

THE CONSTITUTION

- NAME** 1. The Association shall be known as **TABARD GARDENS NORTH** Tenants and Residents Association.
- OBJECTIVES** 2. The **objectives** of the Association shall be:
- to promote the exercise of tenants' and residents' rights and the maintenance and improvement of their housing conditions, amenities and environment;
- to provide facilities for recreation and amenity and to encourage a community spirit;
- for the furtherance of these objectives to represent the interests of tenants and residents in consultation with the local authority and other bodies.
- to promote the harmonious functioning of a multi-racial community; to work towards the elimination of all forms of racism and discrimination within it and to generally support cultural diversity.
3. The Association shall have the power to **affiliate to any non-party political body** whose objectives may be of benefit to its membership.
- MEMBERSHIP** 4. Membership shall be open, irrespective of sex, race, nationality, disability, appearance, sexuality, gender identity and political or religious belief, to all tenants and residents of Tabard Gardens Estate living in:
ABINGER HOUSE, BALIN HOUSE, BECKET HOUSE, BETSHAM HOUSE, BOUGHTON HOUSE, BRENLEY HOUSE, EYNSFORD HOUSE, KELLOW HOUSE, NORTHFLEET HOUSE, 20-52 PILGRIMAGE STREET, SELBOURNE HOUSE, SHERE HOUSE
5. All eligible persons living within the area of **TABARD GARDENS NORTH T&RA** shall be considered to be in membership of the Association unless they write to **cancel their** membership. The Secretary will ensure that all members within the area of benefit will have access to a Constitution and will be issued with information on any amendments.
6. It shall be a condition of membership that members at all times conduct themselves in a reasonable manner at meetings or in premises used by the Association. Any member may be excluded for breach of this condition, or of the Code of Conduct attached to this document, or for any other conduct contravening the objectives 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 the following General Meeting. The Code of Conduct shall apply to all business of the Association.
7. Any **monies** raised by or on behalf of the Association shall only be applied in furtherance of the objectives of the Association.
- CONDUCT OF BUSINESS** 8. The business of the Association shall be conducted by a Committee elected at each Annual General Meeting, which shall consist of a Chairperson, Treasurer, Vice-Chairperson, Secretary and

not less than four other members. No two or more Officers shall be elected from the same household, **and no Officer shall hold the same office for more than three consecutive years.** The composition of the Committee shall as far as possible represent the multi-racial character of the estate.

8.1 The Committee shall have the power to co-opt (and remove) any person it considers to have a local interest and/or expertise. Any such person will not have voting rights and may not be an Officer of the Association. The Committee will also have the power to engage (and stop engaging) the services of, or take advice, from any person as it reasonably sees fit.

8.2 The Committee shall have power on behalf of the Association to take out public liability to cover the Association. The committee may take out an insurance policy that indemnifies the Committee members from and against legal claims against them personally if they are acting on behalf of the Association.

9. Elected councillors of the Landlord authority shall not be eligible for election as Officers of the Association, nor shall they represent the Association in its dealings with the Council or any other body.

10. Only a General Meeting of the Association may carry out the election or removal of Officers or Committee Members. The Committee may temporarily fill any vacancy arising among the officers of the Association from its other members until the next General Meeting of members.

COMMITTEE MEETINGS

11. The Committee shall meet as necessary and not less than ten times in each year. Committee Meetings shall be open to any member of the Association wishing to attend who may speak but not vote. In exceptional circumstances, and for reasons of confidentiality, at the discretion of the chair part or all of a committee meeting shall be attended only by committee members.

GENERAL MEETINGS

12. Not less 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 General Meetings of the Association 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 fourteen days notice of any General Meeting.

ANNUAL GENERAL MEETING

13. The Committee shall call an Annual General Meeting of the Association each year in the month of **MARCH**, or within one month before or after March if necessary. Not less than **14 days'** notice of the Annual General Meeting shall be given to all members and all those eligible for membership.

At this meeting

- the Committee shall present an annual report of the Association;
- sub-committees and representatives to other organisations shall present an annual report and accounts of their activities;
- The Committee shall present the audited accounts of the Association for the previous year and **approve Auditors for the next year;**
- the Officers and Committee for the next year shall be elected; no

two members from the same household can be Officers;
- any proposals submitted to the Secretary in writing not less than seven days in advance of the meeting shall be discussed.
Subsequently, late proposals shall be accepted for discussion if the Officers or the General Meeting deem them to be of emergency character.

SPECIAL GENERAL MEETING

14. The Secretary shall call a Special General Meeting at the request of a majority of the Committee; or on receipt of a written petition by not less than 15 Members of the Association giving reasons for their request. The Secretary shall give not less than seven 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.

QUORUM

15. The quorum for Committee Meetings of the Association shall be one third of its elected membership, or 4 members, whichever is the greater. The quorum for all General Meetings shall be one-third of membership or 10 members whichever is the less.

NOTICE OF MEETINGS

16. Notice of all General Meetings where required shall be **delivered** to each member's dwelling. The notice period for General Meetings shall be **no less than 14 days**, except in the case of **Special General Meetings** where the notice period shall be no less than 7 days. Notice of Committee Meetings shall be sent and notice of all meetings shall be publicised by posters displayed in the estate noticeboards. All notices, whether for a General Meeting or a Committee Meeting shall include the date, time and place of the meeting and an Agenda of matters to be discussed.

SUB- COMMITTEES

17. The Committee may appoint such sub-committees as may be required to carry out the activities of the Association. Such subcommittee shall be directly accountable to the Committee. The Committee shall agree in advance the terms of reference of any subcommittee, which may then act and apply any monies or grants raised by itself or on its behalf only within those terms. The Chairperson and Treasurer of the Association shall be ex-officio members of any sub-committee.

18. 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.

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

20. The Committee or General Meeting may dissolve any sub-committee whereupon the accounts, records and assets, financial and otherwise of the sub-committee shall pass into the hands of the committee.

DUTIES OF OFFICERS

21. The CHAIRPERSON (or in his/her absence the VICE CHAIRPERSON or other Committee Member) shall conduct the meetings of the Association **and uphold the Constitution.**

22. The TREASURER shall open and maintain a banking account in the name of the Association. The Treasurer and one other Committee member nominated by the Committee as a signatory shall sign all cheques. The Treasurer shall keep proper accounts of 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 non-member of the Association.

23. The SECRETARY after liaising with the other Officers shall be responsible for the convening of all meetings and the giving of the prescribed notice to members. S/he shall ensure that a proper record is kept of all meetings of the Association its Committee and subcommittees 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 two members of the Association.

24. Any member(s) or Officer(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. In the absence of a clear mandate such representatives shall exercise their judgement and report back on the same basis. Only members of the Association shall be delegated to consult with the local authority on matters of housing management.


**ALTERATIONS
TO THE
CONSTITUTION**

25. Any proposal to alter this Constitution must be submitted to the Secretary of the Association not less than 28 days before the General Meeting at which it is to be discussed. Not less than 14 days notice shall be given of such a meeting, together with wording of the proposed alteration(s). Any alteration shall require the approval of two-thirds of those present and voting at the meeting.


DISSOLUTION

26. If the Committee, or if a Committee no longer exists, any ten members of the Association, shall decide that the Association should be dissolved, they shall give at least **21 days'** notice to all those eligible membership of a meeting at which the matter shall be discussed. For the sole purpose of dissolution a quorum need not apply, and the organisation 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 or such purposes of benefit to the community as the meeting shall decide.

THIS CONSTITUTION WAS AGREED AT A GENERAL MEETING OF TABARD GARDENS NORTH T&RA HELD ON 21st MARCH 2017.

SIGNED 

T&RA CHAIR

SIGNED 

T&RA SECRETARY

Tabard Gardens North T&RA

CODE OF CONDUCT FOR MEETINGS

1. To ensure that meetings of the T&RA (and any sub-committee) are conducted in a spirit of equality and informality in which minority opinions can be heard, the following code of conduct should apply to all meetings.
2. All participants (this means everyone present at the meeting – members, officers, Councillors and observers) in T&RA meetings have a responsibility to conduct themselves in a way that does not cause offence to others or limits in any way their ability to participate in meetings.
3. This includes racist, sexist or other derogatory remarks or actions, behaviour that intimidates people who are speaking or wish to speak and preventing people from expressing their views through interrupting or talking while they are speaking.
4. Participants must be particularly sensitive to the needs of those members who may not be used to speaking in public or whose first language is not English.
5. No personal remarks should be made and no confidential information about an individual should be raised.
 - 5.1 Where issues are raised about individual tenants who are causing concern, this should be done in such a way as to not identify the tenant.
6. Committee members or members of the public who feel that this code of conduct has been breached should raise it with the Chair of the meeting, either at the time or immediately after the meeting.
 - 6.1 The Chair will judge whether the person has breached the code of conduct. If there has been a breach the Chair will point out to the person that such behaviour is not acceptable.
 - 6.2 Where a Committee member or member of the public feel the Chair of the meeting has breached the Code of Conduct there they should request the Vice Chair or in their absence another committee member to propose a motion of No Confidence in the Chair. During the debate on the motion the Chair should hand over to the Vice Chair.
 - 6.3 If the unacceptable behaviour persists a motion will be put to the meeting to suspend the person or persons from the meeting. Future participation by that person in T&RA meetings will be dependent upon a commitment being given in writing to the Chair that such behaviour will not recur.
 - 6.4 Anyone may be excluded for continued breaches of the code of conduct by a simple majority of those present and voting at the T&RA meeting. An excluded person shall have the right of appeal to the next General Meeting of the T&RA.