

CIRCLE OF RESIDENTS ASSOCIATION

CONSTITUTION

1. NAME OF THE ORGANISATION

The organisation shall be known as the 'Circle of Residents Association'

2. AREA OF REPRESENTATION

Designated area of representation is for all residents living in Danby Drive, Briars Way, St. Bernards Close and Ironstone Road.

3. AIMS OF THE ASSOCIATION

The aims and objectives of Circle of Residents' Association shall be to:

- a) Provide a democratic voice for the membership of the Association.
- b) Ensure accountability is provided to the membership of the Association.
- c) To promote the interests of all tenants and residents living in the area of representation.
- d) To provide a forum for consultation and negotiation with the Cannock Chase District Council, other local service providers and other parties.
- e) To promote self help and improvements to the area and to provide social activities.
- f) To encourage all residents to participate in the fair and equal running of the Association for the benefit of the wider membership.

4. MEMBERSHIP OF THE ASSOCIATION

Membership shall be open to all residents and households residing in the area of representation.

All members of the Association and invited guests are expected to comply with the Association's Code of Conduct included in Appendix 1.

5. EQUALITY AND DIVERSITY

Circle of Residents' Association shall be representative of all members inclusively regardless of race, colour, religion, sex, sexual orientation, age, disability or political beliefs. To encourage awareness of equality and diversity the officers of the Committee of the Association shall:

- a) Annually conduct an Equality Impact Assessment of the Committee Membership and aim to ensure that the Committee is representative of the area of representation.

6. THE COMMITTEE

The Committee Membership shall comprise of the following positions:

- a) One Chairperson,
- b) One Secretary,
- c) One Treasurer, and
- d) At least 2 non Office Bearing Committee Members.

7. APPOINTING THE COMMITTEE

The Committee shall hold a meeting at least 21 days in advance of appointments to the Committee and appoint one member as the “Appointed Person” to fulfil the role in organising and facilitating the process of appointments and/or elections to the Committee.

The “Appointed Person” should be an existing Committee Member who is not due to stand down from the Committee during the pending process of appointments to the Committee membership. In the event that conflicts exist and prevent the potential for good practice the Committee may agree to appoint an independent non-member of the Association to fulfil this role.

The Committee shall be elected at Annual General Meetings.

On alternative years, one officer and three committee members will be elected, each officer and committee member must be subject to re-election every two years.

Only eligible Members of the Association may be nominated to stand for appointment to the Committee by any other member of the Association so long as:

- a) The Nomination is made by an eligible Member of the Association
- b) The Nominated person is an eligible Member of the Association

Vacancies on the Committee shall be advertised as opportunities to the wider membership of the Association at least 14 calendar days prior to an Annual General Meeting or General Meeting taking place.

Nominations to Officer or General Committee Member Positions should be provided in writing to the “Appointed Person” presiding over the appointment process at least 7 calendar days prior to the Annual General Meeting or General Meeting taking place.

In the event that the number of eligible Nominations received is greater than the number of available positions for either Officer or General Committee Member positions the “Appointed Person” shall organise and conduct a Secret Ballot.

The “Appointed Person” shall ensure that only “eligible” Association Members take part in the Secret Ballot.

In the event of Committee Member vacancies occurring between Annual General Meetings the “Appointed Person” shall organise and ensure the promotion of opportunities to the Association’s Membership in advance of General Meetings.

Committee Members appointed during General Meetings shall be required to stand down at the Annual General Meeting following their appointment and may put themselves forward for re-election if they so choose.

8. PROTECTION AGAINST COMMITTEE CONFLICTS

Positions on the Committee shall not be held by members of the Association who are in a position of conflict (i.e. local elected councillors, council officers with responsibility for estate management, housing or officers of other service providers where their responsibilities could present conflicts for their role as a member of the Association's Committee). Those deemed to be in a position of conflict and living within the area of representation shall be entitled to general membership of the wider Association.

9. COMMITTEE MEMBER RESPONSIBILITIES

Attendance

All Committee Members must inform the Secretary or Chairperson if they are unable to attend any meetings. Any Committee Member who fails to attend and submit apologies to 3 consecutive meetings (Annual, General or Committee) will be deemed to have resigned their position as a Committee Member.

On the occasion of the 3rd meeting absence of any Committee Member the Chairperson shall be responsible for advising the Committee Membership that a "deemed" vacancy has occurred, and, instruct the Secretary to provide a confirmation to the absent member in writing.

Association Management

The Chairperson shall be responsible for:

- a) Ensuring that all meetings including Committee, General and Annual General Meetings abide by the Association's Code of Conduct.
- b) Liaising with the Secretary in advance of meetings to agree the Agenda and distribution of pre-meeting information as appropriate to all Association meetings.
- c) Ensuring that the terms of this Constitution are monitored and complied with at all times.
- d) Ensuring that 2 Committee Members attend the Chase Tenants' and Residents' Federation Executive Meeting.
- e) Ensuring that any Chairperson Actions taken on behalf of the Committee and wider Association Membership, between meetings, is reported at the first meeting following the action taking place.
- f) Supporting all other Committee Members during and between meetings.
- g) Ensuring that all meeting minutes are signed off as a true record following approval at meetings.
- h) Attending meetings with partners of the Association dealing with Association business matters.
- i) Negotiating with Association partners and external contacts on behalf of the Association.
- j) Ensuring that the Secretary and Treasurer fulfil their roles and duties according to the terms of this Constitution.
- k) Appointing "Acting" Officers of the Association where circumstances require this in agreement with the wider Committee Membership.
- l) Promoting and supporting the wider membership of the Association according to the Associations published policies.
- m) Ensuring that funding partner requirements are fully met according to partnering agreements (e.g. copies of meeting minute and accounts provided).

- n) Ensuring their own development by attending training for Committee Members recommended by Chase Tenants and Residents Federation.

The Secretary shall be responsible for:

- a) Recording the minute of all Committee, General and Annual General Meetings is produced within 2 weeks of the meeting taking place and circulated to the appropriate membership list at least 14 days in advance of the next meeting.
- b) Ensuring that an attendance record of all meetings is recorded for each meeting taking place.
- c) Agreeing the Agenda for each meeting with the Chairperson in time to allow distribution with the previous meeting minute as appropriate.
- d) Maintaining a membership list of all members of the Association recording names, contact details and positions on the Committee of Association as appropriate (including dates of appointment to the Committee and due date for step down from position as Committee Member).
- e) Dealing with all Association correspondence, liaison with the Chairperson between meetings and providing a correspondence report to all Committee Meetings.
- f) Managing the Association's diary of events and bringing the Chairpersons attention to planning and activity needs of the Committee.
- g) Organising meetings and information as requested by the Committee of the Association.
- h) Complying with published policies of the Association.
- i) Ensuring their own development by attending training for Committee Members recommended by Chase Tenants and Residents Federation.

The Treasurer shall be responsible for:

- a) Managing the Association's funds including all income and expenditure according to the Association's Financial Procedures. Including clear management of different funding sources separating out the use of grants provided for specific purposes (e.g. funds provided by the Council).
- b) Producing an income and expenditure report on the Association's Bank Accounts and Petty Cash to all Committee, General and Annual General Meetings.
- c) Maintaining an Assets Register of Association property and equipment
- d) Organising and liaising with Financial Audit processes as required by funding partners and the Association's Financial Procedures.
- e) Complying with published policy of the Association.
- f) Maintaining the Association's Code of Conduct
- g) Ensuring their own development by attending training for Committee Members recommended by Chase Tenants and Residents Federation.

General Committee Members shall be responsible for:

- a) Supporting the Chairperson, Secretary and Treasurer in meeting the demands of their roles given above.
- b) Contributing to meetings and activities agreed by the Committee in respect of the Association's business according to the terms of this constitution.
- c) Complying with published policy of the Association.

- d) Fulfilling “Acting” Officer roles where circumstances require this until such time as formal appointments can be confirmed.
- e) Maintaining the Association’s Code of Conduct.
- f) Ensuring their own development by attending training for Committee Members recommended by Chase Tenants and Residents Federation.

10. FINANCE

- a) A bank account will be opened in the name of Circle of Residents’ Association.
- b) Signatures required to draw on the account will be any two of three signatories, Treasurer being one, Chairperson and Secretary if feasible, or any other two members not living at the same address or in the same family.
- c) The Treasurer will keep proper accounts of all income and expenditure of the association.
- d) The accounts will be checked by an independent person annually and presented at the AGM. A copy of the financial report will also be sent to Cannock Chase Council.

11. ASSOCIATION MEETINGS

- a) **Committee Meetings** shall be organised and take place quarterly each year. The Secretary shall advise all Committee Members in writing of the date and place of meetings (including an Agenda approved by the Chairperson) not less than 7 calendar days in advance of the meeting taking place. At least 5 Committee Members shall be required to attend for the meeting to be Quorate and be able to take formal decisions.
- b) **General Open Meetings** shall be organised and take place at least once each year. The Secretary shall advise all Association Members in writing of the date and place of meetings (including an Agenda approved by the Chairperson) not less than 14 calendar days in advance of the meeting taking place. At least 6 members of the Association shall be required to attend for the meeting to be Quorate and take formal decisions.
- c) **Annual General Meetings** shall take place not less than 12 calendar months and not more than 15 calendar months following the previous Annual General Meeting. The Secretary shall advise all Association Members in writing of the date and place of meetings (including an Agenda approved by the Chairperson) not less than 14 calendar days in advance of the meeting taking place. At least 6 members of the Association shall be required to attend for the meeting to be Quorate and take formal decisions. If the Annual General Meeting is not Quorate a second meeting shall be organised by the Secretary who shall advise all Association Members in writing giving not less than 7 or more than 21 calendar days notice. If the meeting is again not Quorate the Committee and those Association Members present may choose to treat the meeting as if it were Quorate, or, pass a resolution to dissolve the Association.
- d) **Special General Meetings** shall be organised and take place where either:
 - **The Committee** takes a formal decision to call a Special General Meeting, or

- **The Association Membership** including not less than 20% of all entitled members within the area of representation signs a formal request for a Special General Meeting and specifies the reasons for the meeting.

The Secretary shall advise all Association Members in writing of the date and place of meetings (including an Agenda approved by the Chairperson) not less than 14 calendar days in advance of the meeting taking place and include the appropriate minute of previous meetings. At least 20% of members of the Association shall be required to attend for the meeting to be Quorate and take formal decisions.

If the meeting is not Quorate it shall be rescheduled within 1 calendar week and all Association members shall be notified by the Secretary giving not less than 3 calendar day's formal written notice. If the second meeting is again not Quorate the Committee and those members present may deal with the issue as if the meeting were Quorate.

12. ASSOCIATION MEMBERSHIP INFORMATION

The Committee shall provide to all entitled members a quarterly summary of activities, including at least one annual report of finance (including use of funds and details of all funds secured), plans and relevant Association issues. This information may be included in a summary newsletter or information notices as determined by the Committee.

13. CHANGES TO THE CONSTITUTION

Changes to this Constitution can only be made at an Annual General Meeting. Proposed changes must be handed to the Secretary 7 days before the Annual General Meeting and must be agreed by two-thirds of the Association Members present at the meeting.

14. COMPLAINTS PROCEDURE

Association Committee Complaint – Stage 1

Any Association Member has the right to complain to the Committee about the actions of the Committee and request that their issue is included in the Agenda of the next Committee Meeting. The matter should where possible be put in writing to the Secretary.

If the matter is resolved the Secretary should confirm the details of the resolution in writing to the complainant.

If the matter cannot be resolved to the complainants' satisfaction with the Association's Committee the complainant may choose to pursue the matter by moving to stage 2 below.

Association Committee Complaint – Stage 2

If the matter cannot be resolved within the Association's Committee then the Association Member has the right to refer the matter in writing to Chase Tenants' and Residents' Federation's Grievance Procedure by writing to:

The Chairperson
Chase Tenants' and Residents' Federation
Tenants Resource Centre
29/31 Park Road

Cannock
Staffs WS11 1JN

Telephone: 01543 502905
Email: user@chasetenants.fsnet.co.uk

15. DISSOLUTION OF THE ASSOCIATION

Dissolution of the Association can only be discussed at a **Special General Meeting** for which all residents receive written notification at least 14 days prior to the meeting. The quorum for a Special General Meeting will be a minimum of 10 residents. Any decisions made by this meeting must have a two-third majority in favour of disposal of funds. If a resolution is made for dissolution of the Association the following process should be implemented:

- Funds provided by the Council's Tenant Participation Budget will be given back to the Council according to the Treasurers records showing used and unused grant.
- Funds provided by other external grant aid should be accounted for and unused funds returned to the funding authority.
- Funds raised by activities of the Association should be disposed of by means of a donation to a local charitable organisation chosen and agreed by those present at the Special General Meeting.

Constitution amendments made at the Annual General Meeting on the 14th August 2009.

Signed Chairperson:

_____ Date _____

Signed Secretary:

_____ Date _____

Signed Treasurer:

_____ Date _____