

# Residents Association Constitution



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## CONSTITUTION OF TINKERS BRIDGE RESIDENTS ASSOCIATION:

ADOPTED ON:.....31<sup>st</sup> March 2022.....[Day/Month/Year]

### 1 Name

The name of the Association shall be Tinkers Bridge Residents Association:

### 2 Aims

The aims of the Association shall be to:

1. Improve Tinkers Bridge, and the quality of life on Tinkers Bridge, including housing, environment, facilities, community spirit, way of life and services for all.
2. Respect and support the residents of the area and to help solve any problems which may affect Tinkers Bridge.
3. Represent the interests of residents and put forward the collective viewpoint following active consultation.
4. Assist Residents to access information and help for significant issues they raise.

**We will encourage the participation of all sections of our community so they have an opportunity to have their say. To that end we will:**

5. Use a range of ways to maintain regular contact and encourage the involvement of residents using various methods, for example meetings, newsletters, the internet, social networking sites and face to face discussions.
6. Take part in discussions, events and consultations with Council teams, particularly the housing service, in order to promote the involvement and participation of all residents, particularly council tenants, in improving the community and the housing service.
7. Work positively with other agencies, for example parish and town councils, local community organisations and Thames Valley Police, and seek solutions to problems that may arise.

### 3 Powers

In order to achieve it's aims the Association may:

1. Raise money
2. Open bank accounts
3. Take out insurance
4. Organise courses and events
5. Work with other Associations or organisations and exchange information
6. Do anything that is lawful which will help it to fulfil its aims

## 4 Membership

1. The Membership of the Association is any person over 18 with a permanent residence in the Tinkers Bridge Estate of Milton Keynes. Other individuals wishing to contribute to the community of Tinkers Bridge may be granted annual non-voting membership.
2. All members shall be entitled to attend and vote at the regular general meetings, subject to the Code of Conduct appended to this constitution, and being resident in the estate.
3. Details of the time and location of each general meeting shall be made available to members at least 5 days prior to that meeting, by methods which shall include at least notices and social media. These meeting should normally be monthly, in a predictable pattern, such as the last Thursday of the month.

## 5 Officers

1. The Officers of the Association are appointed until the next A.G.M.
2. The three principal officers of the association are Chairperson, Secretary, and Treasurer
  - (a) The duties of the Chairperson are to:
    - chair meetings of the Association
    - represent the Association at functions/meetings that the Association has been invited to
    - act as spokesperson for the Association when necessary
  - (b) The duties of the Secretary are to:
    - take and keep minutes of meetings
    - prepare the agenda for meetings of the Association in consultation with the Chairperson
    - deal with correspondence
    - collect and circulate any relevant information within the Association
  - (c) The duties of the Treasurer are to:
    - supervise the financial affairs of the Association
    - keep proper accounts that show all monies collected and paid out by the Association
    - Support any applications for grants or similar fund for the Association
3. The three principal officers shall stand down at every AGM. They may also stand for re-election.
4. Other officer posts may be proposed by the Chair at the AGM according to the activities of the association and the availability and agreement of suitable members. Candidates for such posts shall be formally proposed, and seconded.
5. The elected officers shall form a committee to administer the various activities of the association. The Chair at the AGM may propose electing other members to serve alongside the officers on that committee. The committee may co-opt other persons onto the committee, provided the majority of the committee is composed of people elected at the AGM.
6. If any of the principal officers stands down other than at an AGM, the next general meeting shall elect a replacement for that post.

## 6 Management

1. The Association shall be administered by a Committee of the Officers and others, which shall meet regularly in order to further the activities of the association. The committee shall elect its own chair, and publish minutes of its meetings so that such minutes are accessible to members of the association.
2. The quorum for Committee meetings shall be three members.
3. The Residents Association members may by a two-thirds majority vote and for a good and proper reason remove any Committee member, provided that person has the right to be heard before a final decision is made.
4. All major decisions and directions should be determined by the general meeting of the Association. The Committee has delegated power from that meeting to take such actions

(including financial actions) as it sees fit in implementing the strategy and direction approved by the general meeting.

5. Where the committee, due to timescales or other circumstances, finds it needs to make decisions that should normally be made by the general meeting, the details of those decisions and the reason they needed to be made by the committee shall be reported to the next general meeting.
6. Committee members may claim reasonable expenses for the work they do for the Association, but will not receive other payment.

### **Our Association will:**

1. Be run in a fair and transparent manner, including financial matters
2. Be non-political in its approach
3. Meet the requirements of groups/donors which provide us with funding
4. Be open to all residents irrespective of nationality, race, colour, sexuality, gender, disability, age, religion, political opinion, tenure, marital status, parental status, health, criminal record or any other reason that may arise.

## **7 Finance**

1. Any money obtained by the Association shall be used only for the Association.
2. Any bank accounts opened for the Association shall be in the name of the Association.
3. Any cheques issued shall be signed by the Treasurer and one other nominated official.
4. All expenditure shall be approved in advance, and be supported by receipts

## **8 Annual General Meeting**

1. The Association shall hold an Annual General Meeting (A.G.M.) nominally once per year, and, in every case, within 18 months of the previous A.G.M.
2. At least fourteen days' notice of the A.G.M. shall be given, by suitable means which must include public notices and social media.
3. The quorum for an A.G.M. shall be 6 members.
4. The business of the A.G.M. shall include:
  - (i) receiving a report from the Chairperson on the Association's activities over the year
  - (ii) receiving a report from the Treasurer on the finances of the Association
  - (iii) electing the three principle officers of the Association and
  - (iv) considering any other matter as may be decided

## **9 Special General Meeting**

A Special General Meeting may be called by the Committee or by at least ten (10) members to discuss an urgent matter. The Secretary shall give fourteen days' notice of any Special General Meeting together with notice of the business to be discussed, by the means usually used for AGMs. All members shall be entitled to attend and vote.

## **10 Alterations to the Constitution**

Any changes to this Constitution must be

1. Laid before the members of the Association for at least one calendar month prior to asking for agreement. The normal method for this should be via a general meeting
2. Agreed by at least two-thirds of those members present and voting at any General Meeting.

## **11 Votes of no confidence**

At any quorate general meeting, a vote of no confidence in any officer or committee member can be tabled. If such a vote is carried by a 2/3rds majority, the officer or member shall stop holding that

position with immediate effect, while being required to support any transfer of work in progress to other persons.

## 12 Dissolution

The Association may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting, or by the failure to have an AGM within the last 18 months. In the event of winding up, after all debts have been paid, any remaining funds originating from grants shall be offered back to the grant making body, any then any remaining assets shall be given to another Association with similar aims.

This constitution was adopted at a general meeting of the Association on:

Date: 31<sup>st</sup> March 2022

Signed by:

Chairperson: John Orr



Vice chair: April Rennie

Secretary: Deanna Norris

Treasurer: Kirsty Rennie

Other Committee members:

## Annex: Code of conduct

### How the general meeting is conducted:

- Meetings must start at the stated time
- The Chair should welcome all to the meeting
- Speakers should raise a hand to speak and go through the chair
- Speakers must keep to the subject being discussed
- Only one person must speak at a time and there should be no cross talking
- Each person may speak only once on an issue until others wishing to speak have had an opportunity to do so
- The meeting will have a stated end time and generally each agenda item should be allocated an amount of time for discussion.
- Urgent items under 'Any Other Business' should be notified to the Chair before the meeting and will be discussed at the Chair's discretion
- Where ever possible jargon should be avoided. If used, then a full explanation should be given

### Conduct of Attendees

- Late arrivals should enter quietly and not disrupt the meeting with apologies
- Mobile phones should not be allowed to disrupt the meeting, and it is recommended that they be switched to 'silent' during the meeting

Declaration of interest- attendees should disclose any interest, whether personal or on behalf of any group they represent, that they consider may affect or influence their approach to a matter under discussion

- Political affiliations-attendees may be affiliated to/or are members of a political party but they may not represent a political party in their role as attendee
- Children are welcome at meetings but the parent/carer should be responsible for ensuring they do not disrupt the meeting
- Pets are not to be brought to meetings, with the exception of assistance dogs

**All attendees must:**

- Conduct themselves in a reasonable manner at all times and not use offensive or discriminatory language
- Listen to each other and allow each other the opportunity to speak and comment
- Remember that the purpose of the meeting is to benefit residents generally not specific individuals
- Ensure that individual issues are brought up outside the meeting using the appropriate channels.
- Attend the meetings as an individual and not enter into correspondence in the name of the Association /Group without the consent of the chair

## **WHAT WILL HAPPEN IF THE GROUND RULES ARE NOT OBSERVED**

- If things get heated a five-minute time out can be called for at the discretion of the Chair
- If anyone attending the meeting does not abide by the ground rules, the Chair may warn that if they break the code again they may be asked to leave the meeting
- If attendee continues to ignore the code, then the Chair may ask the group voice to vote whether the attendee should be asked to leave