

# Model WDC Constitution

## 1. Name of the association

The name of the Association shall be .....  
and will be referred to throughout as the Association.

## 2. Aims of the association

To safeguard, promote and improve the interests of the tenants/residents on

- (a) housing
- (b) environment
- (c) social and community life and,
- (d) other issues raised by tenants/residents
- (e) to promote equal opportunities

## 3. Membership

The association represents the tenants and residents living in the following streets/or area marked on the attached map.

Membership is open irrespective of ethnicity, nationality, political opinion, special needs, language difficulties, learning difficulties, sexual orientation or disability to all tenants/residents over the age of 16 living in that area.

## 4. Voting

Any member may make a proposal. In order for it to be voted on by other members it must be seconded. Only members present at the meeting may vote. One vote per household. Before voting, any member may propose an amendment, which must also be seconded. If there is a tie the Chairperson will have an additional casting vote.

## 5. The Committee

- (i) The committee will be elected each year at the Annual General Meeting (AGM) to carry out the business of the Association.
- (ii) 50% of the committee members will be tenants.
- (iii) The committee will be made up of a Chairperson, Vice Chairperson, Secretary, Treasurer, Minute Secretary and xx Committee members.
- (iv) Vacancies arising during the year can be filled by co-option, valid until the next A.G.M.

- (v) Any committee member can be voted off if they have not attended four consecutive meetings or has moved out with the area represented by the Association.
- (vi) Committee members will not occupy the same post for more than three consecutive years, unless, at the election, no other eligible person is willing to take the post.
- (vii) The committee shall make and carry out decisions in accordance with the aims of the association.
- (viii) The committee will carry out the duties given to them by a general meeting of the Association
- (ix) Committee members must declare any interest they may have in the topic under discussion and the committee will decide if they need to forfeit their right to vote on that occasion.
- (x) The committee will meet regularly, this will be at least once a month (outwith holiday periods).
- (xi) Minutes of committee meetings will be made available to members on request.

## **6. Annual General Meeting**

- (i) There will be an Annual General Meeting in ..... of each year. The committee will provide previous minutes, report on its activities, and present audited accounts for the meeting. They will then resign.  
The A.G.M. will elect a new committee and vote on any recommendations / motions and any amendments to the constitution.
- (ii) The Secretary will notify (advertise) all tenants/residents of the A.G.M. 10 days before the meeting.
- (iii) Minutes will be taken and a list of all those present.

## **7. Public Meetings**

- (i) Public meetings will be held regularly to allow tenant and resident members to raise issues, and to keep tenants/residents informed of the Associations activities.
- (ii) A special public or general meeting open to all tenants/residents will be held if ten or more members submit in writing a request for such a meeting to the secretary. The Secretary will arrange for the meeting to take place within 21 days.
- (iii) The Secretary will notify (advertise) all members, of the special public or general meeting 10 days before the meeting.
- (iv) Minutes of the previous public meeting will be made available at public meeting.

## **8. Quorum**

The quorum for a public, special public (general) or annual meeting is ..... The quorum for a committee meeting is .....

## **9. Finances**

- (i) The Treasurer will open a bank account in the name of the Association. Three cheque signatories will be nominated by the committee – one of which will be the Treasurer. The signatories should not be related to each other.
- (ii) All cheques and instructions to the bank will require two of the signatures.
- (iii) The Treasurer will keep a record of all income and expenditure and make a report to each committee meeting. The committee has the right to inspect the books.
- (iv) The Treasurer will submit the accounts for audit by a qualified auditor at the end of each financial year.
- (v) No signatory will sign a blank cheque – all cheques to be filled in before signatures are added.
- (vi) All correspondence of the organisation, including the bank statement, shall be addressed to the Secretary.
- (vii) All expenditure shall be agreed and controlled by the committee.
- (viii) All payments over ten pounds shall be made by cheque, not cash. Any exception to this rule shall be discussed and agreed by the committee.

## **10. Changes to the Constitution**

- (i) The constitution can be changed at an AGM or a Special General Meeting held for that purpose.
- (ii) All proposed changes to the constitution must be submitted in writing to the Secretary 14 days before the AGM or Special General Meeting.
- (iii) Changes to the constitution shall only take effect if agreed by half plus one of those present at the meeting.

## **11. Dissolution of the Association**

- (i) The Association may only be dissolved at a Special General Meeting called for that purpose and advertised ten days before the meeting.
- (ii) A proposal to dissolve the association shall only take effect if agreed by half plus one of the members present at the meeting.
- (iii) Upon dissolution, the association will return any unspent monies and all assets acquired to the funding source.

## Standing Orders

1. Members may speak only through the chair.
2. Decisions will be made by a simple majority, voted through a show of hands or a secret ballot.
3. Meetings will end at a time agreed by the committee.
4. Any offensive behaviour, including racist, ageist, sexist or inflammatory remarks will not be permitted.
5. Any member who brings the group into disrepute or refuses to comply with the constitution shall be expelled on a two-thirds majority vote of the full committee.
6. Any such member will have the right to appeal within 28 days of the expulsion. The appeal will be heard at a Special General Meeting called for that purpose.
7. The Secretary shall deal with all correspondence.
8. Agendas will be distributed to the committee at least 14 days before a meeting.
9. Items should be forward to the Secretary and Chairperson 14 days before the meeting.
10. Minutes will be distributed to the committee within 7 days after a meeting.

Annual General Meeting / Special Public Meeting: .....

Signed:.....

Committee Position.....

Signed:.....

Committee Position.....

\* Committee members are expected to set an example by demonstrating good tenant and neighbour behaviour