

NIGHTINGALES TENANTS ASSOC.

Nightingales, Horsham Rd, Findon, West Sussex BN14 0TW.

CONSTITUTION

1. Name

The name of the group shall be "Nightingales Tenants' Association" (NTA)

2. Aims

The aims of the organisation shall be:

2.1 To monitor and improve the quality of housing services.

2.2 To encourage inclusiveness, equality, and diversity.

2.3 To further good relationships with the Council and other organisations in the area.

2.4 To promote tenants' rights and the maintenance and improvement of housing conditions, amenities and the environment in Nightingales.

2.5 To encourage good neighbourliness and mutual aid amongst tenants.

3. Membership

3.1 Membership shall be open to all current tenants of Arun District Council residing at Nightingales, Horsham Road, Findon, West Sussex only.

4. Powers

The Nightingales Tenants' Association shall have the power to:

4.1 Advise Arun District Council on policy matters.

4.2 Set up its own working parties to consider a subject in detail.

4.3 Ballot members on setting up a Tenant Management Organisation

5. Resources

5.1 The Nightingales Tenants' Association shall request the Council to provide adequate financial support to the organisation's activities. This will include providing a venue, refreshments and covering travel costs to general, committee and annual meetings if required.

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5.2 The Council will nominate one member of staff to be the main point of contact and liaison between the NTA and the Council.

5.3 The Council may from time to time put forward items for Committee meeting and general meeting agendas.

6. Committee members

6.1 The Nightingales Tenants' Association will have the following committee members made-up from the membership:

Chair

Vice-chair

Secretary

6.2 In addition to the above mandatory roles the Committee may propose other roles as the Committee feels are necessary which could include:-

Social

Welfare

Horticulture

6.3 Committee Members will be elected at the Annual General Meeting, and will hold post until the next AGM.

6.4 Committee vacancies arising through the year can be filled by the organisation from its membership without calling a Special General Meeting.

6.5 To allow effective succession planning the same position may only be held by the same person for up to 3 years.

6.6 Under exceptional circumstances, where no successor can be identified the existing post holder may continue for a further year.

7. Annual General Meeting

7.1 The Annual General Meeting will be held once a year, a maximum of 8 weeks extension over the 12 months is allowed as required, starting from within 12 months of the launch date of the organisation.

7.2 The organisation's committee will be elected at the AGM.

7.3 The election will take place via a nomination process prior to the AGM and a secret ballot held at the meeting.

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7.4 Postal votes will be an accepted for the AGM if a member is unable to attend. These must be returned to the Secretary no later than mid-day on the day of the AGM.

7.5 The Committee will consist of a minimum of 3 members, and a maximum of 10.

8. General Meetings

8.1 Six ordinary meetings (excluding the AGM) a year will be held that will be open to all tenants and leaseholders.

8.2 The agenda and contents of General Meetings must be Housing related or have a relevant connection to the welfare of tenants and leaseholders living at Nightingales.

8.3 Apologies for absence will be made to the chair or secretary in advance of the meeting.

8.4 At least 6 members, 2 of which must be Committee members must be present for a meeting to take place.

8.5 The Council will ensure appropriate Council officers are in attendance when relevant issues are on the agenda.

8.6 If an issue of importance arises then further general meetings up to a maximum of three a year can be put in place.

9. Committee Meetings

9.1 Committee meetings may be held as felt necessary by Committee members.

9.2 Apologies for absence at a Committee Meeting will be made to the chair in advance of the meeting.

9.3 At least two thirds of the Committee must be present for a meeting to take place.

10. Changes to the Constitution

10.1 The Constitution can be altered by a minimum of seventy five percent of the membership if passed unanimously.

10.2 Any suggested changes to the Constitution must be handed to the Secretary 14 days before a meeting..

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10.3 Changes to the constitution must be agreed by two thirds of the members present at a meeting..

10.4 A signed copy of the Constitution will be given to the Council, and the Council will be notified of any alterations to the Constitution.

11. Voting Procedures

11.1 Any member may make a proposal. In order for it to be voted on by other members it must be seconded, or supported, by someone else.

11.2 Only members present at the meeting may vote.

11.3 Before voting any member may propose an amendment which must also be seconded.

11.4 A majority is needed for a vote to be carried.

11.5 The Chair will not vote, but will have a casting vote in the event of a tie.

11.6 Voting will be carried out by a show of hands other than at the election of Committee Members which will be carried out by secret ballot.

12. Dissolution

12.1 The Organisation may only be dissolved at a Special General Meeting called for that purpose and must be advertised fourteen days before the meeting.

12.2 A proposal to dissolve the Organisation shall take effect only if agreed by two thirds of the members present at the meeting.

Signed _____
Chairman

Signed _____
Secretary