

Three Oaks Homes Tenants' Federation

CONSTITUTION

1 AIMS AND OBJECTIVES

- a) To represent the views, concerns, and interests of all tenants and leaseholders of Three Oaks Homes (TOH) and subsidiaries of East Midlands Housing Group (EMHG) on all matters concerning tenant related services, including the concerns and interests of all other member, tenant, and leaseholder groups in the District of Blaby.
- b) To receive, consider, and respond to, all matters referred to Three Oaks Homes Tenants' Federation by the tenants and leaseholders of TOH and subsidiaries of EMHG, Local and National Government Departments and Housing Associations.
- c) To participate in training and education programmes and to promote greater understanding of housing, and any other related matters, amongst all TOH and subsidiaries of EMHG tenants and leaseholders.
- d) To provide tenant and leaseholder representatives for any committee and working groups that are related to the views, concerns, interests, and services connected with any matters in the Constitution.
- e) To encourage and help tenants and leaseholders to form associations and groups in their own communities.
- f) To keep all tenants and leaseholders informed on matters relating to housing and any other items that may arise.

2 MEMBERSHIP

- a) Membership shall be open to all tenants and leaseholders of TOH, and subsidiaries of EMHG, who receive services in the District of Blaby.
- b) Tenant/leaseholder Associations/groups of TOH, and subsidiaries of EMHG resident in the District of Blaby, who are constituted, have the same aims and objectives as the Three Oaks Homes Tenants' Federation, and are interested in actively furthering the objectives of the Federation.

Equal opportunities

- c) All members should actively seek to represent the various needs of the district and must not discriminate on grounds of nationality, political opinion, race, religious opinion, sex, sexuality or disability.
- d) The management committee agrees to formally adopt, and abide by, TOH Equalities Policy.

3 THE COMMITTEE

- a) The management committee shall consist of 14 members.
 - 1 Chair
 - 2 Vice-Chair
 - 3 Secretary
 - 4 Treasurer
 - 5 10 Committee members
- b) A quorum shall consist of 5 members and include at least 2 officers.
- c) Tenants/Leaseholders who receive a service from TOH, or any other organisation connected to them, are eligible to become a member of the Three Oaks Homes Tenants' Federation committee by being nominated. In the event of more nominations than vacancies being received, or proposed, at the AGM or OGM, there will be a majority vote taken, to decide each vacancy by all tenants/leaseholders present.
- d) Members shall serve on the management committee for 2 years. They may offer themselves for re-election at the end of their term of office.
- e) The committee has the authority to co-opt member(s) should a vacancy arise during any one year and prior to the AGM.
- f) The committee, by unanimous vote and for good reason, can terminate the membership of any individual provided that the individual concerned shall have the right to be heard by the committee, accompanied by a friend, before a final decision is made.

4 THE OFFICERS

- a) The officers of the Three Oaks Homes Tenants' Federation Committee are Chair, Vice-chair, Secretary and Treasurer.
- b) These will be elected at an AGM every 2 years. If a vacancy arises for an officer before their term is completed, a special ordinary general meeting of the members will be called and a vote will be taken, by those present, on the nominations for the position.

5 SUB COMMITTEES AND WORKING GROUPS

- a) The management committee may set up Sub-committees, or Working Groups, to deal with particular issues.

These will consist of Three Oaks Homes Tenants' Federation committee members but may, with the management committee's agreement, co-opt other people if required. Co-optees have no vote at committee meetings.

- b) All Sub-committees/Working Groups will report back to the Three Oaks Homes Tenants' Federation meetings and any decisions made at the Sub/working committee groups would need ratification by the management committee.
- c) No Meetings with other parties, BDC or otherwise, will be attended by less than 2 Committee Members and with the prior agreement of the Chair. They will report back to the management committee and any decisions would need ratification by them.

6 ANNUAL GENERAL MEETINGS

- a) The AGM shall be held in the month of September every year. All tenants/leaseholders are invited.
- b) The agenda shall consist of, but not be restricted to
 - 1 Election of committee
 - 2 Financial Report
 - 3 Changes to Constitution
 - 4 Report on objectives and achievements
 - 5 Any other business

These must be made available to tenants/leaseholders.

- c) 14 days prior notice, in writing, must have been given to the secretary of Three Oaks Homes Tenants' Federation for any amendments to the Constitution and such amendments must be approved by a two-thirds majority of members present.

7 ORDINARY GENERAL MEETINGS

- a) There shall be 3 OGMs every year.
- b) All tenants/leaseholders can attend. The agenda shall consist of, but not be restricted to:
 - 1 Any elections of committee, or officers, if required before an AGM
 - 2 Financial Report
 - 3 Any special business
 - 4 Any other business

8 MANAGEMENT COMMITTEE MEETINGS

- a) These will be held monthly, as decided at each committee meeting.
- b) All tenants/leaseholders can attend committee meetings, although non-committee members may only speak at the discretion of the Chair and will not have voting rights.
- c) All those attending are required to adhere to the Code of Conduct for tenant representatives.
- d) Officers of TOH may attend committee meetings by prior arrangement with the management committee. This also applies to the representatives of other organisations and other individuals.
- e) The committee shall have the right to use their discretion on [d] at any other meetings.
- f) All decisions must be ratified by the management committee with a majority vote.
- g) Election of board members for TOH will be by nomination at a committee meeting. These boards should have, if possible, a Cat1, Cat2, and general purpose representative.
- h) All committee AGM and OGM minutes will be distributed to TOH, and mailing list of tenant/leaseholders in the care of the Secretary.
- i) All meetings will be asked if they pass, as a true record, all minutes from the previous meeting.
- j) The Chair shall have a casting vote at AGM, OGM and management committee meetings.

9 DECLARATION OF INTEREST

- a) Members of the committee, or any officers from TOH, must disclose any interest which might conflict with any comments on the matter under discussion and shall be so stated, prior to commencement of the agenda item, and no vote shall be accepted from a member declaring an interest.

10 FINANCIAL MANAGEMENT

- a) The funds of the Federation, including all donations, contributions and Grants from TOH or otherwise agreed shall be paid into an account in the Federation's name and operated by the management committee.
- b) All cheques must be signed by a minimum of 2 out of 4 of the management committee who will be selected by that committee.
- c) The balance sheet shall be produced as required by:
 - 1 The management committee
 - 2 TOH
 - 3 Members
 - 4 AGM
- d) No expenditure shall be incurred, other than that associated with formal meetings of the management committee, without the prior agreement of the management committee.
- e) Treasurer will present all bills and expenditure at management committee meetings.
- f) The Federation accounts will be independently audited and made available to TOH or any other funding organisation that requests them.
- g) TOH and Three Oaks Homes Tenants' Federation have entered into a Funding Agreement. Three Oaks Homes Tenants' Federation have the right to apply to other organisations for additional financial support.