTION**

## **NAME**

The Association shall be known as the Burma, Arakan, & Clissold Tenants & Residents Association which will be referred to as the Association in this document.

## **BOUNDARIES OF THE AREA COVERED BY THE ASSOCIATION:**

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Burma Court Estate, Arakan House, Aden Lodge, Crawshay House, Medway House, Avon House, 98 A-C Green Lanes & Clissold Crescent.  
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## **OBJECTIVES**

The objectives of the Association shall be:

- To work for the rights of tenants' and residents within the Associations boundaries and represent them in matters relating to the maintenance and improvement of their housing conditions, amenities and environment;
- To provide facilities for recreation and amenity and to encourage a positive community spirit;
- To represent the interests of tenants' and residents' in consultation with Hackney Homes and other service providers;
- To promote equal opportunities for all by being positively committed to opposing all direct and indirect discrimination in all its activities and services.

- 1.1 Hackney Homes, in partnership with the Association, seeks to to implement a programme of positive action to ensure that no member receives less favourable treatment on the grounds of race, colour, gender, marital status, ethnic or national background, sexuality, disability, education, religious belief, political belief, trade union activity, dependency, unrelated criminal conviction or unemployment.
- 1.2 The Association shall have the power to affiliate to any body whose objects may be of benefit to its membership.
- 1.3 Monies raised by or on behalf of the Association shall only be used in furtherance of the objects of the Association.

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## **MEMBERSHIP**

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.

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## **CONDUCT OF INDIVIDUAL MEMBERS**

3.1

It is a condition of membership that members shall at all times conduct themselves in a reasonable manner at meetings or in premises used by the Association.

3.2 Any member may be excluded for breach of this condition, or for any other conduct contravening the objects of the Association, by a majority of those present and voting at any Committee or General Meeting. Any member so excluded shall have a right of appeal to a subsequent General Meeting.

#### **4 THE MANAGEMENT COMMITTEE.**

4.1 The business of the Association shall be conducted by a Management Committee elected at each Annual General Meeting, which shall consist of a minimum of 4 people.

4.2 The Management Committee shall have an identified Chairperson, Vice Chair, Treasurer, and a Secretary.

4.3 The election or removal of Management Committee members may only be carried out by a General Meeting of the Association.

4.4 The Management Committee may temporarily fill any vacancy arising among its members from its other ordinary members until the next General Meeting or AGM, whichever is sooner.

4.5 Elected LB Hackney Councillors cannot be members of the Management Committee of the Association. Neither shall they represent the Association in its dealings with the Council or any other body.

4.6 Any Committee Member selected to stand as a candidate in local elections must resign from the Management Committee

4.7 No two or more Management Committee members shall be elected from the same household

4.8 The minimum number of Management Committee Members required to be present (the quorum) for Management Committee Meetings to be valid, is 4 committee members.

4.9 The Management Committee shall have the power to co-opt up to three people, to serve in an advisory capacity. These people need not live within the boundaries of the Association, and will have no voting rights.

#### **5 MANAGEMENT COMMITTEE MEETINGS**

5.1 The Management Committee shall meet as necessary and at least 4 times in each year.

5.2 Management Committee Meetings shall be open to any member of the Association wishing to attend, who may speak but not vote.

#### **6 SUB-COMMITTEES OF THE MANAGEMENT COMMITTEE**

6.1 The Management Committee may create such sub-committees as may be required to carry out the activities of the Association. The Management 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 membership of sub-committees will be formed only from members of the management Committee. The Chairperson

and Treasurer of the Association shall be ex-officio members of any sub-committee.

6.2 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.

6.3 All sub-committees shall keep proper accounts of income and expenditure, and a proper record of all meetings, and shall report on them as required by the Management Committee or a General Meeting.

6.4 The Committee or General Meeting may dissolve any sub-committee. In this event the accounts, records and assets, financial and otherwise of the sub-committee shall pass into the hands of the Management Committee.

## **7 FINANCE.**

7.1 The Management Committee shall open and maintain a bank account in the name of Burma, Arakan & Clissold Tenants & Residents Association.

7.2 The bank account should have three co-signatories, who must be members of the Management Committee; one of whom must be the Treasurer. All cheques must be signed by the Treasurer and one of the other two possible co-signatories. (Suzanne Mullins, Treasurer)

7.3 Married, common-law partners, or members of the same household or family, cannot be co-signatories of the Association's bank account/s

7.4 All spending shall be approved by the Management Committee, and shall only be used to achieve the aims of the Association.

7.5 The Treasurer must keep a continual account of the finances and produce quarterly financial reports to the Management Committee.

7.6 The Association accounts shall annually be independently audited and presented to the Annual General Meeting

## **8 GENERAL MEETINGS**

8.1 General Meetings of the Association will be open to all ordinary members to attend, speak and vote.

8.2 General Meetings of the Association will be held at least 3 times per year. The Annual General Meeting can be counted as one of these meetings.

8.3 The decisions of General Meetings of the Association shall be binding on the Management Committee. All decisions shall be taken by a simple majority of ordinary members present and voting.

8.4 All ordinary members shall be given not less than fourteen days notice of any General Meeting.

8.5 The quorum for General Meetings shall be 10 ordinary members.

8.6 A *Special General Meeting* may be called at any time at request of a majority of the Management Committee or 10 ordinary members of the Association. The Secretary shall organise a *Special General Meeting* on receipt of a written petition by not less than 10 members of the Association giving reasons for their request. The Secretary shall give not less than fourteen days' notice of the holding of a *Special General Meeting*, which shall take place within 21 days of the receipt of the request or petition

## 9 ANNUAL GENERAL MEETINGS

9.1 The Annual General Meeting (AGM) shall be held yearly and shall be organised by the Management Committee in the month of (depending on circumstances).....

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

9.3 The quorum for AGM of the Association shall be 15 ordinary members.

9.4 The AGM may vote to change the Constitution of the Association by a two – thirds majority vote of those present.

9.5 At the AGM, the principal business conducted will be:

- the Committee shall present an annual report of the Association's activities.
- the Committee shall present the audited accounts of the Association for the previous year.
- the Management Committee Members and Auditor for the next year shall be elected;
- sub-committees shall present an annual report and audited accounts of their activities.
- any proposals, including amendments to the Constitution, submitted to the Secretary in writing not less than seven days in advance of the meeting shall be discussed.

9.6 The committee will notify LBH Tenant Involvement Unit of any changes to the Association's constitution

## 10 PUBLICITY, INFORMATION, NOTICE OF MEETINGS

10.1 Written notice of all General Meetings and AGMs shall be sent to each block of properties within the Association's boundary and shall include the date, time and place of the meeting and an Agenda of the matters to be discussed.

10.2 The Management Committee shall endeavour to keep the membership informed of its activities by means of leaflets, newsletters, public meetings, etc.

10.3 No publicity can be distributed in the Associations name without the approval of the Management Committee.

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**ALTERATIONS TO THE CONSTITUTION**

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 required the approval of two-thirds of those present and voting at the meeting.

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**DISOLUTION OF THE ASSOCIATION**

The Management Committee, or if a Management Committee no longer exists; any ten members of the Association, may decide that the 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 a 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.

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**DUTIES OF OFFICERS**

**THE CHAIRPERSON** (or in his/her absence the Vice-Chairperson or other Committee Member) shall conduct the meetings of the Association.

**THE TREASURER** shall open and maintain a banking account in the name of the Association. All cheques shall be signed by the Treasurer and two other Committee members nominated by the Committee as co-signatories. The Treasurer shall keep proper accounts and 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.

**THE SECRETARY** shall be responsible for the convening of all meetings and the giving of the prescribed notice to members. She/He shall ensure that a proper record is kept of all meetings of the Association its Committee and sub-committees 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.

Any Management Committee member(s) or ordinary member(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 eligible Members of the Association shall be delegated to consult with the Council on matters of housing management, or other matters.

**This Constitution was approved on .....**

**Signatories.**

**Chair** ..... 

**Secretary** ..... 

**Treasurer** ..... 