

CHASE TENANTS AND RESIDENTS FEDERATION

CONSTITUTION

1. NAME:

The Organisation shall be known as the **Federation**. From hereon, referred to as 'the Federation' in this document.

2. REMIT OF THE ORGANISATION:

The Federation is a representative membership organisation that exists to provide representation, recognition and support of tenant and resident groups and organisations who:

- i) Are recognised or affiliated Membership Organisations of the Federation, and
- ii) Operate for the benefit of residents and tenants whose homes are located within the administered boundaries of Cannock Chase Council.

3. AIMS AND OBJECTIVES:

The Federation' is committed to the following stated aims and objectives:

- 3.1 To maintain high standards of governance and probity..
- 3.2 To provide and maintain high standards of Accountability to the Membership of the organisation.
- 3.3 To work together to unite Tenants and Residents groups and/or Tenant/Resident groups in the Cannock Chase District Council area.
- 3.4 To enable consultation and participation in order that Tenants and Residents shall have an influence and real say in the decisions made by Cannock Chase District Council that affect them.
- 3.5 To work with Cannock Chase District Council to promote and facilitate Tenants and Residents organisations throughout the administrative area of Cannock Chase District Council.
- 3.6 To provide up to date information with Cannock Chase District Council, for the benefit of tenants and residents who live in the area.
- 3.7 To work with other voluntary organisations on housing and environmental issues relevant tenants and residents living in the Cannock Chase District Council area.
- 3.8 To monitor the response of both statutory and voluntary sectors in their provision of services by actively involving tenants and residents groups in identifying local needs and options for action.
- 3.9 To uphold principles of inclusion, diversity and non discrimination at all times.
- 3.10 To ensure that the work of the Federation' is not adversely influenced by political or other conflicts of interests at all times.

4. MEMBERSHIP ORGANISATIONS:

4.1 DEFINITION OF MEMBERSHIP ORGANISATION STATUS

A Member of the Federation' shall be a Tenant and Resident organisation that has successfully applied and received in writing a confirmation that it meets the recognition and policy requirements of the Federation'. A Recognition Policy will be annually reviewed and publicised by the Federation.

4.2 CRITERIA FOR MEMBERSHIP

Membership shall be open to all Tenants and Residents organisations that operate in the administrative boundary of Cannock Chase District Council where they:

- 4.2.1 Have adopted a constitution that specifically upholds the Federation' Recognition Policy requirements for equal opportunities, diversity, inclusion and non-discriminatory practice.
- 4.2.2 Have completed in full an Application for Membership confirming that the Tenant and Resident group commits itself to the stated rules and policies of the Federation, and, has submitted the signed Application of Membership to the Secretary of the Federation'.
- 4.2.3 Where the Tenant and Resident organisation is an existing member, they are required to have submitted an Annual Renewal Application according to the Federation' Recognition Policy requirements.
- 4.2.4 Where the Tenant and Resident organisation is an existing member, they have received written confirmation from the Secretary of the Federation' that they have complied with the required policies of the Federation', dated during the previous 15 month period.

4.2 AFFILIATE MEMBERSHIP

Affiliate Membership shall be open to Tenant and Residents organisations who operate in the administrative boundary of Cannock Chase District Council where they are unable to fully meet the requirements of the full membership recognition policy of the Federation', and, where:

- 4.2.1 The applying organisation has fully met the requirements of the Affiliate Membership Policy of the Federation', and
- 4.2.2 Where a meeting of the Committee has considered the Application for Affiliate Membership, and,
- 4.2.3 A majority view of the Committee is that, the organisation is operating to all requirements of the Federation' full Member Recognition Policy that it can reasonably meet, and
- 4.2.4 The applying organisation has confirmed that it understands and accepts that it will not have the equivalent voting rights to those of full Membership organisations.

4.3 MEMBER NOMINEES TO THE COMMITTEE

Each Membership Organisation shall be entitled to nominate two of its own members to fulfil the roles of Committee Member and Committee Attendee. These Nominations shall be invited annually by the Secretary of the Federation'.

4.3.1 NOMINEE COMMITTEE MEMBERS

The Nominated Committee Member shall be responsible for liaison to support other methods of communication employed by the Federation'.

Nominated Committee Members shall be expected to conform to all governance, confidentiality and conduct requirements as is expected for Committee Members.

All nominated Committee Members must provide a signed Annual Declaration of Interests and Conflicts. This must show any circumstances that may affect their role so that these can be known and properly managed during the business of the Committee.

4.3.2 NOMINATEE COMMITTEE ATTENDEES

The Nominated Committee Attendee shall support the Nominated Committee Member in their liaison role set out in 4.3.1 above.

Nominated Committee Attendees shall be expected to conform to all governance, confidentiality and conduct requirements as is expected for all Nominated Committee Members.

All nominated Committee Attendees must provide a signed Annual Declaration of Interests and Conflicts. This must show any circumstances that may affect their role so that these can be known and properly managed during the business of the Committee.

4.3.3 EXCEPTIONAL REPLACEMENT OF NOMINEES

Where a Member Organisation identifies a need to replace their nominated representatives they may submit a special application to the Committee of the Federation'. But, the Membership Organisation must support this application with a copy of the meeting minute showing where their own organisation has held a fully Quorate meeting, and, majority support shows that its own membership is in favour of this change.

4.4 ENDING FEDERATION MEMBERSHIP

Where the Federation Membership of any membership organisation ends this must either:

- 4.4.1 Be confirmed by a majority of the Committee Members in a formal meeting where it is agreed that the member organisation no longer meets the requirements of membership according to this Constitution, the Recognition Policy or Code of Conduct, or
- 4.4.2 Be confirmed by means of a written notification to cease membership supported by the minute of a member organisation where a majority decision has agreed to cease its membership or the Federation.

5 THE FEDERATION' COMMITTEE

5.1 COMMITTEE MEMBERSHIP

The Federation' shall appoint a Committee from its' membership to govern the organisation and ensure that the stated aims, objectives, policies and rules of the Federation' are met at all times. The membership of the Committee shall include:

5.2 OFFICER POSITIONS

Officer positions including Chairperson, Vice Chairperson, Secretary and Treasurer and others as the Committee sees fit.

5.3 COMMITTEE MEMBERS

Each Membership organisation may annually nominate 2 representatives from their own membership to serve on the Federation' Committee as:

- a) Committee Member, and
- b) Committee Attendee

Each Member organisation must nominate a minimum of one council tenant to the Committee Member and Committee Attendee positions.

The whole Committee membership must meet a minimum requirement of 51% council tenants.

5.4 NON POLITICAL

The Federation' is a non-political organisation and as such all individuals who fall into the following categories shall not be eligible for election to the Committee:

5.4.1 Elected Members of Cannock Chase District Council or the County Council

5.4.2 Appointed or elected representatives of unions or political parties

5.5 CONFLICTS OF INTERESTS

The Federation' is committed to ensuring that its Committee maintains high standards of governance and shall ensure that all conflicts of interest are unable to compromise these values. Individuals who fall into the following categories shall not be eligible for election to the Committee:

5.5.1 Officers of Cannock Chase District or the County Council.

5.5.2 Officers of organisations where a conflict of interest may compromise the stated objectives of the Federation' as stated in section 3 – Aims and Objectives.

5.6 CO-OPTED MEMBER CRITERIA

Any individual can be Co-opted by the The Federation Committee, where the Committee has taken a majority view that:

5.6.1 This is in the best interests of The Federation', and

5.6.2 All conflicts of interest have been properly considered to the satisfaction of the Committee of The Federation'.

5.6.3 The individual fully understands the limitations of their role and the rules The Federation and has provided signed a declaration confirming this to the Secretary.

5.6.4 Individuals Co-opted to the Committee of The Federation', may take part in all meetings and contribute but shall not be able to take part in a vote on any decisions made by the Committee.

5.7 COMMITTEE MID-TERM VACANCIES

Where a vacancy occurs not less than 3 months prior to the next Annual General Meeting the relevant member organisation may nominate a replacement representative who may submit signed paperwork confirming their commitment to the constitution and policies of the Federation.

Where a vacancy occurs less than 3 months prior to the next Annual General Meeting of the Federation the position will remain vacant until the next Annual General Meeting.

6 MEETINGS

The Federation' will organise the following meetings:

6.1 COMMITTEEE MEETINGS

Committee Members and Attendees shall attend a meeting together to consider the business of the organisation and ensure that the organisation is correctly meeting its obligations as set out in this Constitution.

The Committee shall run its meetings as follows:

6.1.1 The Committee shall meet not less than four times each year but may call additional meetings as it sees fit.

6.2 GENERAL MEETINGS

Attendance at General Meetings is open to all members of recognised member organisations including affiliated group members.

There shall be no less than four General Meetings each year.

Member organisations shall be given not less than seven days notice of any General Meeting.

Voting will be on the basis of one vote per member group in attendance with the exception of the casting vote of the chairperson where this is required due to a hung decision.

6.3 ANNUAL GENERAL MEETING

The Secretary shall call an Annual General Meeting not more than fifteen months after the last Annual General Meeting.

No less than fourteen days notice of the Annual General Meeting shall be given to all member organisations.

The Secretary shall invite membership groups to submit nominations to both Committee Member and Attendee positions no less than 14 days in advance of the Annual General Meeting. The Secretary shall ensure that information on the role and responsibilities of Committee Members and Attendees is provided with the request for nominations.

Member organisations shall be required to submit nominations no less than 5 days in advance of the Annual General Meeting taking place.

6.4 SPECIAL GENERAL MEETING

The Secretary shall call a Special General Meeting where it is requested to according to the terms of the Members Grievance Policy and Procedure. A Members Grievance Policy and Procedure shall be published and reviewed annually within two months of each AGM.

6.4.1 The Secretary shall give not less than seven days notice of a special general meeting stating the reason for the meeting.

6.5 QUORUM

The quorum for all meetings shall be 7 people including officers of the Federation.

7 SUB-COMMITTEES

The Committee may appoint such sub-committees as it feels fit appropriate to deliver the role and responsibilities of the Federation.

7.1 All decisions of all sub-committees must be ratified by the Committee.

7.2 Membership of all sub-committee must be approved by the Committee.

8 CONDUCT OF THE MEMBERSHIP

It shall be a condition of membership that member group representatives conduct themselves at all times in accordance with the published Code of Conduct approved by the Committee. The Code of Conduct shall be publicised and reviewed annually.

8.1 Any member group representative/s may be excluded from a meeting by the Chairperson or a majority vote of the Committee Members where there is a clear breach of the Code of Conduct.

8.2 The Committee shall have the right to terminate membership of any group, co-opted member or individual member where it can justify that a breach of the Constitution, Code of Conduct or Recognition Policy exists provided the group or individual has had the opportunity of to respond to those breach areas.

9 SUBSCRIPTIONS

9.1 Any subscriptions or other monies raised by or on behalf of Federation shall only be used in furtherance of the aims and objectives as set out in Para 2 above.

9.2 All affiliated groups shall pay an annual subscription as shall be reviewed at each Annual General Meeting and a receipt and/ or membership card shall be given.

10 EQUALITY AND DIVERSITY

The Federation is committed to principles of equality, diversity, inclusion and anti-discriminatory practices at all times. To ensure that these principles are effectively implemented through actions and best practice all members are required by the Federation to adopt an equality and diversity clause in their own constitutional arrangements.

10.1 FEDERATION POLICY

A Federation Equality and Diversity Policy and Procedure will be published and reviewed within two months of the Federation Annual General Meeting taking place.

10.2 FEDERATION POSITIVE ACTION

The Federation will implement a programme of positive action to deliver on the commitments of the approved Equality and Diversity Policy.

11 COMPACT PANELS

The Federation is the umbrella organisation for the Main and Area Compact Panels and all information will be assessed in discussion with the CTRF and Compact Chairpersons.

11.1 COMPACT ORGANISATION PARAMETERS

The C.T.R.F. in association with the Compact Chairperson will discuss and set out the parameters of issues relating to method of structure and matters to be raised through the Compact organisation.

11.2 COMPACT ORGANISATION MEMBERSHIP

Membership of the Compact Panels is open to all Tenants and Residents within the Cannock Chase area.

11.3 COMPACT ORGANISATION PURPOSE

The purpose of the Compact Panels is to discuss all related issues on a collective basis with the local authority and any collective outside body that will assist the aims of the Federation and Compacts.

11.4 COMPACT PANEL COOPERATION

Any separate constitutions operating within the parameters of the Compact Panels and its representative must incorporate acceptance of the Constitution, Standard Procedures and Policies of the Federation.

12 CONFIDENTIALITY

The Federation Committee and Membership are privy to a wide range of confidential information and are therefore required to adhere to the Federations Confidentiality Policy. The Federation will annually publish and review the Confidentiality Policy.

Breach of the Confidentiality Policy will be subject to potential exclusion or termination of membership according to section 8 of this Constitution.

13 FINANCE

The Federation shall adopt Financial Policy and set of Financial Procedures to manage the financial resources of the organisation. The Financial Policy and Procedure shall be publicised and reviewed within two months of each Annual General Meeting.

13.1 The Federation Treasurer shall maintain one bank account in the name of the Federation and this will be overseen by the named qualified Accountant whose appointment shall be confirmed at each and every Annual General Meeting of the Federation.

13.2 The Federation Treasurer shall provide a Financial Report to meetings of the Federation at least quarterly (this may include the Annual General Meeting).

14 FEDERATION PARTNERSHIPS AND FORMAL AGREEMENTS

The Federation may enter into formal arrangements with its partners in delivery of the aims of the organisation. Where this is the case it shall be the responsibility of the Committee to ensure:

14.1 That all arrangements are formalised by means of signed agreements

14.2 That the requirements and obligations are effectively monitored and delivered by the Committee, volunteer, seconded or employed workers of the Federation.

14.3 That update reports to the membership are provided at least quarterly on the progress and performance against plans and obligations detailed in all agreements as appropriate.

15 ALTERATIONS TO THE CONSTITUTION

- 15.1 The constitution can only be amended at an Annual General Meeting, or special general meeting called for that purpose, or by submitting to all groups for comment and consultation at least 14 days before any such meeting.
- 15.2 Any proposal to amend the constitution should be submitted to the Federation Secretary not less than 14 days before the meeting at which it is to be considered.
- 15.3 Notice shall be given of such meetings to all members of the Federation together with a copy of the proposed amendments.
- 15.4 Any amendments shall require the approval of 51% of the elected members present, plus the officers, including proxy votes. The chairperson shall have the casting vote.

16 DISSOLUTION OF THE FEDERATION

- 16.1 If the Committee or if a Committee no longer exists for the sole purpose of dissolution a quorum need not apply, the Federation may be dissolved by 51% of the voting members present.
- 16.2 They shall give at least fourteen days notice to all affiliated membership
- 16.3 Any assets financial or otherwise remaining when the Federation' has satisfied its liabilities shall be applied to such purpose of benefit to (local registered charities) as the meeting shall decide.

CHAIRPERSON.....

VICE-CHAIR.....

DATED.....