

THE CONSTITUTION OF PULLENS TENANTS' AND RESIDENTS' ASSOCIATION

NAME

1. The Association shall be known as The Pullens Tenants' and Residents' Association.

OBJECTS

2. The objects of the Association shall be:
 - to promote the exercise of tenants' rights and the maintenance and improvement of their housing conditions, amenities and environment.
 - to provide facilities for recreation and amenity and to encourage a community spirit.
 - for the furtherance of these objects to represent the interests of tenants in consultation with the local authority and other bodies.
 - to inform tenants and residents of all issues affecting the estate and all meetings
 - to promote the harmonious functioning of a multi-racial community and to work towards the elimination of all forms of racism, ageism, sexism, etc. within it.

MEMBERSHIP

3. Membership shall be open, irrespective of nationality, race, colour, political or religious belief, or sexual orientation, to all residents on the Pullens Estate over the age of 16 who agree to abide by the objects of the Association.
4. All persons eligible for membership under clause 3 shall automatically be considered as members
5. Anybody not wishing to be a member may register their non-membership by informing the relevant Resident Liaison Officer at Southwark Council.

SUBSCRIPTIONS

6. Membership of the Pullens T&RA shall be free of charge. Any subscriptions or other money raised by or on behalf of the Association shall only be applied in furtherance of the objects of the Association.

CONDUCT OF BUSINESS

7. The business of the Association shall be conducted through delegates elected at each Annual General Meeting. These delegates shall include a Chairperson, Treasurer, Vice-Chairperson, Secretary, all of whom must be residents of the Pullens Buildings.
8. The AGM shall elect two Area Forum representatives and up to three representatives to Southwark Group of Tenant's Organisations for the purpose of representing the TA's objectives within the wider T&RA movement.
9. The election and removal of delegates may only be carried out by a General Meeting of the Association.

10. General Meetings shall be held as necessary and no fewer than 8 times a year. They shall be open to any member of the Association wishing to attend, who may speak and vote.
11. All members shall be given not less than 7 days notice any General Meeting.
12. The decisions of General and Annual General Meetings of the Association shall be binding on the delegates. All decisions shall be taken by a simple majority of members present and voting.
13. Committee meetings may be held between General Meetings to carry out or delegate the day-to-day running of T.&R.A. affairs. These meetings will not make policy decisions but purely implement mandates given by General Meetings. They may draw up an agenda for the next General Meeting.
14. If any delegate fails to attend two consecutive General Meetings without good reason they shall be informed in writing by the Secretary before the third meeting that their continued absence without reasonable grounds will be deemed as their resignation.
15. The delegates shall call an Annual General Meeting of the Association each year which shall be chaired by a member of the S.G.T.O. Executive Committee or worker. Not less than 28 days notice shall be given to all those eligible to be a members of the association, of the A.G.M. which will be held in September.
16. At this meeting:
 - The Chair shall present an annual report of the Association.
 - Sub-committees shall present an Annual report and accounts of their activities.
 - The Treasurer shall present the audited accounts of the Association for the previous year.
 - The delegates and auditor for the next year shall be elected.
 - Any proposals submitted to the Secretary in writing not less than seven days in advance of the meeting shall be discussed.
 - A report of the Annual General Meeting shall appear in the next newsletter.

SPECIAL GENERAL MEETINGS

- The Secretary shall call a Special General Meeting at the request of the majority of the delegates; or on request of a written petition by not less than fifteen members of the Association giving reasons for their request. The Secretary shall give not less than 7 days notice of holding a Special General Meeting which shall take place within 21 days of the receipt of the request or petition.
- The quorum of all General Meetings shall be one third of membership or fifteen members, whichever is less.
- Notice of all meetings where required shall include the date, time and place of the meeting and an agenda of matters to be discussed. Any item for discussion

submitted to the Secretary by any member, not less than 7 days before a meeting, shall be added to the agenda.

SUB-COMMITTEES

17. General Meetings may appoint such sub-committees as may be required to carry out the activities of the Association. The Chair and Treasurer shall be ex-officio members of any sub-committee.
18. Such sub-committees shall be directly accountable to the General Meetings. General Meetings shall agree in advance the terms of reference of any sub-committee, who may then act and apply for any finance raised by itself or on its behalf within those terms.
19. Where any sub-committee is to continue in existence beyond the Annual General Meeting following its appointment, members shall submit themselves for re-election at that meeting and annually thereafter. Any vacancy which occurs between A.G.M.s may be filled by means of appointment by a General Meeting.
20. All sub-committees shall keep proper accounts of income and expenditure, and a proper record of all meetings, and shall report on them at the following General Meeting.
21. General Meetings may dissolve any sub-committee whereupon the accounts, records and assets financial and otherwise of the sub-committee shall pass into the hands of the T.&R.A.

DUTIES OF OFFICERS

22. THE CHAIR PERSON (or in his/her absence the Vice Chair or other member). The Chair is responsible for conducting and for ensuring full participation of members and shall be empowered on a majority vote of the meeting to exclude from any meeting of the Association or premises occupied by the Association any member whose conduct is deemed prejudicial to the business or activities of the Association. Any member so excluded shall have the right of appeal to the next General Meeting.
23. THE TREASURER shall open and maintain a banking account in the name of the Association. All cheques shall be signed by the Treasurer and one or two other delegates. The Treasurer shall keep proper accounts of income and expenditure and report them or deliver them up as required by other delegates or General Meeting. Such accounts shall be audited by a qualified accountant.
24. THE SECRETARY shall be responsible for covering all meetings and the giving of the prescribed notice to members. S/He shall ensure that a proper record is kept of all meetings of the Association and sub-committees and shall maintain proper records on of any correspondence on behalf of the Association and shall deliver up such records as required by the General Meeting. The Secretary shall permit the records to be examined on receipt of not less than 7 days notice by any member of the Association.

REPRESENTATION

25. Any members delegated to represent the Association in consultation with any other body shall act on the instruction of the Association and shall report back to the following General Meeting.

ALTERATIONS TO THE CONSTITUTION

26. Any alteration to the Constitution shall require the approval of a two thirds majority of those present and voting at a General Meeting. Any resolution for the alteration of the Constitution shall be received by the Secretary not less than 28 days before the meeting at which it is to be discussed and circulated to all members with 14 days notice.

DISSOLUTION

27. Any 10 members of the Association may decide that the Association should be dissolved and shall notify all members of a general meeting which can dissolve the Association by a two thirds majority.

28. There must be two weeks notice for a dissolution meeting and for the sale purpose of dissolution the Quorum shall not apply. All books or documents of the Association shall be placed with such person or organisation for safe keeping as the meeting shall determine.

29. The assets, financial or otherwise, remaining when the Association has satisfied it's liabilities shall be applied for such purposes as the meeting shall decide.

THIS CONSTITUTION WAS AGREED AT A GENERAL MEETING HELD ON 17 APRIL, 2007

SIGNED (CHAIR)

SIGNED (SECRETARY)

ADDENDUM AGREED AND ADDED 4TH AUGUST 2010

PROCESS FOR CONSIDERING APPEAL FOR REINSTATEMENT OF EXCLUDED MEMBER(S)

30. This addendum outlines the process to enable the Association to consider an appeal by any member who has been excluded for breach of the Council's Code of Conduct for Tenants' and Residents' Associations (February 1997).

31. Any person(s) who has been suspended from membership of the Association has the right to appeal against their suspension after 6 months has elapsed.

32. The appeal will be made in writing to the Chair or Secretary of the Association.

33. It will be heard by a panel of 5 members of the Association elected by a general meeting of the Association, which shall include at least one of the Officers of the Association. The panel meeting will be observed by an officer of Southwark Council.

34. The person making the appeal has the right to be accompanied at the panel meeting by a friend or representative to support the appeal.
35. Should the appeal be successful the person being reinstated to the Association must give an undertaking in writing to abide by Southwark Council's Code of Conduct for Tenants' and Residents' Associations, and to abide by any other conditions set by the Panel.