



Constitution

1. Name

The name of the organisation shall be : [New Henry Street Tenants & Residents Association](#).

2. Area of Benefit

The area of benefit shall comprise of the following streets in the Borough of Sandwell: [New Henry Street](#), [All Angels Walk](#), [Old Chapel Walk](#), and [Edward Street](#).

3. Aims

The aims of the Tenants & Residents Association (TRA) will be :

- (A)** To represent and promote the interests of all residents of the area of benefit in their dealings with Sandwell Homes, Sandwell Metropolitan Borough Council, and all other public bodies and any legal successors to them.
- (B)** The Association will at all times operate on an equal opportunities basis.
- (C)** To promote social, recreational and welfare generally for the benefit of the community
- (D)** To provide regular information to the members and other Residents of the area of benefit and to consult on the

activities of the TRA

- (E) To assist in carrying out its activities, the TRA will liaise and co-operate with other bodies in the area
- (F) To assist tenants and residents to have greater control over issues that affect their homes and communities
- (G) To prevent crime and work towards greater safety for the members of the community
- (H) To work to create active partnerships with the Police, Local Authority, Voluntary Groups and other organisations to reduce crime and the opportunities for crime, including anti-social behaviour from within their neighbourhood.

4. Equal Opportunities

This Association aims to be an Equal Opportunities Organisation and this policy reinforces the commitment given to Equal Opportunities as set out in the following sections of the Constitution and Code of Conduct:-

Rule 2.	Objectives
Rule 3c	Membership
Rule 5d	Conduct of business or standing orders
Code of Conduct	Discrimination

Furthermore this policy applies not only to the conduct of the business of the Association as a whole (Public Meetings, Committee Meetings, correspondence, etc), but also to the conduct of individual members acting as representatives of the group.

Any member found to be in violation of this policy (as detailed below) will be dealt with under the procedure for breaches of the code of conduct. This may lead to the Committee using its constitutional powers to revoke the member's membership of the Association in accordance with rules 5e and 5f of the constitution.

This Association is committed to ensuring that:-

1. We do not discriminate on any grounds. This includes those of race, colour, age, religious or political beliefs, disability or illness, gender, marital status, sexual orientation, class, learning difficulty, appearance or employment status.
 2. There is full participation and equality of opportunity for all members in the make-up and operation of committees, sub-committees, general meetings and the election of officers. In particular we will encourage representation from those sections of the community currently under represented.
 3. In its meetings and the conduct of its business generally, the Association will not tolerate any racist, sexist, or other discriminatory remarks. **Racial or sexual harassment is grounds for expulsion from the Association.**
 4. The Association will support disadvantaged minority groups in identifying their needs by establishing relationships with other relevant local organisations e.g. women's groups, play groups, lesbian and gay centres, black and minority ethnic centres, disability groups, HIV support groups, pensioners groups and youth clubs.
 5. The Association will consider the needs of different communities when booking venues and arranging meetings.
 6. The Association will support training to provide members (especially Committee Members) with skills in Equal Opportunities.
 7. The Association will (in partnership with Sandwell Homes) assist in monitoring of the participation of different groups and looks at ways of improving their involvement.
- 5. Membership**
- A)** Membership shall be open to any person who normally

lives in the specified area, (including employees of Sandwell Homes, Sandwell MBC AND Councillors providing no political bias is shown)

- (B)** Membership shall be free and open regardless of gender, nationality, race, sexuality, disability or religious beliefs
- (C)** The Tenants & Residents Association is a none political body and no Councillor (unless a member of the TRA) officers of the authority or other none-member of the Association shall be eligible to attend TRA Meetings without prior invitation and providing political bias is not involved. (This rule will not apply at the Annual General Meeting . AGM)
- (D)** A member shall cease to be a member if he or she is expelled or ceased to live in the area
- (E)** It shall be a condition of membership that all members conduct themselves at all times in a reasonable manner at meetings, in premises used by the Tenants & Residents Association, or whilst conducting business on behalf of the TRA
- (F)** Any member may be excluded for breach of these conditions or for any conduct contravening the aims or objectives of the TRA by a majority of those present and voting at any meeting.
- (G)** All members have an equal vote

6. Management

- (A)** The management of the affairs of the Tenants and Residents Association is the responsibility of the committee.
- (B)** The committee may from time to time appoint sub-committees with delegated powers to manage any part of the Tenants and Residents Association business on

it's behalf. A sub committee must have at least two committee members. Any sub committee must take minutes at their meetings and report regularly to the main committee of the TRA.

- (C) The committee consists of a minimum of 3 and a maximum of 15 committee members of the TRA. Until the first Annual General Meeting (AGM), the committee shall consist of the persons whose signatures are attached to this constitution and other persons who are invited by the committee to join.
- (D) The committee will be elected at each AGM. A special general meeting may elect members to any vacancy on the committee.
- (E) A committee member will cease to be a committee member if he or she resigns in writing to the Secretary.
- (F) A committee member who ceases to be a member of the TRA will be considered to have resigned.
- (G) Any committee members who fail to attend three consecutive meetings and who fails to offer reasonable apologies for their absence may be expelled from the committee.
- (H) A committee member can also be expelled by the committee in accordance with (g) above; or is removed from the committee by resolution of a special general meeting.
- (I) The committee shall meet at least 4 times a year. Committee meetings will be called by the Secretary who will give at least seven days notice.
- (J) The committee will elect from amongst it's number a chair, secretary and treasurer as well as any other officers the committee considers necessary for the effective running of the Tenants and Residents Association. This election shall take place prior to the committees first meeting or as soon as practical there after.

- (K) The TRA will seek to appoint Co-opted members to the Association. The purpose of co-opted members is to bring additional skills not currently available within the membership to the Association and to help develop those skills within the organisation.
- (L) In the event that an elected officer resigns the office, or ceases to be a committee member during his/her period of office the committee will elect a replacement from amongst its number.
- (M) A quorum for committee meetings shall be three committee members, one of whom must be the chair, secretary or treasurer. In the elected chair's absence, the committee will elect a chair for the meeting. A quorum for sub-committee meetings shall be at least half of the members of the sub-committee or two of the members if there are fewer than four members.
- (N) Any committee member who breaches confidentiality of committee business or otherwise brings the committee or TRA into disrepute may be expelled from the committee. Such expulsions shall be by majority vote of the committee on a motion notice which will appear on the agenda. The members concerned will be entitled to attend the meeting, speak on the motion and have one person present to assist them if they wish.

7. Annual and Special General Meetings

- (A) The TRA will communicate with its members at least four times a year, one of which will be the Annual General Meeting (AGM). The first AGM shall take place within 15 months of the formation of the Tenants and Residents Association and not more than 15 months shall pass between the date of one AGM and the next.
- (B) The AGM will receive an annual report from the chair and secretary of the committee, elect the new committee, consider any resolutions and vote on any proposals to amend the constitution. The treasurer will

also present a financial account on the trading of the TRA during the financial year. The committee will consider the report and either accept or reject the report.

- (C) The secretary will give at least one weeks notice to all members of the date, venue and agenda of all general meetings. A general meeting may be called by the committee. A general meeting must be called if requested by at least one third of the members of the Tenants and Residents Association.
- (D) General meetings will be chaired by the committees chair or his/her nominee. In the absence of the chair or nominee of the chair the general meeting will appoint a char for the meeting. In the event of the retiring chair failing to be re- elected at the AGM, the remaining agenda items will be chaired by another elected member of the committee.
- (E) A Sandwell homes officer from the Community Participation Team, or similar, will be invited to the Annual General Meeting in order to determine the procedures for the selection of the new committee.
- (F) Not less than 14 days notice of the Annual General Meeting shall be given to all members
- (G) Voting at any general meeting will be one vote for each member present. The procedure for voting will be laid down by the chair of the meeting and in accordance with this constitution. The number of votes cast on any resolution will be counted and recorded in the minutes. In the event of a tied vote on matters other than the election of the committee the chair will have a second casting vote.
- (H) Minutes of the AGM will be kept on the records by the TRA, with a copy being forwarded to the Community Participation Team.

8. Finance

- (A)** The financial records of the TRA will be approved or otherwise by a Sandwell Homes Officer from the Community Participation Team, or similar. The treasurer should inform the Community Participation Team well in advance of the Annual General Meeting so that a mutual appointment can be arranged for verification of the financial accounts.
- (B)** The TRA has the power to raise it's own funds. The income may only be applied to the furtherance of the aims of the TRA.
- (C)** No officer or member of the committee may benefit personally from the TRA's income. Out of pocket expenses may be reimbursed provided evidence of such expenses is provided.
- (D)** The treasurer will maintain books and records which may be inspected by any members of the TRA. He/She will present a written financial report at least once every three months to a committee meeting setting out income and expenditure over the previous period, and how it relates to the aims of the TRA.
- (E)** The TRA funds will be deposited in a bank account to be determined by the committee and a proper record of finances maintained. All cheques shall be signed by at least two designate committee members. The association shall provide a financial statement of it's finances to the AGM.
- (F)** The control of all income and expenditure of the TRA will be the responsibility of the committee. All expenditure must be made in accordance with the purposes for which it was granted.
- (G)** Signatories for cheques cannot be from the same family or household.

9. Minutes

- (A) Minutes will be taken at each meeting and make available for any member to view providing reasonable notice is given.
- (B) The minutes shall be the responsibility of the committee.

10. Information

- (A) The TRA will provide information to all members on the activities of the TRA. The information should normally be through a newsletter delivered to every members home.

11. Dissolution of the Association

- (A) If the committee or any member wishes to dissolve the Association a Special Public Meeting must be called (in accordance with rule 7 of the constitution)
- (B) If two-thirds of the voting members present at the Special Public Meeting agree to dissolve the Association the committee will undertake to dispose of the groups assets and funds in accordance with the following:-
 - (I) All outstanding legitimate debts are cleared.
 - (ii) Any unallocated resources are returned to the appropriate funding body together with a full account of expenditure.
 - (iii) The committee shall dispose of any remaining funds and assets as they see fit within the local community provided there is no personal benefit or gain to any member of the association (I.e. Donation to a local school or charity)

12. Amendments

- (A)** This constitution may only be amended at the AGM or a special General Meeting. Proposed amendments must be received in writing by the secretary at least three weeks before the meeting

Revised 21st July 2007

Signatures

Chair

Name: Ms Sue Hutchings

Address: 9 New Henry Street, Oldbury

Telephone Number: 0121 544 3836

Email: sue_hutchings@blueyonder.co.uk

Mobile Number: 0784 5054 673

Fax::

Tenure:	Council Tenant	Owner Occupier
	Leaseholder	Private Rented
	Other	Please State

Signature:

Secretary

Name: Ms Helen Cockbill

Address: 9 New Henry Street, Oldbury

Telephone Number: 0121 544 3836

Email: sue_hutchings@blueyonder.co.uk

Mobile Number : 0771 2067 555

Fax::

Tenure:	Council Tenant	Owner Occupier
	Leaseholder	Private Rented
	Other	Please State

Signature:

Treasurer

Name: Mrs Christine Bishop

Address: 15 New Henry Street, Oldbury

Telephone Number: 0121 544 5078

Mobile Number:

Fax:

Tenure:	Council Tenant	Owner Occupier
	Leaseholder	Private Rented
	Other	Please State

Signature:

Committee Members

Name: Jane Woodhall

Address: 12 Edward Street, Oldbury

Telephone Number:: 0121 532 8535

Email:

Mobile Number:

Fax::

Tenure: Council Tenant Owner Occupier
Leaseholder Private Rented
Other Please State

Signature:

Name: Tracy Jones

Address: 74 New Henry Street, Oldbury

Telephone Number:: 0121 511 1172

Email:

Mobile Number : 0792 8949 577

Fax::

Tenure: Council Tenant Owner Occupier
Leaseholder Private Rented
Other Please State

Signature:

Co-Optee

Name: Mr Ed Knott

Address: 68 Clay Lane, Oldbury

Telephone Number: 0121 544 2763

Email:

Mobile Number:

Fax;

Tenure:	Council Tenant	Owner Occupier
	Leaseholder	Private Rented
	Other	Please state

Signature: