**CONSTITUTION TEMPLATE FOR NEW RESIDENTS ASSOCIATIONS**

**Constitution**

Our Association is called …………… and we cover the …………………. area of Milton Keynes.

**Aims**

We are a totally independent and non-political group set up to:

* Improve …………., including housing, environment, facilities, community spirit and services for all residents including council tenants.
* Represent and support the interests of the residents of the area and to help solve any problems which may affect …………………… and put forward the collective view of the area following active consultation with residents.
* Work proactively with Milton Keynes Council, its partners and other agencies/organisations to improve the quality of life for all residents of………

**Our Association will:**

* Be run in a fair and transparent manner, including financial matters.
* Seek funding to meet our aims and meet the funding body’s requirements with regard to applications.
* Be open and welcoming to all who live in the area regardless of their nationality, race, colour, sexuality, gender, disability, age, religion, political opinion, tenure, marital status, parental status, health, criminal record or any other reason which may arise. We will encourage the participation of all sections of our community so that they have an opportunity to have a say.
* Use a range of ways to maintain regular contact and encourage the involvement of residents using various methods, including meetings, newsletters, the internet, social networking sites and face-to-face discussions.
* Take part in discussions, events and consultations with Council teams, particularly the Housing Service, in order to promote the involvement and participation of all residents, particularly council tenants, in improving the community and the Housing Service.
* Work positively with other agencies, for example Parish and Town Councils, local community organisations, and Thames Valley Police, in relation to services provided or other issues raised by residents affecting the area and seek solutions to any problems which may arise

**Meeting of the association**

Everyone is welcome to attend meetings but must follow the code of conduct.

We will hold an Annual General Meeting (AGM) every 12 months to elect a new Committee and to report on our progress over the past year. We will give 21 days notice of this meeting to all residents and interested parties.

The date of our next AGM will be ……………………………

For ordinary meetings we aim to give a minimum of 7 days notice to residents and interested parties. These will be held at least ……. times in a year. All meetings will have an agenda and a start and finish time.

If a Special General Meeting (SGM) is requested, either by the Committee or by at least 6 residents to discuss important issues, we will give no less than 10 days notice to all residents in our designated area.

All meetings must have a minimum number of residents attending (known as a quorum) before decisions can be made. If the quorum is not reached, those present can decide if the meeting can go ahead as planned. Other than that decision no further decisions can be made without further consultation. Our quorum for an open meeting is no less than ……….. members of the Committee and …………. local residents. For a Committee meeting our quorum is ……………

**Running the association**

The Association will be run by a Committee consisting of a Chair, Treasurer and Secretary. These will be elected at an AGM. Other members can stand as ordinary committee members or have a specific role, such as membership secretary, etc. These should ideally be elected at an AGM but may be co-opted onto the committee at an open meeting.

Their duties are to ensure that the aims of the Association are met, and undertake the general running of the Association. Details of each role will be clarified when the member is elected. Training will provided if necessary by the Resident Engagement Team so that Committee members have the skills and knowledge to manage the association effectively.

Minutes of all meetings will be kept and made public, including online, once agreed. We will send these to the Resident Engagement Team and to other interested parties who request a copy.

We will undertake consultations and provide information for residents which will ensure that there is a collective voice for the community. We will work with other agencies in the area in order to improve the area. We will give feedback to residents about events, consultations and discussions that we have taken part in and how their views have been represented.

Representatives of our committee will meet with the Resident Engagement Officer from Milton Keynes Council at least bi-annually at the resident engagement network meeting to share good practice and review the year’s achievements. We will apply for support funding offered from the Resident engagement team as appropriate and discuss any improvements that can be made. Support, whether this be financial and/or help and advice from the Resident Involvement team, is funded from the Housing Service. This is funding provided by tenants rents and so Associations that receive this funding must show a commitment to improving outcomes for council tenants in the area.

We will produce a Chairs and Treasurers report annually which will show what we have achieved and what we aim to achieve for the coming year. This will be undertaken with the assistance of the Resident engagement officer at Milton Keynes Council and will be published at our AGM.

**Changing our constitution**

We can change our constitution at any time via an item placed on the agenda at an open meeting; however we must formally adopt those changes at the next AGM.

**Closing down the association**

If the association is no longer able to continue then the Committee, or remaining Committee members can dissolve the Association. The Resident engagement officer must be contacted to discuss the options that are available e.g. reviving the association or setting up a local interest group. If dissolving the association is the only option, residents will be informed with the help of the Resident engagement officer if necessary.

Documents relating to the associations accounts must be returned to the Resident engagement officer who will administer the closure of accounts etc.

Changes to this constitution were made on ………………………………..

and formally agreed at the AGM held on ……………………………………

The next date of review will begin on ……………………………………….

Signed ………………………………………………………………………

(Chair of ……………………………………… Residents Association)

Witnessed by ……………………………………………………………….

Agency represented………………………………………………………..