



## **MODEL CONSTITUTION FOR RESIDENT GROUPS**

### **1. NAME**

- a) The Resident Group shall be known as the:

**CALLIER HOUSE RESIDENTS GROUP**

- b) The Resident Group will cover the area of :  
(Please specify estate name, blocks and street names if applicable)

**CALLIER HOUSE  
3B BURNT OAK BROADWAY  
EDGWARE  
HA8 5FQ**

### **2. AIMS & OBJECTIVES**

The aims and objectives of the Resident Group shall be:

- a) To represent and to promote the interests of all residents living in our area.
- b) To seek to improve conditions for residents in the area.
- c) To work in partnership with Catalyst and other agencies to achieve our aims.
- d) To represent the interests of residents in consultation with Catalyst and other bodies.
- e) The Resident Group shall be non-party political and non-sectarian.

### **3. MEMBERSHIP**

- a) Membership of the Resident Group shall be open to all residents living in the

**CALLIER HOUSE** area.

- b) The Resident Group will challenge any remarks or behaviour at meetings that cause offence and make people feel unwelcome.



- c) The Resident Group will take positive action to reach those people that are under-represented at meetings and events and will ensure that all members have the opportunity to be involved in the Group and its events.
- d) All members shall have voting rights on all issues raised at general meetings that they attend.
- e) Each eligible person shall on request be supplied with a copy of the constitution.
- f) It shall be a condition of membership that members at all times conduct themselves in a reasonable manner at meetings or in premises used by the Resident Group.
- g) Any members may be excluded for a breach of this condition or for any other conduct contravening the objectives of the Resident Group, by a majority of those present and voting at any general meeting. Any member so excluded shall have the right of appeal to the following general meeting.

#### **4. MANAGEMENT COMMITTEE**

- a) The Resident Group will be run by a Management Committee elected at the Annual General Meeting. The Committee will be made up of Officers, including a Chair, Secretary, Treasurer and Ordinary members. It could also include a Vice chair.
- b) The committee will provide an update to the residents of the area twice a year on their work and how it will positively encourage participation from all sections of the community. This could be in the form of newsletters.
- c) There will be a minimum of 4 committee meetings held during the course of the Resident Group's year; one of which can include the Annual General Meeting
- d) Seven days' notice of committee meetings will be given to all members of the committee.
- e) The quorum for committee meetings shall be a minimum of 4 members
- f) Where a casual vacancy (or vacancies) arises on the committee, it/they will be filled by election at the next General Meeting of the Resident Group.
- g) The committee shall deal with any issues of management of the Resident Group which require decision during the periods between general Meetings of the Resident Group, and report these to the next General Meeting.
- h) Committee members who miss more than three consecutive meetings without giving reasonable apologies will be asked to resign their post.



i) A member of the committee may be removed or suspended from their post if they bring the good name of the Resident Group into disrepute. A full meeting of the committee will be called to consider evidence from all sides and a majority vote will be necessary to remove or suspend.

## **5. ANNUAL GENERAL MEETING**

a) An Annual General Meeting (AGM) of the Resident Group shall be held once a year (within 13 months of the last AGM). Written notice of the meeting must be sent at least fourteen days in advance to every household and members should be made aware that they will have the opportunity to make nominations for election or stand for election themselves and to vote for the officers and committee at the meeting. A Catalyst Neighbourhood Experience Manager or Customer Engagement Manager should be invited to the AGM.

The quorum for the AGM should be a minimum of 6.

NB it is recognised that Resident Group vary in size and therefore as a guideline a Resident Group with between 51 and 100 members should aim for a quorum of 8 members and Resident Group with more than 100 members should aim for a quorum of 10.

At the meeting:

- The minutes of the previous AGM will be presented and approved.
- The existing committee will present a report of the Resident Group's activities in the past year.
- Audited accounts for the year will be presented.
- The existing committee will stand down.
- The officers and committee for the next year will be elected
- Any proposals to amend the constitution must be presented to the Secretary in writing at least 21 days prior to the meeting at which they are to be considered
- Proposals to amend the constitution must be circulated to all members of the Resident Group with the notice of the meeting.

Nominations for officers and committee members will be accepted only if the person nominated is present at the Annual General Meeting or has put in writing that they want to stand. If there is nobody willing to stand, the committee will decide whether to start procedures to close the Resident Group down. Alternatively the committee can continue in office to try and redevelop the Resident Group for up to six months. It is the responsibility of the committee to recruit a new committee or formally dissolve the Resident Group within that period.

## **6. GENERAL MEETINGS**



- a) The business of the Resident Group shall be conducted at General Meetings, which shall be open to all residents over 18 living in the area.
- b) The Resident Group will hold a minimum of 4 General Meetings per year one of which could include the AGM.
- c) The Resident Group must publicise general meetings and public events to all households in the Resident Group's area in order to involve all members and hear their views. All members of the Resident Group will be entitled to attend General Meetings, to speak and to vote. Seven days' notice of General Meetings will be given in writing to all members.

A quorum for general meetings will be a minimum of 6. This number of members will need to be present to take a decision on behalf of the Resident Group. The quorum for the AGM should be a minimum of 6.

- d) All matters for decision will be decided by a simple majority of those over 18 present and voting.
- e) No member shall have more than one vote.
- f) Minutes or notes must be kept of all meetings of the Resident Group. The minutes will be presented to the next meeting to be approved.
- g) All members of the Resident Group will abide by a Code of Conduct and be expected to treat each other with respect and act in a courteous manner at Resident Group events. The Chair may ask members to leave if their behaviour is disruptive or offensive.

## **7. SPECIAL GENERAL MEETINGS**

- a) Special General Meetings may be called at any time for the purpose of altering the constitution or for considering any matter which needs the immediate attention of all members.
- b) Special General Meetings shall be called either at the written request of at least 6 members of the Resident Group, or if the General Meeting decides by a simple majority that it is necessary or advisable.
- c) At least 14 days notice of any Special General Meeting will be given to members in writing, stating the reason(s) for holding the meeting.
- d) All matters for decision will be decided by a simple majority of those present and voting.



## **8. FINANCE**

- a) A start- up and annual grant are available to apply for from Catalyst for the running of the Resident Group. The application criteria must be complied with.
- b) All money raised by or on behalf of the Resident Group shall be applied to cover the running costs of the Resident Group and the achievement of the objectives of the Resident Group and for no other purpose.
- c) The Treasurer shall keep proper account of the finances of the Resident Group and shall open a bank/building society account in the name of the Resident Group and keep copies of all relevant invoices and receipts to support expenditure and income.
- d) The committee will nominate at least 2 people who can sign cheques. These people must not live in the same household, or be close family members. If these committee members stand down they are responsible for transferring responsibility for the Resident Group bank account to the new committee members.
- e) The accounts comprising a detailed income and expenditure account by type of income/cost and a balance sheet shall be independently audited at least once per year. The audited accounts shall be presented to the Annual General Meeting and copies sent to the Customer Engagement Manager at Catalyst if a grant has been provided.
- f) The committee are responsible for the proper use of money raised through grants according to the guidelines issued by the funding body. The Treasurer should keep receipts for all money paid out in expenses to committee members for duties carried out on behalf of the group.

## **9. AMENDMENTS TO THE CONSTITUTION**

- a) Any proposals to amend the constitution must be presented to the secretary in writing at least 21 days prior to the meeting at which they are to be considered.
- b) Proposals to amend the constitution must be circulated to all members of the Resident Group with the notice of the meeting.

## **10. DISSOLUTION**

If the General meeting decides at any time by a simple majority that it is necessary or advisable to dissolve the Resident Group, the officers shall call a meeting of all members, giving at least 14 days' notice in writing and stating the terms of the dissolution resolution to be proposed at the meeting. A resolution to dissolve the Resident Group shall be agreed by a majority of those present and voting. All outstanding bills will be paid and the balance of any grants and funds held by the Resident Group will be held in trust by Catalyst for future Resident Group's.



By signing this model constitution you confirm that your Resident Group will abide by the standards that are defined in the model constitution and recognition criteria.

Signed: .....

Resident \_\_\_\_\_ Group \_\_\_\_\_ position: \_\_\_\_\_

Date: .....

Signed: .....

Resident	Group	position:
.....		

Date: .....

Signed: .....

Resident \_\_\_\_\_ Group \_\_\_\_\_ position: \_\_\_\_\_

Date: .....

Signed: .....

Resident	Group	position:
.....		

Date: .....

**Resident Group Constitution Criteria**

**1. The aims and objectives of the Resident Group shall be:**



- a. To represent and to promote the interests of all residents living in our area.
  - b. To seek to improve conditions for the residents of the area.
  - c. To work in partnership with Catalyst and other agencies to achieve our aims.
  - d. To represent the interests of residents in consultation with Catalyst and other bodies.
  - e. The Resident Group shall be non-party political and non-sectarian.
2. Have a membership that is clearly open to all residents and reflects the community in the area that is covered.
  3. Hold at least 4 committee meetings and 4 open meetings per year one of which can include the annual general meeting (AGM). Minutes should be taken at all of these meetings.
  4. Hold an AGM with at least 14 days' notice to all members.
  5. The quorum for (i) committee meetings will be a minimum of 4 members and (ii) AGM and general meetings will be a minimum of 6.
  6. Hold annual elections for committee members and ensure that the council is notified of the date of this Annual General Meeting and then sent a copy of the minutes after the meeting and informed of any committee member changes.
  7. The Resident Group will be run by a management committee elected at the Annual General Meeting. The Committee will be made up of officers, including a Chair, Secretary, Treasurer and Ordinary members. It could also include a Vice chair. This committee will be responsible for the proper handling of finance and present audited financial records at the Annual General Meeting, and supply a copy to the Customer Engagement Manager from Catalyst.
  8. Provide an Annual Report at the Annual General Meeting on how the group has met its objectives and present a copy of the audited annual accounts for the last twelve month period.
  9. The committee will provide an update to the residents of the area twice per year on their work and how it will positively encourage participation from sections of the community.
  10. The Committee should ensure that members behave courteously and should challenge offensive or disruptive behaviour from members.
  11. If the General Meeting decides at any time by a simple majority that it is necessary or advisable to dissolve the Resident Group, the officers shall call a meeting of all members, giving at least 14 days' notice in writing and stating the terms of the dissolution resolution to be proposed at the meeting.
  12. A resolution to dissolve the Resident Group shall be agreed by a majority of those present and voting. All outstanding bills will be paid and the balance of any grants and funds held by the Resident Group will be held in trust by the Catalyst for future Resident Group's.