

CONSTITUTION OF THE

LEASEHOLDERS' REPRESENTATIVE GROUP

NAME

1. The Group shall be known as the Leaseholders' Representative Group, hereafter referred to as the Group.

OBJECTIVES

2. The objectives of the Group shall be:
 - To promote and exercise of the rights of Leaseholders and Freeholders, who pay service charges to the Trust, and the maintenance and improvement of their housing conditions, amenities and environment;
 - To assist in the provision of facilities for recreation and amenities and to encourage a community spirit;
 - For the furtherance of these objectives, to represent the interests of Leaseholders and Freeholders, who pay service charges to the Trust, in consultation with the Trust and other bodies;
 - To promote equal opportunities by being positively committed to opposing all direct and indirect discrimination in all its activities and services.
3. This Group therefore seeks to implement a programme of positive action to make this fully effective, by ensuring no member receives less favourable treatment on the grounds of race, age, colour, gender, marital status, ethnic or national background, sexual orientation, disability, education, religious belief, political belief, trade union activity, dependency, unrelated criminal conviction or unemployment.

To check the effectiveness of the equal opportunities policy, the Group will set a procedure in place to monitor its activities in relation to the policy.
4. The Group shall have the power to affiliate to any organisation whose objectives may be of benefit to its membership.
5. Monies raised by or on behalf of the Group shall only be applied in furtherance of the objectives of the Group.

MEMBERSHIP

6. Membership shall be open to all Leaseholders and Freeholders, who pay service charges to the Trust.
7. It shall be a condition of membership that members at all times conduct themselves in a reasonable manner, as stated in the Code of Conduct, at meetings or in premises used by the Group. Any member may be excluded for breach of this condition, or for any other conduct contravening the objects of the Group, by a majority of those present and voting at any Committee or General Meeting. Any member so excluded shall have a right to appeal to the following General Meeting.

8. SUBSCRIPTION

Any subscription (if necessary) shall be set at the Annual General Meeting of the Group, and shall be kept as low as possible. Subscriptions shall be reduced or waived in cases of hardship.

Subscriptions or other money raised by or on behalf of the Group may only be used to further the aims of the Group.

COMMITTEE MEETINGS

9. The Committee shall meet as necessary, and not less than six times in each year. Committee Meetings shall be open to any member of the Group wishing to attend who may speak but not vote.

GENERAL MEETINGS

10. Not less than two of the Committee's meetings shall be General Meetings of the Group open to all members to speak and vote. Only one person per household will be allowed to vote. The decisions of General Meetings of the Group shall be binding on the Committee. All decisions shall be taken by a simple majority of members present and voting. All members shall be given at least fourteen days' notice of any General Meeting.

ANNUAL GENERAL MEETINGS

11. The Committee shall call an Annual General Meeting of the Group within the first 12 months and annually thereafter. At least 14 days notice of the Annual General Meeting shall be given to all members.

Notices for Annual General or Special Meetings shall be communicated and advertised as widely as reasonably possible.

At this meeting:

- the Committee shall present an annual report of the Group;
- any sub-committees shall present an annual report and accounts of their activities;

- the Committee shall present the audited accounts of the Group for the previous financial year;
- the Officers, Committee and Auditor for the next year shall be elected;
- any proposals submitted to the Secretary in writing not less than seven days in advance of the meeting shall be discussed.

SPECIAL GENERAL MEETING

12. The Secretary shall call a *Special General Meeting* at the request of a majority of the Committee; or on receipt of a written petition by not less than 15 members of the Group giving reasons for their request. The Secretary shall give at least seven days' notice of the holding of a *Special General Meeting*, which shall take place within 21 days of the receipt of the request or petition.

CONDUCT OF BUSINESS

13. The business of the Group shall be conducted by a Committee elected at each Annual General Meeting or elected through any other means, as agreed by the Committee and endorsed by the Members of the Group. The Committee will consist of the Chairperson, Secretary, Treasurer, vice-Chairperson, vice-Secretary and a vice-Treasurer and not less than five other and no more than fifteen other members
14. The Committee must consult with all members of the Group on other methods of electing the Committee, within twelve months of the formal signing of this Constitution.
15. The Officers of the Group will be elected by the full Committee
16. No more than one committee member shall be elected from the same household. The composition of the Committee shall as far as possible represent the multi-racial character of the Trust's geographical areas of operation. Except in the first year a member can not be elected to the post of an Officer until he/she has spent 12 months as a committee member. The Committee shall have the power to co-opt onto the Committee up to three people, without voting rights, to serve in an advisory capacity if the Committee so decide.
17. Board Members and Employees of the Trust shall not be eligible for election as officers of the Group. Employees of the Trust shall not represent the Group in its dealings with the Trust or any other body.
18. The election or removal of officers or Committee members may only be carried out by a General Meeting of the Group. The

Committee may temporarily fill any vacancy arising among the officers of the Group from its other members until the next General Meeting of members.

DUTIES OF OFFICERS

19. THE CHAIRPERSON (or in his/her absence the Vice-Chairperson or other Committee Member) shall conduct the meetings of the Group.
20. THE TREASURER shall open and maintain a banking account in the name of the Group (upon the Committees request). All cheques shall be signed by the Treasurer and two other named Committee members nominated by the Committee as signatories. The Treasurer shall keep proper accounts of income and expenditure and report on them or deliver them up as required by the Committee or General Meeting. Such accounts shall be audited by a qualified accountant or a non-member of the Group appointed by the membership at the Annual General Meeting.
21. THE SECRETARY shall be responsible for the convening of all meetings and the giving of the required notice to members. She/He shall ensure that a proper record is kept of all meetings of the Group its Committee and sub-committees in the form of minutes; and shall deliver up such records as required by the Committee or General Meeting. The Secretary shall permit the minutes to be examined on receipt of not less than 7 days notice by any 2 members of the Group.
22. Any member(s) or Officer(s) delegated to represent the Group in consultation with any other body shall act on the instructions of the Group and shall report back to the following Committee or General Meeting, whichever is the sooner. Only Full Members of the Group shall be delegated to consult with the Trust on matters of Housing Management.

QUORUM

23. The quorum for Committee Meetings of the Group shall be a minimum of five members.

NOTICE OF MEETINGS

23. Notice of all meetings where required shall be sent to each member's dwelling and/or communicated by other means and shall include the date, time and place of the meeting and an Agenda of matters to be discussed.

SUB-COMMITTEES

24. The Committee may appoint such sub-committees as may be required to carry out the activities of the Group . Such sub-

committees shall agree in advance the terms of reference of any sub-committees, which may then act and apply any finance raised by itself or on its behalf only within those terms. At least one member of any sub-committee will be an elect Officer of the main Committee.

25. Where any sub-committee is to continue in existence beyond the Annual General Meeting following its appointment, its members shall submit themselves for re-election at that meeting and annually thereafter.
26. All sub-committees shall keep proper accounts of income and expenditure, and a proper record of all meetings, and shall report on them or deliver them up as required by the Committee or General Meeting.
27. The Committee or General Meeting may dissolve any sub-committee whereupon the accounts, records and assets, financial and otherwise of the sub-committee shall pass into the hands of the committee.

ALTERATIONS TO THE CONSTITUTION

28. Any proposal to alter this Constitution must be submitted to the Secretary of the Group not less than 28 days before the meeting at which it is to be discussed. Alterations can only be made at an Annual general meeting or a Special Meeting. Not less than 14 days notice shall be given of such a meeting, together with the wording of the proposed alteration(s). Any alteration shall require the approval of two-thirds of those present and voting at the meeting.
29. If the Group no longer exists, any ten members shall decide that it should be dissolved. They shall give at least 14 days notice to all those eligible for membership of a meeting at which the matter shall be discussed. For the sole purpose of dissolution a quorum need not apply, and the Group may be dissolved by a two-thirds majority of those present. The assets, financial and otherwise, remaining when the Group has satisfied its liabilities, shall be applied for such purposes of benefit to the community as the meeting shall decide.

The Constitution was adopted as the constitution of;

Leaseholders' Representative Group.

We the undersigned agree to the membership of the Leaseholders' Representative Group and have agreed this with the elected committee and the Groups members.

On:

Chair Person (print)

Chair Person (signature)

Date.....

Secretary (print)

Secretary (signature)

Date