

Samuda

Tenants & Residents Association

Constitution as proposed 30 January 2019

1. Name:

The name of the association is Samuda Tenants and Residents Association.

The association represents the following geographical area and properties`;

Samuda comprising of:

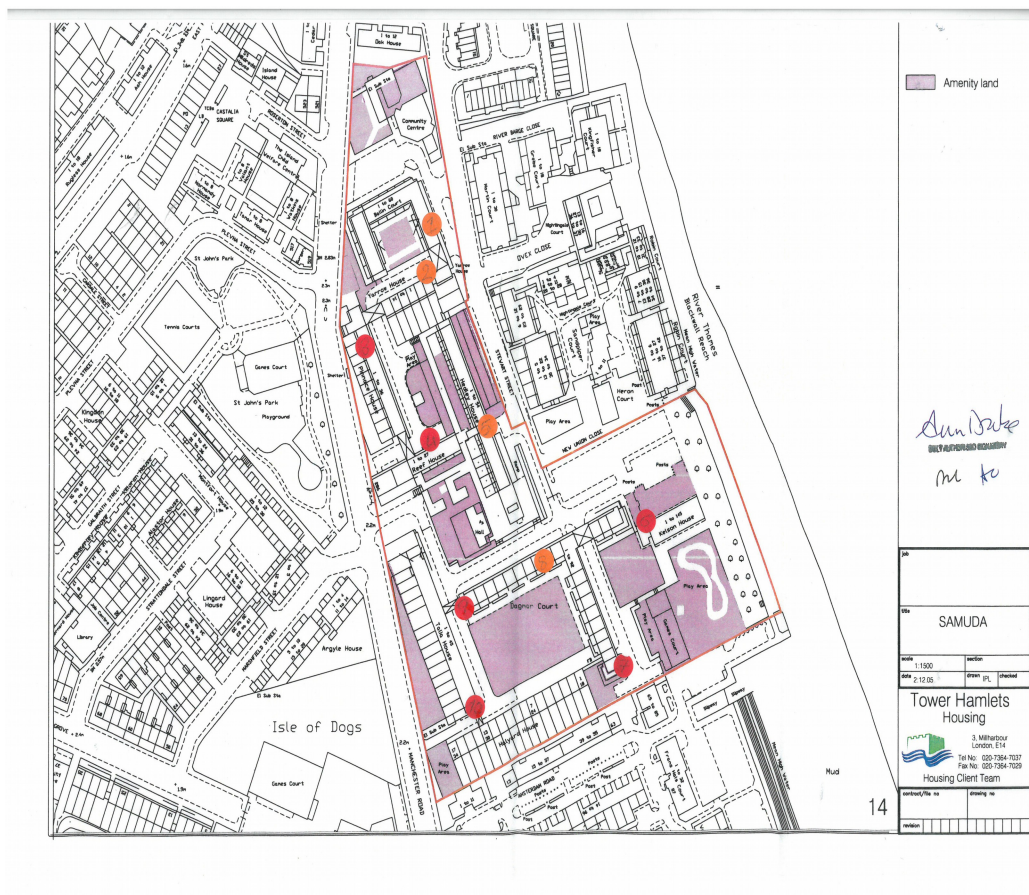
Ballin Court (E14 3JR, 1-58),
Dagmar Court (E14 3JF 1-54, including 37A)
Dagmar Court (E14 3JG, 55-92)
Halyard House (E14 3HD 1-34),
Hedley House (E14 3JE 1-54),
Kelson House (E14 3JQ 1-42 including 1A),
Kelson House (E14 3JL 43-90),
Kelson House (E14 3JN 91-144),
Pinnacle House (E14 3JW 1-36),
Reef House (E14 3JD, 1 to 27),
Talía House (E14 3HB 1-45),
Yarrow House (E14 3JD 1-14),

and all communal areas of the including the playgrounds, car park areas, lawns and garden areas,

Club 55, Samuda Community Centre, Stewart Street, E14 3 JH

Samuda Centre, Cubitt Town Youth Project Stewart Street, E14 3ES

Samuda Housing Office, 350 Manchester Road, E14 3ES

Map:**2. Aims**

Our association seeks to represent and to promote the interest of all the tenants and residents living in the associations' geographical area. We will work for improvements to:

- Our homes
- The housing services and other services we receive
- The local environment

To achieve our aims:

- a. We will carry out community events and activities that will benefit all tenants and residents who are member of our association.
- b. We will promote membership of the association to all existing and new tenants and residents within our geographical area.
- c. We will represent the associations' members in consultation with any other body and regularly inform members of our progress.
- d. We will work to foster good relations with One Housing Group, the local authority and other services providers in the area.
- e. We will be non party-political. .
- f. We will ensure that any income raised by or on behalf of the association is used only to further the aims of the association and the community it serves.
- g. We will embrace diversity and the elimination of all forms of discrimination..

3. Membership

- a. Membership shall be open to all tenants and residents living in the Samuda Estate geographical area and properties as defined above and by map (see map section 1).
- b. Memberships shall be open, irrespective of nationality, race, ethnic origin, age, disability, gender, marital status or religious beliefs to all those legally resident within OHG property and the association geographical area.
- c. The membership for voting a purpose is limited to a maximum of two votes per household and voters must be aged 18 years and over. All members will on request be given a copy of the association constitution, code of conduct and equal opportunity statement.
- d. All members of the association are welcome to attend all events and meetings organised by the association.
- e. Membership of the association will end when a tenant or resident stops living in the associations' area or ceases to be a tenant or resident of One Housing Group.
- f. Because of the possible conflict of interest, OHG employees may not become an active member of the association, hold any executive nor committee officer positions, neither can they represent the association in its dealings with OHG.

- g. All members of the association will abide by the associations, code of conduct and equal opportunity statement which form an appendix to this constitution.

4. Executive Committee

- a. The day to day business of the association shall be conducted by a committee which should be democratically elected at each Annual General Meeting (AGM) and where possible reflect the diversity of the community in the association's area.
- b. There must be a minimum of three mandatory executive officer posts namely
 - The Chair
 - The Vice Chair (optional)
 - The Secretary
 - The Treasurer
- c. Committee membership for these posts is open only to One Housing Group (OHG) tenants and residents and only one person per household can hold an executive officers post. In addition to the mandatory executive officers the total number of other elected members on the committee will be agreed by the membership. In this instance, the total number of other elected members must be 2.
- d. The role and responsibilities of the associations Chair, Vice Chair, Secretary and Treasurer are set out separately in Appendix 2 of this constitution.

5. Executive Committee Meetings

- a. The executive officers and committee members will need to meet separately between General Meetings in order to plan, make and co-ordinate the activities and decisions of the association. The meeting of the committee shall take place not less than 4 times in each year.
- b. The Secretary and the Chair of the association will meet to agree the agenda and reports for discussions and these will be distributed to all committee members at least seven days before a meeting.
- c. Committee members wishing to place an item on the agenda should contact the Secretary or Chair at least 7 days before the scheduled meeting date. Items to be tabled at the meeting will be at the discretions of the Chair.
- d. Each executive officer and committee member will have the right to vote and will make and carry out decisions in accordance with the aims of the association. Voting on decisions at committee meetings will be by a show of hands.

- e. The quorum for voting at committee meetings shall be 50% of the committee membership or not less than four members. If there is a tie in the vote, the Chair of the meeting will have the casting vote. Apart from this the Chair of the meeting will not vote on any resolution or decision.
- f. If after 30 minutes of the advertised starting time a quorum is not achieved the meeting shall be closed.
- g. Executive officers and committee members must declare any relevant information on a topic that may represent a conflict of interest. Where this is declared the meeting must decide whether that member should withdraw or be allowed to speak but not vote.
- h. Committee meetings shall be open to any member of the association who wishes to attend. Such members may speak but shall not vote at the meetings. Request to attend these meetings must be made in advance and agreed with the secretary.
- i. The association may invite OHG staff, councillors or officers from other outside bodies to attend committee meetings.
- j. The committee shall have the power to co-opt anyone it considers to have a local interest and/or expertise on to the association's sub-committee. Such co-optees will not have voting rights.
- k. Executive officers or committee members who do not attend three consecutive meetings General and Committee without giving apologies shall be deemed to have resigned.
- l. The election or removal of executive officers or committee members may only be carried out by a General Meeting (GM) of the association. The committee may temporarily fill any vacancy arising among the officer of the association from its general membership until the next General Meeting of all members.
- m. Members of the committee wishing to raise a point must speak through the Chair. The meeting will end at the time agreed by the committee unless all those present agreed to an extension. No meeting of the association will go beyond 9.30pm.
- n. The Secretary of the association will ensure that the meeting is minuted. The minutes will be formally approved by the next committee meeting.
- o. SUB-COMMITTEES: The committee may appoint sub-committees to carry out activities of the association and shall be directly accountable to the executive committee. Where a sub committee is set up the executive committee will agree any terms of reference to govern the activities of the committee..

6. General Meetings

- a. The association will hold at least 6 General Meetings (GM) in any year, one of which will be the association's Annual General Meeting (AGM).
- b. The association's committee will give not less than fourteen (14) days notice in writing of General Meetings. All notification of the General Meeting will be delivered to each tenant or residents home and where possible displayed on notice boards. The information will include the date, time and place of the meeting and an agenda of matters to be discussed.
- c. The meetings will be open to all tenants and residents of the association to attend speak and vote.
- d. Tenants and residents of the association wishing to place an item on the agenda should contact the Secretary or Chair at least 7 days before the scheduled meeting date. Items to be tabled at the meeting will be at the discretions of the Chair.
- e. The association may invite OHG staff, councillors or officers from other outside bodies to attend General Meetings.
- f. Voting by tenants and residents of the association at General Meetings is limited to a maximum of two votes per household and voters must be aged 18 years and over. Tenants and residents of the association wishing to raise a point must speak through the Chair and agree to abide by the association code of conduct and equal opportunity policy.
- g. For the General Meeting to be quorate, the number of residents in attendance that are eligible to vote must exceed the total number of executive and elected committee members. The quorate for a General meeting shall be 6 or more.
- h. If after 30 minutes of the advertised starting time a quorum is not achieved the meeting shall be closed.
- i. The main method of voting on decisions at meetings will be by a majority show of hands.
- j. If there is a tie in the vote, the Chair of the meeting will have the casting vote. Apart from this the Chair of the meeting will not vote on any resolution or decision. The Committee must abide by the decision of the General Meeting.
- k. Executive officers or committee members who do not attend three consecutive General Meetings without giving apologies shall be deemed to have resigned.
- l. The election or removal of executive officers or committee members can only be carried out at a General Meeting of the association.

7. Annual General Meeting

- a. The committee shall call an Annual General Meeting (AGM) of the Association each year in the month of July or within 15 months of the

previous AGM.

- b.** The association's committee will give not less than 14 daysdays notification in writing of the Annual General Meeting. All notifications of the Annual General Meeting will be delivered to each tenant and residents home and where possible displayed on notice boards. The information will include the date, time and place of the meeting and an agenda of matters to be discussed which must include:

 - Presentation of annual progress report of the associations activities.
 - Presentation of the audited accounts of the association for the previous year.
 - Stepping down of the existing committee members.
 - Nominations for election to the association's new committee.
 - Proposals received by the Secretary for discussion by tenants and residents.
 - Any other business
- c.** The meetings will be open to all tenants and residents of the association to attend, speak and vote.
- d.** Tenants and residents of the association wishing to place an item on the agenda should contact the Secretary or Chair at least seven (7) days before the scheduled meeting date. Items to be tabled at the meeting will be at the discretion of the Chair.
- e.** The association will invite an independent representative to attend and act as presiding Chair over the meeting once the outgoing executive officers and committee vacate their respective roles. The presiding Chair will also have responsibility for presiding over the nominations and election of the associations' executive officers and committee members.
- f.** The association will also invite an OHG officer to the AGM as an independent observer. Their role will be to ensure that the meeting was arranged and managed according to the association's constitution and that the election process was fair, transparent and democratic.
- g.** Voting by tenants and residents of the association at the AGM is limited to a maximum of two votes per household and voters must be aged 18 years and over.
- h.** Tenants and residents of the association wishing to raise a point must speak through the Chair and agree to abide by the association code of conduct and equal opportunity policy.
- i.** For the AGM to be quorate, the number of residents in attendance or

that are eligible to vote, must exceed the total number of executive and elected committee members. The association's total number of elected executive officers and committee members is 6. The quorate for AGM shall be 6 or more.

- j. The main method of voting on decisions and election of officers at the AGM will be by a majority show of hands.
- k. If there is a tie in the vote, the presiding Independent Chair of the meeting will have the casting vote. Apart from this the Chair of the meeting will not vote on any resolution or decision. The Committee must abide by the decision of the AGM.
- l. The meeting will end at the time notified by the association unless all those present agreed to an extension. No meeting of the association will go beyond 9.30pm.
- m. The Secretary of the association will ensure that the AGM is minuted. Copies of the minutes of the AGM are to be made available to all the association members within three (3) months of the meeting taking place or on request. Approval of the minutes will formally take place at the next AGM.

8. Special General Meeting

- a. A Special General Meeting open of all members of the association will be convened if the majority of the committee with voting rights request this in writing, or on receipt of a written petition from tenants and residents giving the reasons for the request.
- b. The Secretary of the association on receipt of such request will call a Special General Meeting within twenty eight (28) days of receiving the request and ensure that the meeting is widely publicised.
- c. The meetings will be open to all tenants and residents of the association to attend, speak and vote. Tenants and residents of the association wishing to raise a point must speak through the Chair and agree to abide by the association code of conduct and equal opportunity policy.
- d. Voting by tenants and residents of the association at Special General Meetings is limited to a maximum of two votes per household and voters must be aged 18 years and over.
- e. The main method of voting on decisions at the meetings will be by a majority show of hands.
- f. The meeting will end at the time notified by the association unless all those present agreed to an extension. No meeting of the association will

go beyond 9.30pm.

- g.** The Secretary of the association will ensure that the meeting is minuted. The minutes will be formally approved by the next committee meeting or general public meeting. Copies of the minutes of meeting are to be made available to all association members on request.

9. Complaints

- a.** Any complaints should be addressed to the Chair, who will endeavour to resolve the matter. If the matter is not resolved to the complainants satisfaction, the matter will be dealt with by the Committee as a whole, If the complaint involves any person member of the committee, they will have the opportunity to state their case and then recuse themselves from the rest of the discussion.
- b.** If the complaint concerns the chair, the secretary shall deal with it as if they were the chair, as in 9.a
- c.** In the event of a formal complaint being raised about the appropriate running of the organisation the matter shall be taken to an independent arbitrator who shall gather evidence to present to a Special Meeting of the association called to deal with the complaint as the sole item of business for the meeting. The Special General Meeting shall decide on action required to deal with the complaint. The action may include the dissolution of the Samuda TRA as described in section 11 below.

10. Changes to the Constitution

- a.** This constitution shall only be changed at a General Meeting of the association or at the Annual General Meeting
- b.** Proposed changes must be submitted to the associations Secretary in writing stating the changes being proposed and the reasons for the change.
- c.** The Secretary will notify the association's members of the proposals and ensure that the matter is included on the Agenda of next General Meeting or Annual General Meeting (whichever is sooner) agenda and that any decision will be agreed and minuted.

11. Dissolution

- a.** If the executive committee members decide that the association should be dissolved, then they will call a Special General Meeting of the association's tenants and residents to dissolve the association.
- b.** The meeting will formally propose the dissolution of the association and decide on how best to settle its debts and liabilities and dispose of the association's assets.

- c.** For the sole purpose of dissolution a quorum need not apply and the association may be dissolved by a majority vote of those present at the meeting.
- d.** Where the association has a license or lease of a community centre or facility belonging to One Housing Group or any other assets financial or otherwise belonging to One Housing Group, these are not disposable or transferrable under dissolution and must be returned to One Housing Group as set down in any terms or conditions agreed with the association.
- e.** Assets, financial or property not belonging to the association remain the property of the funding body or provider and must be disposed of as per the conditions agreed with the funding body or provider.
- f.** Assets, financial or otherwise remaining once the association has fully satisfied its debts and liabilities shall be disposed of in a way that will be of benefit to the community as decided by the meeting.

This Constitution has three appendices,

1. Appendix 1 Roles of Executive Officers
2. Appendix 2 Code of Conduct
3. Appendix 3 Equal Opportunity Statement

Appendix 1: Roles of Executive Officers

All members of the committee are a team and no one person of the team should do everything. It is the committee member's responsibilities to do their roles and share the load.

Chair (& Vice Chair)

The Chair is elected to provide leadership for the committee and the Association; they ensure that the committee officers do their job and that the committee works together.

They make sure that the committee works for the aims of the Association and that in doing so it does not become remote from the ordinary members.

Secretary

The Secretary is responsible for the general administration and planning for the Association. They would set the agenda for meetings with the Chair, take minutes of meetings, and distribute previous minutes and agendas for upcoming meetings.

They write letters on behalf of the Association and receive correspondence from a wide variety of sources and then report on this to the committee.

It can be an onerous job and for some Associations it is worthwhile sharing some of the tasks with other committee members, e.g. taking minutes.

Treasurer

The role of the Treasurer is to oversee all monetary transactions and make sure that they are in order. It does not mean that the Treasurer is the only person that should keep track of the finances.

The Treasurer works with the committee to carry out financial planning for the year. They work with the committee to prepare and submit any funding applications. They set up and oversee all payments and receive income to be banked, recording all transactions. They ensure all expenditure is agreed at a minuted committee meeting. They should prepare a financial report and bank statement to the committee at every meeting. At the end of the year they prepare the final account for auditing purposes.

Appendix 2: Code of Conduct

Aim

The Code of Conduct lays down accepted standards of behaviour to be observed by members when attending any meetings

The Code of Conduct applies immediately before and after the meetings and when tenants or their representatives are acting on behalf of the Samuda Tenant and Residents Association (Samuda TRA)

Conduct of Meetings

During meetings members should at all times:

- a) Arrive on time, or ensure that an apology is given if they have problems attending or will be late
- b) Be courteous to each other and allow each other the opportunity to give their views.
- b) Follow the guidance of the Chair in the conduct of the meetings.
- c) Follow and respect the agenda.
- d) Adhere to the Constitution of Samuda TRA .
- e) Work to benefit residents generally not individuals.
- f) Keep mobile phones on silent
- g) Respect the views of other people, even if they disagree with them
- h) Maintain a positive and inclusive approach to the meeting
- g) Address officers from One Housing Group and any other guests to meetings in a considerate and courteous manner.

Immediately before or after meetings or when acting on behalf of any group the members should at all times:

- a) Be courteous and considerate to each other and to officers and members of the public who might be present;
- b) Respect other peoples right to an opinion and conduct themselves in a respectful and polite manner.
- c) Carry out those actions which the member has agreed to do.
- d) Not to speak or write on behalf of the group without prior agreement of the group.

Discrimination

No member will discriminate on any ground against any other member of the group or public. Discriminatory language will not be used in discussions.

Conflicts of Interest

- a) Members should disclose any interest whether personal or on behalf of any group that they represent, that might affect or influence their views on any matter under discussion. If necessary, the member will refrain from voting in these circumstances.
- b) Members must not expect to receive more or less favourable treatment by officers from One Housing Group (e.g. Members must use the normal procedures for reporting repairs, or making complaints)

Confidentiality

- a) Members should respect all individuals' confidentiality, whether present or not. Members should not raise individual cases at meetings that could cause embarrassment or identification of an individual.
- b) Any information or items shared by or with the Landlord that is of a confidential nature must not be disclosed to anyone else apart from members of the forum in order to allow the business of the meeting to take place.

Appendix 3: Equal Opportunities Statement

1. Purpose of the Policy Statement

- 1.1 The Equality and Diversity Policy Statement is a short summary of the Samuda Tenants and Residents Association (STRA) priorities to advance equality, to engage with and celebrate the diversity of our all local residents, committee staff and One Housing staff as an essential part of the delivery of the Samuda Tenants and Residents Association (STRA) mission and values.

Samuda Tenants and Residents Association (STRA) will build on existing good practice in equality and diversity and priorities in the drive to deliver equality and diversity throughout our community.

2. Defining Equality and Diversity

- 2.1 For us, providing equality of opportunity is essentially about creating a fairer society through Samuda Tenants and Residents Association (STRA) where everyone can participate to the best of their ability and gain the skills to fulfil their potential and have better living standards in a fairer community.
- 2.2 For us, recognising and celebrating diversity and engaging with and valuing our differences. It is about creating a culture and practice which recognises, respects, values and harnesses the characteristics which differentiate people, making them unique, as well as the commonalities which connect us. Both the individual and the organisation benefit from this approach.

4. Equality and Diversity Policy and Objectives

- 4.1 The Samuda Tenants and Residents Association (STRA) policy on equality and diversity is to actively work to meet our obligations by:
- Delivering education and training opportunities for committee members, delivering community active programs and the services to residents which will help them and help them feel more involved in the community of Samuda if they wish to participate, in ways that redress inequalities in society, value diversity, widen participation, foster good relations, raise ambition and success and provide opportunities to progress for all residents in their standard of living within the community.
 - Ensuring residents and staff suffer no unlawful discrimination, harassment or victimisation on the grounds of race, disability, gender, gender reassignment, age, sexual orientation, religion and belief, pregnancy and maternity, and marital and civil partnership status and advance equality of opportunity for all.

Under the Equality Act 2010 the Samuda Tenants and Residents Association (STRA) has a 'public equality duty' to positively advance equality in respect of nine 'protected characteristics'. These are race, disability, gender, gender reassignment, age, sexual orientation, religion and belief, pregnancy and maternity, and marital and civil partnership status. This legislation reinforced and supplemented previous equalities legislation such as the Race Relations Act (1975), Sex Discrimination Act (1975) and Disability Discrimination Act (2008). The duty has three elements: the Samuda Tenants and Residents Association (STRA) must work to eliminate discrimination, advance equality of opportunity, and foster good relations between different groups. The Committee will report to the Annual General Meeting how this duty has been met.