

.....Residents Association
CONSTITUTION

NAME

- 1 The Association shall be known as Residents Association
The area covered by the Association shall be

AIMS AND OBJECTIVES

- 2 (a) To represent the interest of members, ensure that members are consulted and all persons eligible for membership are encouraged to join in all association activities.
(b) To improve the quality of life of all residents, help to provide communal facilities and activities to foster the interest of residents.
(c) Promote social, welfare, recreational and training activities for the benefit of members of the Association.
(d) To work in partnership with Coastline Housing Ltd.
(e) To encourage a sense of community by promoting equal opportunities for all and opposing any form of discrimination.
(f) To be non-party political.

MEMBERSHIP

- 3 Membership is open, irrespective of cultural differences, disability, family make-up, gender, marital status, mental health, political affiliation, race, religious belief, sexual preference, history of criminal conviction, to all residents living in who accept the aims of the Association.
- 4 It is a condition of membership that members at all times conduct themselves in a reasonable manner at meetings or in premises used by the Association. A member may be suspended from the Association for failure to observe this, or for any other conduct not in line with the aims of the Association. Any member so suspended has the right of appeal to the following general meeting, before expulsion from the Association takes place.
- 5 The Association will not tolerate any behaviour which discriminates race or faith, gender, age, disability, or sexual orientation or any other unjustifiable criteria. (Support from Coastline Housing is available for tackling unacceptable behaviour)

CONDUCT OF BUSINESS

- 6 The business of the Association will be conducted by a committee elected at the annual general meeting (AGM), which shall consist of a chair, vice-chair, treasurer, secretary and not less than three other members. As far as possible, the composition of the committee shall represent the make up of the community, in terms of age, ethnicity and so on. Where practical, no more than one member of any household shall hold office at any one time.
- 7 Elected members can represent the Association to Coastline Housing Ltd. if requested to do so by the majority of the committee.
- 8 The election or removal of officers or committee members may only be carried out by an extraordinary general meeting (EGM) or a general meeting of the Association. The committee may temporarily fill any vacancy arising among the officers of the Association from its members until the Secretary calls the EGM or general meeting of the Association.
- 9 Any officer or committee member must declare any relevant personal interest. 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.
- 10 The committee shall deal with any management issues which require decisions between general meetings and then report these decisions back to members at the following general meeting.

DUTIES OF THE OFFICERS

- 11 All the officers of the Association have a duty to further all the aims of the Association, including the promotion of equal opportunities and opposing all forms of discrimination.
- 12 The chair shall conduct the meetings of the Association. If the chair and Vice Chair are absent, any committee member, elected by a majority of those present, will chair the meeting.
- 13 The treasurer shall open and/or maintain a bank account in the name of the Association. The committee shall appoint three authorised signatories and each cheque must be signed by two of the authorised signatories. The signatories must be committee members who are from different households and are not related to one another.
- 14 The treasurer shall keep proper accounts of income and expenditure and report on them as required by the committee, at committee meetings, at general meetings and the annual general meeting (AGM). At the AGM the treasurer shall present annual accounts, audited by a qualified accountant and shall provide a copy of the accounts to Coastline Housing Ltd.
- 15 The secretary is responsible for convening all meetings and giving the relevant notice to members. The secretary shall ensure that a proper record is kept of all meetings in the form of minutes, and provide them as required to the committee and at the next general meeting. A copy of the minutes shall also be sent to the Community Development Team at Coastline Housing Ltd.

- 16 Any member or officer 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.

COMMITTEE / GENERAL MEETINGS

- 17 The committee shall meet as necessary and not less than six times a year. No fewer than two of the committee's meetings shall be general meetings of the Association, open to all members to speak and vote. The decisions of these meetings 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 seven days notice of any general meeting. A representative of Coastline Housing Ltd. can also be invited to the general meeting but will have no voting rights. Other non-members, for example local councillors, may be invited to general meetings but will have no voting rights.

ANNUAL GENERAL MEETING

- 18 The committee shall call an annual general meeting (AGM) of the Association in April each year. Not less than seven days notice shall be given of the AGM to all members, and those eligible to be members. A representative of Coastline Housing Ltd. shall also be invited to attend but will have no voting rights. Other non-members, for example local councillors, may be invited to the AGM but will have no voting rights.

- 19 At this meeting:

- a. The committee shall present an annual report of the Association, including progress made in implementing equal opportunities.
- b. The treasurer shall present the audited accounts of the Association for the past year.
- c. The committee for the next year shall be elected. There shall be no more than eight members on the committee at any one time. Officers shall be elected from committee members at the first committee meeting following the AGM.

- 20 Any proposals submitted to the secretary in writing not less than seven days in advance of the meeting shall be considered.

- a. The minutes of the AGM must be submitted to Coastline Housing Ltd, together with the names and addresses of the Associations officers and committee members.

EXTRAORDINARY GENERAL MEETINGS

- 21 The secretary must call an extraordinary general meeting at the request of a majority of the committee, or on receipt of a written request by at least fifteen members of the Association. The secretary must give at least seven days notice of the extraordinary general meeting to all members and it must take place within twenty-one days of the request.

QUORUM

- 22 The quorum for committee meetings of the Association shall be three members. The quorum for general meetings shall not be less than four members of the Association.

NOTICE OF MEETINGS

- 23 Notice of all committee/general meetings will be displayed on all notice boards throughout and will include the date, time and place of the meeting together with an agenda of matters to be discussed.

ALTERATION TO THE CONSTITUTION

- 24 Alterations to the constitution can be only made at either the AGM or at an EGM convened for that purpose.
- 25 Any proposal to alter this constitution must be submitted to the secretary, not less than twenty-eight days before the meeting at which it is to be discussed. Any alteration requires the approval of two-thirds of those present and voting at the meeting.

ASSOCIATIONS PROPERTY

- 26 Any goods, or other property purchased by the Association, for the use of its members, or other uses, will be deemed the property of the Association and cannot be disposed of for any reason, without the consent of at least two-thirds of members present at a special meeting called for this purpose, having given at least fourteen days notice of the meeting and its purpose to all eligible members.

DISSOLUTION

27 The committee, or if a committee no longer exists, a majority of remaining members of the committee, can propose that the Association should be dissolved. They must convene a special meeting for this purpose giving at least twenty-eight days notice to all eligible for membership, as well as Coastline Housing Ltd. officers, in writing in accordance with clause 24 of this constitution. 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 and entitled to vote. The assets remaining when the Association has satisfied its liabilities shall be applied for such purposes of benefit to the community as the meeting shall decide, in accordance with the aims of the Association

This constitution was adopted as the constitution of Residents
Association at an opening meeting held at on

Signed:	Chair	Date:
Signed:	Secretary	Date:
Signed		Date:

(on behalf of Coastline Housing Ltd.)