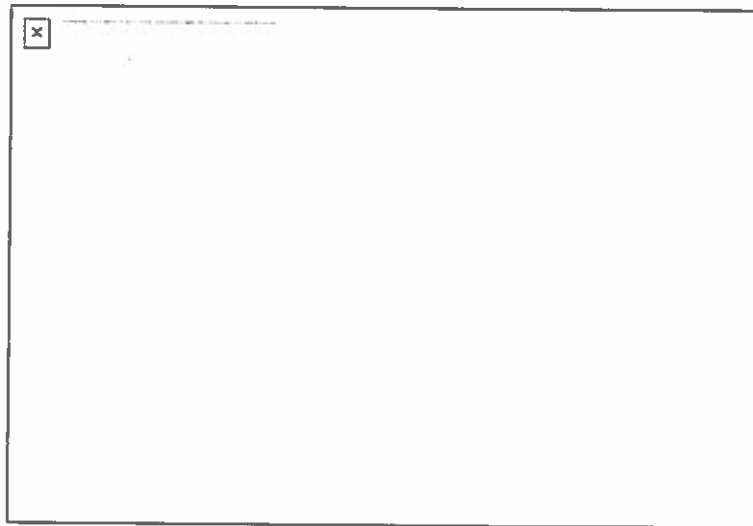


**FLAXLEY ROAD TENANTS' & RESIDENTS'
ASSOCIATION**



**CONSTITUTION
AND
CODE OF CONDUCT**

2010



1. Name of the Organisation

Flaxley Road Tenants 'and Residents 'Association

2. Date of this Constitution

11 September 2007 amended 9th December 2014

3. Aims of the Flaxley Road Tenants' and Residents Association

The aims of the Association shall be to work in partnership with Selby District Council and other authorities and organisations for the benefit of all tenants and residents of the Flaxley Road area, without distinction and with regard to current equality legislation.

To advance education and to improve the physical and economic conditions of life in the Flaxley Road area and to provide facilities in the interests of social welfare, recreation and leisure time activities.

To work towards the elimination of all forms of discrimination within the community by encouraging all members of usually excluded groups to participate in the Flaxley Road Tenants' and Residents' Association. The Flaxley Road Tenants' and Residents' Association shall be non political.

4. Area covered by the Flaxley Road Tenants' and Residents' Association

The area covered by the Association are the streets known as the Flaxley Road estate which includes the area outlined on the attached maps:

Insert Map

5. Membership of the Flaxley Road Tenants' and Residents' Association

Membership shall be open to all tenants and residents living in the area as defined on the attached map.

To become a Full member of the Association - Everyone must sign and agree to adhere to the Constitution and Code of Conduct.

Full members shall have voting rights.

All members should actively seek to represent the various needs of the area and must comply with current equality legislation and not discriminate on the grounds of nationality, political opinion, race, religious opinion, age gender, sexuality or disability.

The Association shall aim to meet monthly or at least 10 times per year (including the AGM).

On attending each meeting, members must sign the attendance sheet to record their attendance.

Members must attend a minimum of four meetings out of 10 before being considered to be elected onto the Committee.

Any tenants or residents who are attending an Association meeting for the first time will be issued with a copy of the Constitution and Code of Conduct and must sign and agree to adhere to the Constitution and Code of Conduct.

The Chair will welcome new members at each meeting as appropriate and introduce them to the rest of the group.

Conflicts of Interest

Members of the Association must not expect favourable treatment from Council Officers or Councillors (Nor should they be treated less favourably).

Officers and Councillors of Selby District Council and Selby Town Council will be given an Open Invitation to attend.

Officers and Councillors of Selby District Council , Selby Town Council and Northy Yorkshire County Council Councillors attend in an advisory capacity and will have no rights to vote, veto or try to influence members unless asked to do so by the Chair.

The Committee can terminate the membership of any member(s) who have breached the Constitution or Code of Conduct. Such member(s) shall have the right to be heard by the Committee before any decision is taken and shall have the right to appeal to the next general meeting of the Association, who will decide by secret ballot – the decision of the majority will stand. Their decision shall be final.

6. Annual General Meetings and Committee Membership

There shall be an Annual General Meeting, held every year, at which the Committee shall report on its work.

The Committee of the Association shall stand down and the AGM will elect the committee for the next year.

The business of the AGM shall include:

- Report on the Committee's work over the past year
- Report on any Sub-Committees
- Presentation of a reviewed Statement of Accounts
- Election of a new Committee
- Amend the Constitution if necessary, subject to members being advised of the proposed changes within the agreed timescale.

The Committee will notify all members of the date of the AGM not less than 21 days before the AGM.

A Committee shall be elected at the Annual General Meeting to carry out the business of the Association.

The Annual General Meeting will take place in the month of April.

Committee Membership

The Committee shall have between 3 and 7 members. This must include a Chair, Vice Chair, Secretary and Treasurer (Executive committee members).

If all committee members (excluding executive committee members) are not elected at the AGM then they can be co-opted on throughout the year. The vote will be taken by a show of hands.

If any Executive committee member resigns during their term the vacancies can be filled by an election at a General Meeting. Nominees should be put forward to the Assistant Policy and Partnership Officer at Selby District Council. The vote will be taken by a paper ballot.

If the Chair and Vice Chair both resign at the same time, the meeting must be suspended. The Assistant Policy and Partnership Officer at Selby District Council will organise a Special General Meeting, open to all members, within 21 days. A new Chair and Vice Chair shall be elected following the procedure outlined in the previous paragraph.

On a temporary basis officers of the committee may undertake two officer roles provided members agree to this.

If there is no Chair or Vice Chair elected, an officer from Selby District Council may stand in on a temporary basis provided members agree to this.

7. Management of the Flaxley Road Tenants' and Residents' Association

The management of the Association shall be the ultimate responsibility of the Committee.

Selby District Council will provide support to the Association in line with the standards set out in the Tenants' Compact.

Quorum

No General Meeting or AGM shall take place if less than 7 members are present.

If both the Chair and Vice Chair of the Association are not present for any meeting the Association shall elect a member to act as Chair for the meeting. If the Association fails to agree an appointment of a Chair for the meeting the meeting must be immediately suspended.

8. Sub-Committees

The Committee may appoint Sub-Committees to carry out activities of a specific nature for the Association.

The Committee shall agree in advance the Terms of Reference for any SubCommittee.

Such Sub-Committees shall be directly accountable to the Committee.

All Sub-Committees shall report to the full Committee and may be dissolved at the discretion of the full Committee.

Officers of the Committee may be Ex-Officio members of any Sub-Committee.

Sub-Committees shall report to the general meetings of the Association.

10. Standing Orders (Voting)

Any member of the Association may make a proposal. In order for it to be voted on by other members it must be seconded or supported by another member.

Only members of the Association present at the meeting may vote.

Before voting any member may propose an amendment which must be seconded by another member.

No member shall exercise more than one vote on any motion or amendment. Voting will be by a show of hands. In the event of an equal vote the Chair shall have the casting vote.

In the event of members voting for representatives to go onto a Sub-Committee all members shall have the same number of votes as places available. i.e. If there are three places available, each member shall be able to vote for the three people they wish to represent them.

Voting shall be carried out by a show of hands.

In order for any decision taken to be valid there must be a minimum of 7

members in attendance at a meeting. This must include the person in the Chair.

11. Changes to the Constitution

The Constitution shall be reviewed as required.

Any member wishing to propose a change to the Constitution must submit their proposal, in writing, to the Chair at least 3 weeks in advance of the next meeting. The proposals will be discussed by all members at the following meeting and a decision taken on the proposals.

12. Finance

All money raised by or on behalf of the Association shall be used to further the aims of the Association.

The Chair shall ensure an account is opened in the name of the Association.

There shall be 3 signatories, who shall be agreed by the members. These should not be from the same household or be related.

Cheques shall require 2 signatures out of 3.

Regular financial reports of all the Association's accounts shall be made to the Committee and audited accounts received at the Annual General Meeting.

13. Dissolution

The Association may only be dissolved following full and proper consultation between Selby District Council and all Tenants and Residents in the area covered by the Association.

The Association may only be dissolved at a Special General Meeting called for that purpose. The Special General Meeting must be advertised 21 days prior to the meeting.

If resolution to dissolve the Association is carried the balance of any grant aid paid to the Association by Selby District Council shall be returned and all other property and money held by the Association shall, after payment of all debts and liabilities be donated, by a decision of the General Meeting, to a community group or charity.

14. Ending Membership

In the event of a breach of the Code of Conduct a member shall receive a verbal or written warning. If a member continues to breach the Code of Conduct the Association's membership will decide if the member should be suspended or expelled. (The decision will be taken by a vote).

A member whose membership has been suspended or ended shall be entitled to have that decision reviewed at the next meeting of the Association (See Code of Conduct).

15. Code of Conduct

All members shall agree to abide by the Association's Code of Conduct.

At all meetings members shall conduct themselves in a manner which will not cause offence to another person or bring the role of the Association into disrepute, and shall accept all rulings of the Chair. (See the Code of Conduct for more information)

This Constitution was adopted at the AGM of the Flaxley Road Tenants' and Residents Association held at the Coultish Centre on (insert AGM date)

Signed

Chairperson:

Vice Chairperson:

Date :

**(FLAXLEY ROAD)
TENANTS' AND RESIDENTS' ASSOCIATION**

CODE OF CONDUCT

1. Purpose of the Code of Conduct:

The Code is a formal document explaining how all members are expected to carry out their duties. It sets out how meetings are to be conducted and the penalties for breaching any of the conditions.

2. Date of this Code of Conduct:

Date the Code of Conduct was passed: **11th September 2007**(change Date once reviewed)

Last reviewed: (insert date of meeting)

ISSUE	EXAMPLE / EXPLANATION
<p>CONFIDENTIALITY — Members should respect all individual tenants' residents' confidentiality, whether present or not, and refrain from mentioning specific individual cases which may cause embarrassment or identification of an individual.</p>	<p>. The Association is not the place to discuss individual personal matters. Specific problems should be brought to the attention of an Officer from Selby District Council and not discussed in an open forum. !</p>
<p>CONDUCT AT MEETINGS — At meetings, members shall conduct themselves in a manner which will not cause offence to another person, or bring the role of the group into disrepute, and shall accept all rulings of the Chairperson. At meetings each member should be given the opportunity and encouragement to speak openly.</p>	<p>This will ensure meetings run smoothly and the group achieves its aims.</p>
<p>We all have different levels of knowledge about different issues. All questions should be encouraged.</p>	
<p>We remain courteous and respectful of</p>	<p>Do not assume that other</p>

each other's views,	members have the same level of knowledge; we must listen to other points of view, even if we do not agree.
We do not speak when others have been allowed to speak through the Chairperson.	Chatting in small groups can make it difficult to hear the person who is speaking. Please try to avoid this.

<p>We remember that we are here to represent the wider community in which we live; we need to be aware of the views of those who are different to ourselves.</p>	<p>When considering different issues we have to try and find a solution that would be agreeable to as many people as possible. If we cannot do this we should encourage further consultation with different groups.</p>
<p>When we offer solutions, to be aware of the differing views held by residents and the legal framework within which the Council Officers have to work.</p>	<p>Please remember that Selby District Council may not be your landlord and may not be able to solve problems that are related to you specific landlord</p>
<p>Members must remember to follow the agenda, and to help each other to reach effective decisions.</p>	<p>This will allow meetings to finish on time.</p>
<p>We remember that the purpose of the meeting is to benefit residents' generally though individuals may ask the Association to Advocate on their behalf</p>	<p>Remember that as a member of the Association you are there as a representative: 'someone who speaks on behalf of others'.</p>
<p>We must not speak or write on behalf of the group without the prior agreement of the group. Any correspondence sent on behalf of the group should be made available to all members of the group.</p>	<p>For example, if you are writing to a newspaper as a (insert name) member this must be passed by the Association and represent the view of all members. If not, the letter must not be associated in any way with the Association.</p>
<p>REFRESHMENTS — Refreshments are to be served when the Chairperson calls an official break.</p>	<p>It disturbs the meeting if people are refilling coffee and teacups during the meeting.</p>
<p>CONFLICT OF INTEREST — Members who are Selby District Council tenants must not expect favourable treatment from Council staff (nor should they be treated less favourably).</p>	<p>The Council cannot carry out repairs to members properties any quicker than to other tenants nor will it put members to the back of the queue.</p>
<p>Members must notify the group if they have any financial, personal or material interest in any matter being</p>	<p>For example if we are reviewing the Allocations Policy and this will benefit a friend, or relative, members must</p>

discussed.	declare this.
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<p>POLITICAL AFFILIATION — Individual members may be affiliated to/or be members of a political party but they may not represent a political party in their role as a member of the group.</p>	<p>This will help the group remain non-political.</p>
<p>EQUAL OPPORTUNITIES / DISCRIMINATION — No member will discriminate on the grounds of race, colour, ethnic origin, nationality, gender, marital status, age, sexuality, religion, disability or on any other matter that causes people to be treated with injustice.</p> <p>By discriminate we mean the use of offensive language, preventing others from participating or voting for policy which may discriminate against individuals.</p> <p>Equality of opportunity will be available for all members in line with current equalities legislation.</p>	<p>For example the group cannot vote for the conversion of a building, which denies access to a disabled person.</p>
<p>Discriminatory language will not be used in discussions.</p>	<p>This includes bad language and anything that can be deemed as offensive to any member of the group.</p>
<p>ROLE OF COUNCILLORS/OFFICERS - Councillors and Officers are there by invitation in an advisory capacity; they have no right to move, veto or influence members decisions</p>	<p>The Association can withdraw invitations if they so wish.</p>
<p>ELECTION OF COMMITTEE — A Chairperson will be elected on a yearly basis and nominations</p>	<p>This will ensure the committee is elected</p>

<p>will be invited. We will ask for interested parties to contact the Assistant Policy and Partnership Officer. Members will each have one vote.</p>	<p>democratically.</p>	
<p>Each new Chair and Vice Chair will be invited to attend a training session on 'How to Chair a meeting'.</p>	<p>This is to ensure all meetings are run smoothly and effectively and also ensures the opportunity for all members to become a Chair, regardless of experience.</p>	

<p>BREACH OF CODE OF CONDUCT - If a member of the Association does not abide by the Code of Conduct, the Chair will warn that if they break the code again they may be asked to leave the meeting.</p> <p>The Chair may give the member of the group two further warnings (a maximum of three warnings in any one meeting and/or three consecutive meetings).</p> <p>If the member continues to ignore the code then the Chair will ask the member to leave.</p> <p>A vote will then be taken, by the membership to decide, if a member should be suspended from further meetings. If the majority of the membership agrees this, they must be suspended for a period of two meetings. At the end of the second meeting the membership must vote on whether to allow the suspended member to return, be suspended for a further period or be expelled.</p> <p>A member who has been suspended or expelled shall be entitled to have that decision reviewed at the next general meeting.</p>	<p>It is important that all members adhere to the Code of Conduct and that they understand the consequences of doing so.</p>
<p>In the event of the Chair being in breach of the Code of Conduct, a proposal of No Confidence can be put forward. If seconded the group will then vote on whether ask the Chair to stand down.</p>	<p>It is even more important the Chair adheres to the Code of Conduct. If there is a breach action can also be taken to ensure equality.</p>

Please ensure that you have read this document carefully before you sign it.

I (insert name)

Of (insert address)

have read this Constitution and Code of Conduct for Flaxley Road Tenants and Residents Association and agree to abide by all the conditions contained within it.

Signed: (please sign)

Date:(insert date)