

[NAME OF GROUP] CONSTITUTION

NAME OF THE GROUP:

The name of the Group shall be: [name of group]
(Referred to now as ‘the Group’)

The Group will operate in the following area:
[area of operation]

AIMS:

The aims of the Group shall be:

- [aims of the group]
-

MEMBERSHIP:

- Membership of the Group shall be open to all [scope], irrespective of race, colour, ethnicity or nationality, gender, marital status, age, sexuality, religion, disability, or political or religious belief.
- There shall be 1 equal vote per [member or household etc].
- Members shall at all times conduct themselves in a reasonable manner and in accordance with the Code of Conduct when attending meetings or any other function in connection with the Group.
- The Group shall be non-political.
- Copies of all meeting records will be made available by the secretary for all members.

MANAGEMENT

- The Group shall be managed by an Executive Committee to be elected at the Annual General Meeting. Any member of the Group may put themselves forward for election; each nomination will be read out and members will be elected by a simple majority vote. The election of the committee must be transparent and open.
- The Executive Committee can consist of a Chair, Vice-Chair, Secretary, Treasurer, and officers. No two officers of the Group should live in the same household.
- Any request in writing for a copy of the Constitution must be sent out by the Secretary within seven days of the person requesting the copy.
- Minutes of meetings will be available to all and must be approved at the next available meeting.
- All Group members must act in accordance with the Code of Conduct.
- A serious breach of the Code of Conduct may result in a member, following a majority vote of the committee, being asked to resign.

ANNUAL GENERAL MEETINGS

The Committee shall call an Annual General Meeting for the purposes of:

- receiving the Annual Report of the Committee and the statement of accounts;
- accepting the resignations of the Committee and Officers;
- electing a Committee and Officers for the coming year;
- making recommendations to the Committee and voting, where necessary, to amend the Constitution.

No less than 14 days notice of the Annual General meeting shall be given to all those eligible for membership, as far as reasonably possible.

With the approval of the Committee non-members who are not eligible to join can attend the Annual General Meeting as non-voting observers.

[An officer of Origin Housing must be present and the date agreed by the committee and Origin Housing.]

MEETINGS

- Decisions of meetings of the Group shall be binding on the Committee.
- Not less than 14 days notice of meetings shall be given to all members.
- There shall be at least 4 meetings a year, one of which will be the Annual General Meeting.

SPECIAL GENERAL MEETINGS

- The Chair or Secretary may at any time call a Special General Meeting of the Group, either for the purpose of altering the Constitution or for considering any matters, which the Committee may decide, should be referred to the members in general. A Special General Meeting shall be called at the written request to the secretary of not less than a quarter of members.
- Not less than 7 days notice of the Special General Meeting shall be given to all members.

CONDUCT OF BUSINESS

- The quorum for meetings of the Group shall be 6.
- Members must abide by the Code of Conduct.

VOTING

- At all meetings decisions shall be taken by a simple majority of those members present and voting
- Any member may make a proposal at a meeting. In order for it to be voted on it must be seconded (supported) by someone else.
- Only residents present at the meeting can vote, either by raising of hands or paper ballot.
- In the event of an equal vote, there should be a recount, and if the vote is still equal, the chairperson or, in their absence, a person designated by a majority of the Committee present, will have a casting vote. This must be recorded in the minutes.

FINANCES:

- The Committee will open a bank account in the name of the Group with at least [number] signatories. Each cheque will require a minimum of [number] signatures that must not be from the same household.
- All monies raised by or on behalf of the Group shall be used to further the aims of the Group and for no other purpose. Any grant received should be paid into the bank account.
- Members may not receive any payment from the Group except for legitimate, pre-agreed expenses for which receipts must be provided.
- The Treasurer shall keep proper records of all monies received and spent on behalf of the Group and produce annual accounts; these must be available on request.
- The accounts shall be made available to members at the AGM
- [Origin Housing will monitor and audit accounts of the Group every [period].]

CHANGES TO THE CONSTITUTION:

- The constitution can only be altered at an AGM or at a special general meeting called for that purpose
- [Any proposed changes must be given to Origin immediately in case the proposed changes affect Origin's recognition of the group.]

- Proposed changes to the constitution must be agreed by two thirds of the members present at the meeting.

EQUAL OPPORTUNITIES

- The Group must not discriminate on the grounds of nationality, political opinion, race, religion, gender, sexuality or disability.
- Discriminatory behaviour will not be tolerated and will be grounds for suspension.

CODE OF CONDUCT:

- Members shall at all times conduct themselves in a reasonable manner at meetings of the Group. A member may be suspended or expelled from the Group for failure to observe this, or for any other conduct not in line with the aims of the Group. Any such member has the right to appeal at the following General Meeting or AGM before membership is suspended or ended by a majority vote of the members. Members must:
 - Work together without conflict. You should respect the views of others, seek consensus and accept compromise where appropriate.
 - Respect others at all times, acting in a way that is non-judgemental, non-aggressive and non-confrontational.
 - Not contact or give any statement about Origin to the press or any other external body without permission from Origin.
 - All meetings should be polite and business like. At all meetings, the Chair will preside over the proceedings. Swearing, racist, sexist or otherwise discriminatory, derogatory or offensive remarks or disruptive behaviour will not be tolerated.

PERSONAL INTEREST OF MEMBERS

- Committee members must never use their position to seek preferential treatment for themselves their families or relatives. Nor should they be treated more or less favourably when requesting services from Origin or other organisations.
- Members must use the agreed normal procedure for reporting repairs or making other enquiries about their property/tenancy.

DISSOLUTION:

- If the Committee, by a simple majority decide at any time to dissolve the Group, they shall give at least 21 days notice of a meeting to all those eligible for membership. A proposal to dissolve the association shall take effect only if agreed by two thirds of members present at the meeting.
- All assets (financial or otherwise) remaining after the payment of all debts, liabilities and repayment of any grants shall be returned to Origin for the purpose of redistribution for Community Development activities.

[DE-RECOGNITION BY ORIGIN

- Any group that fails to abide by this constitution may be de-recognised by Origin and any support (either financial or support by staff at meetings) may be withdrawn.]

ADOPTION:

This constitution was adopted at a meeting

Held at: [location]

On: [date of meeting]

Signed: _____ Chair

Signed: _____ *Secretary*

Signed: _____ *Committee Member*

On: [date of meeting]

[Countersigned by Origin

Signed: _____

Name: _____

Position: _____

Signature by Origin Housing indicates that the constitution agreed is acceptable to Origin Housing and that Origin Housing recognises the Group.]