



DRAFT

MODEL CONSTITUTION FOR RESIDENTS ASSOCIATIONS **For associations supported by MKC Housing Service**

The name of our Association

Our Association is called insert name of Association here and we cover insert estate name/area here

The aims of our Association

We are a group set up to:

- Improve insert estate name/area here, including housing, environment, facilities, community spirit and services for all residents including council tenants.
- Represent and support the residents of the area and to help solve any problems which may effect insert estate name/area here
- To represent the interest of Residents and put forward the collective viewpoint following active consultation
- Enhance the quality of life in insert estate name/area here

Our Association will:

- Be run in a fair and transparent manner, including financial matters.
- Be non-political in it's approach
- Meet the requirements of groups which provide us funding.
- Be open to all residents irrespective of nationality, race, colour, sexuality, gender, disability, age, religion, political opinion, tenure, marital status, parental status, health, criminal record or any other reason which may arise. We will encourage the participation of all sections of our community so that they have an opportunity to have a say.
- Use a range of ways to maintain regular contact and encourage the involvement of residents using various methods, for example meetings, newsletters, the internet, social networking sites and face-to-face discussions.
- Take part in discussions, events and consultations with Council teams, particularly the housing service, in order to promote the involvement and participation of all residents, particularly council tenants, in improving the community and the housing service.
- Work positively with other agencies, for example Parish and Town Councils, local community organisations, and Thames Valley Police, and seek solutions to problems which may arise



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Meetings of the Association

All residents are welcome to attend meetings but must follow the code of conduct.

We will hold an Annual General Meeting (AGM) every 12 months to elect a new committee and to report on our progress over the past year. We will give 21 days notice of this meeting to all residents and interested parties.

The date of our next AGM will be [insert date here](#)

For ordinary meetings we aim to give approximately 7 days notice to residents and interested parties. These will be held at least [insert number of meetings here](#) times in a year. All meetings will have an agenda and a start and expected finish time.

Committee Meetings will be held at least [insert number of meetings here](#) times a year and will be formally organised and minuted. These meetings will be open to observation by local residents who notify the Chair or Secretary in advance.

If a Special General Meeting is requested, either by the committee or by at least 6 (open to change) residents to discuss important issues we will give no less than ten days notice to all residents in our designated area.

All meetings must have a minimum number of residents attending (known as a quorum) before major decisions can be made. Our minimum number of residents who must attend is [insert minimum number here](#)

Running the Association

The Association will be run by a Committee consisting of a Chair, Treasurer and Secretary. These will be elected at an AGM. Other members can stand as ordinary committee members or have a specific role, such as membership secretary, etc. These should ideally be elected at an AGM but may be co-opted onto the committee at an open meeting.

Their duties are to ensure that the aims of the Association are met and to undertake the general running of the Association. Training and guidance can also be provided by the Resident Involvement Officer so that Committee members have the skills and knowledge to manage the association effectively.



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Minutes of all meetings will be kept and made public once agreed. We will send these to the Resident Involvement Team and to other interested parties who request a copy. These should be put on the Association's website (if available).

We will undertake consultations and collect information for residents which will ensure that there is a collective voice for the community. Consultation will be undertaken with those affected, for example Council Tenants regarding their homes. We will work with other agencies in the area in order to improve the area. We will give feedback to residents about events, consultations and discussions that we have taken part in and how their views have been represented.

Representatives of our committee will meet with the Resident Involvement Officer from Milton Keynes Council at least annually to review the year's achievements and to plan for the year ahead. At this meeting the Resident Involvement Officer will discuss the availability of support funding and how this can be awarded. Support, whether this be financial and/or help and advice from the Resident Involvement team, is funded from the Housing Service. This is funding provided by tenants rents and so Associations that receive this funding must show a commitment to improving outcomes for council tenants in the area.

We will produce a review of the year which will show what we have achieved and what we aim to achieve for the coming year (could put "what we have achieved and highlight any known achievements we want to aim for as well as as any projects that may arise. Assistance can be provided by the Resident Involvement Officer at Milton Keynes Council and the review will be published at our AGM.

Changing our constitution

We can change our constitution at any time via an item placed on the agenda at an open meeting; however we must formally adopt those changes at the next AGM.

Closing down the association

If the association is no longer able to continue then the committee, or remaining committee members can dissolve the Association. This should be done following notification and advice from the Resident Involvement Team at Milton Keynes Council. Any remaining monies or funds which were given by the Housing Service for Milton Keynes Council should be returned to them. Any other monies which may remain after MKC Housing Service has been reimbursed should be returned to the funding body or for a purpose agreed by local residents.



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Changes to this constitution were made on [insert date here](#)
and formally agreed at the AGM held on [insert date here](#)
The next date of review will begin on [insert date here](#)

Signed
(Chair of Residents Association)

Witnessed by
Agency represented.....