



Birch View Tenants & Residents Association

& Community I.T. Centre

38/40 Green Meadow, Wardle, Rochdale. OL12 9TL

Tel: 01706 838766 Email: birchviewtra@btinternet.com

Web site: <http://www.birchviewtra.co.uk>

BVTRA Constitution.

1. NAME AND AREA

The name of the Association shall be **Birch View Tenants and Residents Association** see attached map on last page for area covered.

2. AIMS

The aims of the Association are to:

- a) Represent the whole community.
- b) Improve the quality of life for the whole community.
- c) Monitor the housing and other services in the area of the organisation.

3. EQUAL OPPORTUNITIES

- a) The Association will ensure that everyone is given the opportunity to participate fully and equally, regardless of race, gender, age, sexuality, disability and religion. This includes young people, ethnic minorities, disabled people, and residents of sheltered accommodation and anyone not traditionally represented through Tenants and Residents Associations.
- b) The Association will represent all Rochdale Borough wide Housing tenants and residents in the area of benefit, positively promote equal opportunities and prohibit discrimination or harassment.
- c) The Association will be non-political.

4. YOUNG PEOPLE

The Association will;

- a) Campaign for the improvement of youth service provision.
- b) Work with key statutory agencies on youth issues.
- c) Consult with and provide regular information to young people.
- d) Promote and provide youth activities in a friendly/safe environment both within the base and elsewhere, as agreed.
- e) Represent the majority view of young people in the area.
- f) Actively promote youth representation onto the committee.

5. MEMBERSHIP

- a) Membership is open to all tenants and residents in the area of benefit.
- b) The Secretary shall maintain, within reason, an up to date record of all committee members.

6. ENDING OR SUSPENDING COMMITTEE MEMBERSHIP

- a) A Committee member may be suspended/dismissed from the committee if they fail to attend 3 meetings without sending apologies or good reasons or if the committee decides by a vote of at least two thirds that the member has committed gross misconduct. At this meeting the member will be entitled to speak and or be represented by another member of their choice.
- b) The committee will oversee any breaches of the Code of Conduct through item 6. a)
- c) A member who has been suspended will be entitled to have that suspension reviewed at the next open general meeting called for that purpose. At this meeting the member will be allowed to speak and or be represented by another member of their choice.
- d) An Officer of the Committee wishing to resign must give the Committee notice in writing

7. ANNUAL GENERAL MEETING

- a) The Association will hold an AGM every calendar year in May.
- b) All members will be given 14 days noticing of the date of the AGM.
- c) The AGM will:
 - Consider the minutes of the last AGM.
 - Consider any resolution put forward by members.
 - Consider an Annual Report from the committee.
 - Consider the Audited Accounts.
 - Appoint an Independent Auditor.
 - Receive details of nominations for the Committee.
 - Elect a committee.
 - Elect delegates to Rochdale Borough wide Housing if there is one.
 - Vote on any amendments to the Constitution.
 - Fix the date of next AGM and next six bi-monthly Committee meetings
- e) The Quorum shall be 10 members.
- f) If a Quorum is not reached another AGM will be called for the same day and time 7 days later where the quorum will be those present.

8. COMMITTEE MEETINGS

- a) Bi-monthly meetings will be held at a convenient and accessible venue.
- b) The quorum for committee meetings will be 6 members.
- c) If a Quorum is not reached another meeting will be called for the same day and time 7 days later where the quorum will be those present.
- d) Every committee member will be entitled to attend and put items on the Agenda by agreement with the Chair and/or Sec. in writing prior to the start of the meeting.
- e) All members in the area of benefit may if they wish, request that the committee discuss an item of concern by submitting a request in writing to the Secretary.
- f) Members are welcome to attend and observe any of the Committee meetings, on the basis that they are not entitled to speak or otherwise take part in the proceedings, unless specifically invited to do so.

9. PUBLIC MEETINGS

The committee will organise two appropriately advertised open meetings per year on issues effecting the whole community.

10. EXTRAORDINARY GENERAL MEETINGS

- a) An extraordinary Meeting may be called by the Committee or by request from at least two thirds of the Membership.
- b) The Quorum arrangements will be the same as for the AGM. See paragraph 8b and 8c.
- c) The Secretary must take all reasonable steps to publicise the Extraordinary Meeting and if possible ensure a notice is sent to all households at least 7 (seven) days before the meeting.

11. VOTING

- a) Each member shall be entitled to one vote at an AGM, Public Meeting and Extraordinary General Meeting.
- b) Voting at committee meetings will be by a show of hands or as agreed by majority decision.
- c) The Chair will have one ordinary vote and in the event of a tie an additional casting vote.
- d) All voting decisions will be recorded in the minutes.

12. MINUTES

- a) All decisions made at meetings will be recorded in the Minutes
- b) All voting shall be recorded in the Minutes.
- c) Minutes will be available for inspection by members.
- d) At committee meetings a list of those present and those sending apologies will be recorded.
- e) Provisional Minutes will be made available within 10 working days of the meeting.

13. THE COMMITTEE

- a) The Committee, will be elected at the AGM.
- b) It will consist of Officers of the Committee and up to 12 Committee Members; membership of sub-committees does not count towards these totals.
- c) Officers of the Committee must have been on the Committee for at least 9 months.
- d) The Committee will meet not less than every other month.
- e) There will be at least 7 (seven) days notice of committee meetings.
- f) The Committee will monitor the association's finances and manage the associations business.
- g) The committee shall present an Annual Report to the AGM.
- h) The committee has the power to create sub-committees. Members of sub-committees shall be selected by the Committee from amongst its members.
- i) Sub-committees will present their recommendations to the committee for decisions.
- j) Decisions will be made by general agreement but if this is not possible then by a simple vote.

14 . OFFICERS OF THE COMMITTEE

- a) Chairperson
 - b) Vice Chairperson
 - c) Secretary
 - d) Treasurer
 - e) Vice Treasurer
 - f) IT Manager and Webmaster
- (Note; Chairperson and Vice Chairperson, also Treasures and Vice Treasurer shall be from separate households.)

15. CO-OPTEEES

- a) The committee will have the power to recruit non-voting co-optees to serve on the committee or sub-committees.
- b) Co-optees can be used to fill temporary committee vacancies until the next AGM.

16. FINANCE

- a) The Treasurer will maintain proper accounts, with assistance from the Vice Treasurer.
- b) The Treasurer will open a bank or building society account in the name of the association and keep records of income and expenditure.
- c) The Treasurer shall produce an up-to-date balance sheet at every committee and open meeting detailing income and expenditure.
- d) The Committee shall appoint three authorised signatories for any cheques and cheques shall be signed by at least two of the authorised signatories.
- e) The signatories will be from different households and not related to one another.
- f) The accounts shall be kept up to date and Annual Accounts for each year shall be independently audited and presented to the AGM.
- g) The accounts of the association will reasonably be made available for inspection by all members.

16. INFORMATION

- a) The Association will keep all members informed.
- b) The Association will actively seek members' views and will especially ensure that all sections of the community are able to participate.
- c) All members will have access to the constitution.
- d) Every committee member shall be given a current copy of the constitution and code of conduct.
- e) Minutes of all meetings and committee meetings will be reasonably available from the Secretary
- f) The constitution will be available for inspection at every meeting.

17. Trustees

The Executive Committee shall cause the title to: -

- a) all land and property held by or in trust for the Association; and
 - b) all investments held by and on behalf of the Association;
- To be vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees. Holding trustees may be removed by the Committee at their

pleasure and shall act in accordance with the lawful directions of the Committee, the Holding Trustees shall not be liable for the acts and defaults of its members.

18. Dissolution

- a) The Association can only be dissolved by a Special General Meeting called specifically to consider a motion to dissolve it. Advice must be sought, probably from RBH on disposal, or storage of the assets, funds or equipment to ensure that they are used for the purpose for which they were raised or allocated.
- b) Any grants for a specific purpose and not spent shall be given back to the grant making body.
- c) The Meeting shall confirm the disposal of the assets; funds and equipment based on advice taken.
- d) The committee will recommend that any assets not raised through grants shall go to Springhill Hospice or other Local Charity that the Committee may decide to support; this recommendation must be considered by members present at the meeting by majority decision.
- e) All members shall be given 21 days written notice of such a meeting, which shall contain the wording of the resolution for dissolution.
- f) The Association can only be dissolved if two-thirds of members present at the Special General Meeting vote for a motion to dissolve it.

Adopted as the constitution of:

On:

SIGNED:.....Chair

Witnessed.....

