

13. Glossary of Terms

- **Agenda**

A schedule of items that will be discussed at a meeting.

- **AGM (Annual General Meeting)**

Held each year where the existing Executive Committee step down.

- **Code of conduct**

The expected behaviour for meetings, this includes maintaining a respectful environment.

- **Constitution**

A document that sets out the rules for running a group.

- **Executive Committee reports**

Commonly refers to the Chair and Treasurer reports that are produced annually for the AGM.

- **Minutes**

A record of the meeting produced by the Secretary which outlines decisions made, who was present and when the next meeting will be.

- **RA (Residents' Association)**

Organisations formed by groups of people from a specific geographic community who come together to address issues within their local area and act as a voice for their local community.

- **Signatory**

The person authorized to conduct business with the bank, who has permission to write and sign cheques.

- **Tenants Participation Advisory Service (TPAS)**

A tenant empowerment organisation that specialises in tenant involvement at a national level.

- **The Executive Committee**

Consists of the Chair, Vice Chair, Secretary and Treasurer who carry out the work of the association.

14. Examples and samples of RA documents

- **Constitution**

See appendix 1:

A constitution is a formal document which clarifies three main points about the association:

- Who you represent
- What your group aims are
- How the group is run

- **Sample agendas**

A typical agenda for a general meeting

1. Minutes of the last meeting
2. Matters arising
3. 1st agenda item
4. 2nd agenda item
5. 3rd agenda item
6. Any other business
7. Date and time of next meeting

- *A typical agenda for an Annual General Meeting*

1. Welcome
2. Executive Committee reports from the Chair or Treasurer (as minimum) and questions from members
3. Executive Committee's recommendations for the future
4. Standing down of existing Executive Committee members
5. Elections:
 - Nominations
 - Voting Process
 - Counting & Results
6. Set date for handover and next meeting
7. Any other business

- ***Sample code of conduct***

See appendix 2:

Once again you can adapt the code of conduct shown in this guide.

The *code of conduct* for a group is an agreement on rules of behaviour for the members of that group.

- ***Treasurer's report template and sample of budget account budget sample***

See appendix 3:

This gives you information on the details that need to be included within a Treasurer's report. The sample of the budget account is a table that shows the money that has gone in and out of an account including where the money has come from.

- ***Membership fee confirmation sheet***

See appendix 4:

This register of members enables us to release membership funding to RAs on a yearly basis.

Appendix 1: Constitution

Network Homes: Residents' Association Constitution

1. NAME

The name of the Association is

.....Residents'
Association

2. AIMS

- 2.1 The aims of the Residents' Association are to:
- 2.2 Promote membership to all people eligible to join.
- 2.3 Promote equal opportunities within the community.
- 2.4 Improve the housing, environment and other services in the area.
- 2.5 Be non-party political.
- 2.6 Promote social, welfare, recreational and training activities for the benefit of members of the Association.
- 2.7 Represent the majority view of the members.
- 2.8 Build and encourage a partnership and improve communication between landlord and membership.
- 2.9 Provide regular information to all members.
- 2.10 Regularly consult all members on issues. Monitor the Association, its work, finances and membership.
- 2.11 Provide and promote training for members on areas of the Residents' Association's activity and concern.
- 2.12 To work in partnership with Network Homes.

3 EQUAL OPPORTUNITIES

- 3.1. This Association shall positively promote equal opportunities within the community and within its membership, work for the elimination of discrimination against persons on the basis of race, gender, age, sexuality, disability and religion.

4. MEMBERSHIP

- 4.1. Membership of the Association shall be open to all people who would normally reside at, over the age of 18 years, up to a maximum of two people per property.
- 4.2. A record of all members in the current year shall be kept by the secretary of the Association.
- 4.3 Any membership fee shall be determined at the Annual General Meeting.
- 4.4. The Residents' Association must be acknowledged by two thirds of the community in order to be recognised and work effectively. This is to be evidence through completion of Network Stadium's membership form.

5. ENDING MEMBERSHIP

- 5.1. Membership shall end when a member ceases to live on the estate, except for those members who have been moved off the estate temporarily due a major works programme.
- 5.2. Membership shall end when a member dies, resigns or has it's the membership terminated.
- 5.3. In the event of gross misconduct membership can be suspended or ended by a two-thirds majority vote of the Executive Committee.
- 5.4. A member whose membership has been suspended in accordance with clause 5.1 shall be entitled to have that suspension reviewed at the next general meeting of the Residents' Association.

6. THE ANNUAL GENERAL MEETING

- 6.1. The Association shall hold an Annual General Meeting (AGM) once in each year and not more than 15 months shall pass between the date of one AGM and the next.
- 6.2. The AGM shall:
- Receive an annual report from the Executive Committee
 - Present annual accounts to members
 - Elect the Executive Committee

- Consider any resolutions put forward by members
- Vote on any amendments to the constitution

6.3. All members shall be given 14 days written notice of the AGM, such notice to include any proposed changes to the constitution.

6.4. At the meeting all members shall be given an agenda, Minutes of the last AGM, details of nominations to the Executive Committee and any resolutions which include any proposed changes to the constitution.

6.5. Any proposed changes to the constitution must be notified and sent to the Secretary in writing at least 14 days before the AGM.

7. GENERAL MEETINGS

7.1. Each year the Association shall hold at least four General Meetings (including the AGM) which shall be open to the general membership.

7.2. All members of the Association shall receive 7 days notice of General Meetings.

7.3. The general Meetings shall have minutes.

7.4. The quorum for all General Meetings shall be ____ members.

8. SPECIAL GENERAL MEETINGS

8.1. A Special General Meeting may be called by the Executive Committee and must be called by the Executive Committee if requested by at least five members or ten per cent of the membership, whichever is the most, at least 28 days before the date on which those members request the meeting to be held. The Secretary must send to each member written notice of a Special General Meeting 14 days in advance of the meeting.

9. VOTING

9.1. Each member shall have one vote on any resolution put before an AGM, General Meeting or Special General Meeting.

9.2. All voting that takes place at an Annual General Meeting, Special General Meeting and Executive Committee Meeting, shall be counted and recorded in the Minutes.

9.3. All formal meetings such as Executive Committee Meetings, Special General Meetings and Annual General Meetings must be minuted and the minutes formally approved by the next meeting of the Executive Committee or General Meeting respectively.

10. MINUTES

- 10.1. All formal meetings such as Executive Committee Meetings, Special General meetings and Annual general Meeting s must be minuted and the minutes formally approved by the next meeting of the Committee or General Meeting respectively.
- 10.2. All minutes shall be available for inspection by members of the Association.

11. THE EXECUTIVE COMMITTEE

- 11.1. Any member over the age of 18 shall be entitled to stand for election to the Executive Committee.
- 11.2. The Executive Committee shall stand down at each Annual General Meeting and may be re-elected.
- 11.3. There shall be at least six Executive Committee Meetings each year.
- 11.4. The Quorum for all Executive Committee Meetings shall be members.
- 11.5. All members shall be given not less than seven days notice of each Committee Meeting, at which any member shall be entitled to attend (but not vote).
- 11.6. The Committee may from time to time as necessary create any sub-Executive Committees and/or working parties on a permanent or temporary basis. The members of any such sub-committee or working party shall be selected by the Committee from among its members.
- 11.7. Any such sub-committees or working parties shall report to the Executive Committee for decision making.
- 11.8. The Committee should encourage appropriate representation from tenants in both the rented and the commercial leasehold properties.
- 11.9. The Committee shall monitor the work, finances and membership of the Association.
- 11.11 The committee shall report to each General meeting on the work done by the Committee since the last General Meeting.
- 11.12. The Committee shall produce Standing Orders which it may revise from time to time to govern the conduct of Committee Meetings.
- 11.13. Members of the Committee should:
 - not be in arrears, or if so they must have a payment plan in place,
 - not commit anti social behaviour (ASB).
- 11.14 .The Committee must be a proportioned representation of the area it represents. Eg. If the community is a mixture of leaseholders and tenants, then the Executive Committee must be a proportioned representation of those leaseholders and

tenants. To illustrate this if two thirds of the estate are tenants two thirds of the Executive Committee should be tenants.

12. OFFICERS OF THE COMMITTEE

- 12.1. The Association shall have a Chair, Vice Chair, Secretary and Treasurer.
- 12.2. The Chair shall chair the General and Executive Committee Meetings. The duties of the officers shall be defined in the standing orders of the Association.
- 12.3. The Vice Chair shall chair meetings in the absence of the Chairperson
- 12.4. The officers shall report to each Executive Committee Meeting and General Meeting of their work.
- 12.5. There shall be no more than one Executive Committee members from the same household.

13. CO-OPTEES

- 13.1. The Executive Committee may co-opt non-voting members onto the Executive Committee in order to fill vacancies that occur during the year or to ensure appropriate representation of all people in the community.

14. FINANCE

- 14.1. The Treasurer shall open a bank or building society account in the name of the Residents' Association and keep records of the Association's income and expenditure. The Treasurer shall report the balance in the account to the Executive Committee at each Executive Committee Meeting.
- 14.2. The Executive Committee shall appoint three authorised signatories for any cheques and cheques shall be signed by at least two of the authorised signatories. The signatories should be from different households and not related to one another.
- 14.3. The Association's accounts shall be kept up to date and annual accounts for each year shall be presented to the Annual General Meeting.
- 14.4. The accounts of the Association shall be available for inspection by any members of the Association who require seeing them, within 28 days. The request for inspection must be made in writing to the Treasurer.
- 14.5. The Treasurer is authorised to pay for petty cash travel and other expenses to representatives of the Association undertaking the Association's work providing that each payment is supported by a receipt, ticket or voucher. Each such payment of petty cash shall be signed by the receiver. The Treasurer shall provide a list of petty cash payments to the Executive Committee, at each Executive Committee Meeting.

15. INFORMATION

- 15.1. The Executive Committee shall provide information to all members on things that affect the Association and its members.
- 15.2. Every member of the Association shall be given a copy of the constitution when they join. Members shall be given copies of any changes to the constitution.
- 15.3. Minutes of all General Meetings and Executive Committee Meetings shall be available from the Secretary for all members.

16. DISSOLUTION OF THE RESIDENTS ASSOCIATION

- 16.1. The Residents' Association can only be dissolved by a Special General Meeting called specifically to consider a motion to dissolve the Association.
- 16.2. All members shall be given 10 working days written notice of such a meeting, which shall contain the wording of the dissolution.
- 16.3. The Residents' Association shall only be dissolved if two-thirds of members present at the Special General Meeting vote for a motion to dissolve the Association.
- 16.4. The Special General Meeting shall decide on disposal of assets, funds and equipment.

Signed.....Name.....Date
Chair

Date:

Signed.....Name..... Date
Vice Chair

Date:

Signed.....Name..... Date
Secretary

Date:

Signed.....Name..... Date
Treasurer

Date:

Signed.....Name.....
Date On behalf of Network Homes

Appendix 2: Code of Conduct

1. Members are expected to conduct themselves in an orderly fashion, respecting other members at all times, both in meetings and on the premises.
2. Members should at all times remember their role as a resident's representative is to bring forward the views of residents in general. It is inappropriate for members to raise matters that directly relate to their personal circumstances.
3. Members should be aware of the confidential and sensitive nature of information that they may be given or may be told to them by other residents.
4. Offensive, disruptive, threatening or abusive behaviour and language including racist, sexist, disablist or homophobic inflammatory remarks shall not be permitted and will constitute a breach of reasonable behaviour.
5. Members will be aware of the equal opportunities policies of Network Homes and will at no time act in a manner which is intentionally contrary to the spirit of these policies.
6. In their roles as members, residents should not act in a manner that might bring the Association into disrepute.
7. Members wishing to speak should indicate to the Chair, and then wait to be called upon to speak. All speakers should address the Chair. It is the Chair's role to make certain everyone has the opportunity to speak. Members should be careful not to dominate the discussion.
8. Speakers should stick to the subject matter in hand and not stray from the point.
9. Only one person shall speak at a time and there should not be any private debates within the meeting.
10. Members should be punctual and arrive at meetings on time.
11. Any breach of reasonable behaviour will result in a vote of no confidence being called against the offending member.

Appendix 3: Treasurer's report template

The purpose of this template is to show what information needs to be included within your Treasurer's report.

	<i>Treasurer's report template</i>
1.	<i>Name of the Association</i>
2.	<i>The period which the report covers (beginning to end)</i>
3.	<i>The cash balance at the beginning of the period</i>
4.	<i>The income received during the period (who from, when)</i>
5.	<i>The expenses paid during the period (who to, when)</i>
6.	<i>The cash balance at the end of the period</i>
7.	<i>The signature of the Treasurer Date</i>

Appendix 3: Accounting budget sample

This table is designed to show you what needs to be included within an account budget. An account summary should accompany the Treasurer's report.

Date	Cheque. No	Description	Income	Expenditure	Balance
<i>Example:</i> 1 st April 2013		Seed funding	£250		£250
<i>Example:</i> 25 th April 2013	001	Stationary		£20	£230
<i>Date</i>					£
<i>Date</i>					£
<i>Date</i>					£
<i>Date</i>					£
TOTAL					£
<i>Date</i>		Balance bought forward			£

Appendix 4: Membership list template

Residents' Association Membership Confirmation Sheet

Name of Association.....

Date.....

	Name	Address	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
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11			
12			
13			
14			
15			
16			
17			