**Community Group Constitution**

**DRAFT**

**Name:**

The name of the Group shall be ………………………, called the ‘Group’ in this document.

**Area:**

The Area covered by the Group shall be ……………………

(Include map and street names of area to be covered)

**Aims:**

* To support communities to become more resilient;
* To improve the quality of life and create a safer environment for the whole community;
* Represent members on housing and wider issues arising between them and the Council; their agents or any other service within the Group’s area; and
* Promote a spirit of friendship; trust; care and support within the local community.

**Objectives:**

* Promote inclusive membership to all the community and strengthen community relationships within the designated area;
* Secure funding opportunities for the benefit of the community; and
* To be non-party political.

(The group may have additional objectives specific to their group which they may want to add).

**Equality and Diversity Policy**

The group is committed to:

* Being inclusive and making our services accessible to all members within the community and ensuring that everyone has access to information, services and opportunities;
* Respecting and valuing the differences between all people within our community; and
* Valuing the diversity of our community and providing services which address the needs of a diverse community.

**Membership criteria:**

Membership is open to:

* All tenants and residents who are over 16 years old or who live within the area and must be provided with a copy of the Constitution and the Code of Conduct.
* Only Full Members with membership of 2 weeks or more shall have the right to nominate, propose resolutions, vote at any meeting of the Group or be eligible to stand for the Committee. Members with less than 2 weeks membership may still attend and speak at meetings.

Membership is not open to:

* Anyone who is persistently in breach of the Group’s code of conduct;
* Anyone who is absent from 3 consecutive meetings without prior consent from the committee.

Ending a membership:

* Membership will end when a member ceases to meet the Membership Criteria or resigns from the Group.

**Committee:**

* The Committee, who will be elected annually at the Annual General Meeting, will consist of Chair, Vice-Chair, Secretary and Treasurer (“Committee Officers”) and up to 4 other members (“Committee Representatives”), collectively the “Committee Members”, and shall be responsible for the day to day activities of the group.
* The term of the Committee Officers will be staggered where possible to ensure consistency and smooth running of the TRA. The Committee will be elected by a secret ballot.
* If vacancies occur among the Committee Officers between General Meetings, the Committee Members may fill the positions from Committee Representatives.
* Vacant Committee Representative positions may be filled from the main

Membership.

* No more than 2 Committee Members shall be from the same household and only one Committee Officer shall be from the same household.
* The Committee has the power to create any sub-committees on a permanent or temporary basis.
* At the group’s discretion, individuals living outside the boundaries of the group may become a co-opted member for the purposes of supporting and advising the group but will not have voting rights.
* The Committee Officers will undertake recommended training as offered by Bury Council Housing Services.

**Ending Committee/Association membership:**

* A Committee Member may be suspended from the Group by a committee majority vote if they fail to attend 3 meetings without sending apologies, or if they have breached the Code of Conduct.
* A Committee Member who has been suspended will be subject to the process outlined in Section 12 of the Code of Conduct.
* A Committee or Group Member has the right to appeal where a permanent suspension has been invoked as per the Code of Conduct.

**Committee Meetings:**

* There shall be at least 4 Committee Meetings each year.
* The quorum for committee meetings will be at least a third of the Committee Members, including at least one Committee Officer. If the quorum is not reached, another meeting will be held in 21 days’ time.
* There will be at least 7 days’ notice of Committee Meetings.
* In the event of an equal vote, the Chair shall have the casting vote.
* Members shall not vote by proxy.

**Annual General Meeting (AGM)**

* The group will hold an AGM every calendar year.
* No more than 13 months shall pass between the date of one AGM and the next.
* All members will be given at least 7 days’ notice of the date of the AGM.
* All reasonable steps will be made to publicise the AGM and ensure a notice is delivered to all households within the Area.
* The quorum shall be 30% of Members including at least 2 Committee Officers. If the quorum is not reached, another meeting will be held in 21 days’ time.

**At The Annual General Meeting (AGM) the Committee will:**

* Produce a copy of the previous AGM minutes.
* Give an annual general report (verbal or written) summarising the work done by the Group.
* Provide annual audited accounts for inspection.
* Elect Committee Officers and Committee Representatives
* Provide an update of membership

**Public and Special Meetings**

* Meetings must be publicised at least 7 days before the meeting.
* All reasonable steps will be made to publicise the Public Meeting and ensure a notice is delivered to all households in the Area.
* A Special Meeting may be called by the Committee or by request from at least 30% of Members.
* The quorum shall be 30% of Members including at least 2 officers of the Committee.

**Finance**

* The Treasurer will be subject to a DBS check and not subject to any bankruptcy or financial orders.
* The Treasurer will open a bank account in the name of the Group and keep proper records of income and expenditure.
* The Committee shall appoint at least three authorised signatories and cheques shall be signed by at least two authorised signatories.
* The signatories will be from different households and not related to one another.
* Withdrawals or transfer of funds online should be authorised by at least 2 signatories in writing/email and recorded for audit purposes.
* Signatories will not share online banking details with any other member apart from a counter signatory.
* The Treasurer will undertake bookkeeping training offered by Bury Council Housing Services unless they hold suitable financial qualifications.
* The Treasurer shall give a written update of accounts at every Committee meeting.
* All payments over £25 shall be made by cheque or bank transfer, not cash. Signatories are not to authorise cheques/bank transfers in excess of £25 without the consent of the Committee which will be recorded in the Minutes of the TRA meeting.
* The accounts shall be kept up to date, independently examined and an audited statement of accounts presented at the AGM.
* The accounts shall be available for inspection by any member of the Group who requests to see them, within 28 days. The request for inspection must be made in writing to the Treasurer.
* The accounts must be presented to Bury Council Housing Services on an annual basis for auditing purposes.
* The Group may fund raise to further the aims and objectives of the Association.
* Any income generated through fund raising activities and donations shall be recorded as income in a separate log regardless of expenditure.
* The monitoring and recording of expenditure on external funds must conform to the terms and conditions of the grant funder.
* The Committee will have responsibility for ensuring the financial health of the Association.

**Notification of nominations, resolutions and voting procedures**

* Each member shall have one vote on any resolution put before an AGM, General Meeting or Special Meeting. Group committee members shall have one vote on resolutions put to Committee Meetings.
* Each resolution proposed, including nominations for the Committee, must have the support of at least 2 members.
* Nominations for the Committee and requested changes to the Constitution at AGMs and resolutions to be put to all General Meetings must be notified to the Secretary no later than 7 days prior to the date of the relevant meeting.
* All resolutions and nominations shall be passed by majority only.

**Minutes**

* All decisions made at all Group committee meetings will be recorded in the minutes.
* Minutes will be available for inspection by members on request.

**Winding up**

* The group can only be dissolved by a Special General Meeting called for that purpose.
* All households in the area shall be given at least 7 days’ written notice of such a meeting.
* The Group can only be dissolved if two-thirds of members present at the Special General Meeting vote for a motion to dissolve it.
* The meeting shall confirm the disposal of the group’s assets, funds and equipment.
* Outstanding funds may be returned to Bury Council Housing Services for safe keeping until the tenants and residents of the Area wish to start a new Group.

**Disagreements**

* The Group committee members should resolve all disagreements within the Group.
* Where a resolution cannot be found, Bury Council Housing Services will review the impact it has on the organisation and decide whether to suspend or terminate its involvement.

**Alterations to the Constitution**

* The Constitution can only be altered by agreement at the AGM.

**Signed:**

…………………………………………………… ……………………………

Chair Date

…………….……………………………………… …………………………….

Vice Chair Date

……………………………………………………. ……………………………..

Secretary Date

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Treasurer Date

**Witnessed:**

Name Date

……………………………………………………. …………………………….