

Constitution for Residents Associations

Residents Associations will serve the needs of all present and future tenants of Trent & Dove Housing and residents of the wider community as a whole. A partnership will be developed between the Associations, employees of Trent & Dove and the Board. The Associations meetings will facilitate the sharing of views and opinions and this will be conducted on an equitable basis to ensure continual improvement of service delivery and consideration of community matters.

1. Name

- 1.1 The group shall be called 'The Residents Association' for
- 1.2 The Associations shall represent the Housing Management defined areas of Winshill, Burton Town, Horninglow, Edgehill, Waterside, Uttoxeter Town, Uttoxeter Rural and Tutbury.

2. Residents Association Aims

- 2.1 To promote membership to all people living in Trent & Dove properties, and all other residents in the area.
- 2.2 To be non-political.
- 2.3 To build a partnership and improve communication between the landlord Trent & Dove and all residents living within the defined area.
- 2.4 The Associations will allow Trent & Dove tenants to participate in housing management issues.
- 2.5 To promote community and environmental developments to the advantage of residents.

3. Equal Opportunities

- 3.1 The Residents Associations will be committed towards promoting equal opportunities. Through the provision of services and the conduct of business the Association will ensure that there will be equality and opportunity for all.
- 3.2 No one will be treated less favourably on the grounds of their ethnic origin, gender, sexual orientation, disability, religion or age. Any incidents of harassment will be investigated thoroughly and relevant action will be taken.
- 3.3 Training will be provided in order to facilitate members in their roles subject to the availability of budget.

4. Membership

- 4.1 It will be open to all residents who are living within the Residents Association designated area.

5. The Management Group

- 5.1 The management group of the Associations shall consist of the Chair, Vice Chair and Secretary. The Chair and Vice Chair will be tenants of Trent & Dove Housing. The secretary will be a resident of the area, and may or may not be a Trent & Dove tenant.
- 5.2 The Chair and Vice Chair shall be elected at the Residents Association AGM and shall remain in office until their successors are elected at this meeting. Prospective candidates for election need to announce their intention to stand

28 days prior to an AGM. Retiring members of the group shall be eligible for re-election.

- 5.3 A member shall cease to be a Residents Association management group member:
- If he/she gives written notice to the secretary of their resignation, or
 - If he/she ceases to be a resident of the defined area
 - If he/she is in breach of the code of conduct or if they are in breach of their tenancy conditions (if a tenant) and their case has been entered into court
 - If a member fails to attend 3 consecutive meetings (Cases for exceptional circumstances will be referred to the Federation for consultation and will be subject to a majority vote.)
- 5.4 The Chair, Vice Chair and Secretary from each Residents Association will be invited to attend the Federation.
- 5.5 Wherever possible two members of each Residents Association management group should attend Federation meetings.
- 5.6 Each elected member of the Residents Association will receive a copy of the constitution, and any changes to it on request.
- 5.7 Other individuals, including representatives from other organisations and agencies may attend the Residents Association meetings. All residents may vote for candidates for the position of Chair, Vice Chair and Secretary.

6. Ordinary Meetings

- 6.1 Residents Association meetings will be held at least every quarter.
- 6.2 Meetings shall be minuted and then distributed within the Federation or an update on business given verbally.

7 Annual General Meeting

- 7.1 The annual general meeting (AGM) of the Residents Association shall be held each year, and not more than 13 months shall pass between the date of one AGM and the next.
- 7.2 The date, time and venue of the AGM should be advertised in prominent and public positions so that any persons eligible to attend the Residents Association meetings will be made aware of the AGM.
- 7.3 The AGM shall elect a Chair and Vice Chair and vote on recommendations.
- 7.4 The Chair, or in his/her absence the Vice Chair, shall chair the meeting. In the absence of either it should be a member selected by the management group.
- 7.5 A special general meeting open to all members will be held if 25 or more members submit in writing a request for such a meeting to the secretary. The secretary shall arrange for the meeting to take place within 14 days.

8. Finance

- 8.1 Trent and Dove Housing will allocate an annual budget to the Residents Associations. Spending of this budget, apart from administrative expenses will be dependant on a majority vote taken at Resident Association meetings.
- 8.2 All monies payable to the Residents Associations will be held and managed by the Tenant Participation Officer at Trent & Dove Housing. Monies allocated

will be used for the administration and management of the Residents Associations and donations within the defined communities. All requests for monies must be accompanied by receipts or signed letter in the case of donations.

8.3 The income and property of the Residents Association shall be applied only in furtherance of the aims of the Residents Association.

8.4 The financial transactions of the Residents Association shall be recorded, in such a manner as the Management Group think fit.

9. Alteration of the Constitution

9.1 The constitution can be altered by resolution at the Federation and with agreement from the Board of Trent & Dove Housing

10. Dissolution

10.1 A resolution to dissolve the Residents Association shall only be decided by the Board through consultation with the Federation.

10.2 Any Trent & Dove property or funds remaining after the discharge of the debts and liabilities of the Residents Association shall be given back to Trent & Dove Housing. Any other property or funds remaining shall, where possible, be returned to the original source. Any other funds shall be disposed of appropriately, for example a registered charities or voluntary group in agreement with Trent & Dove Housing