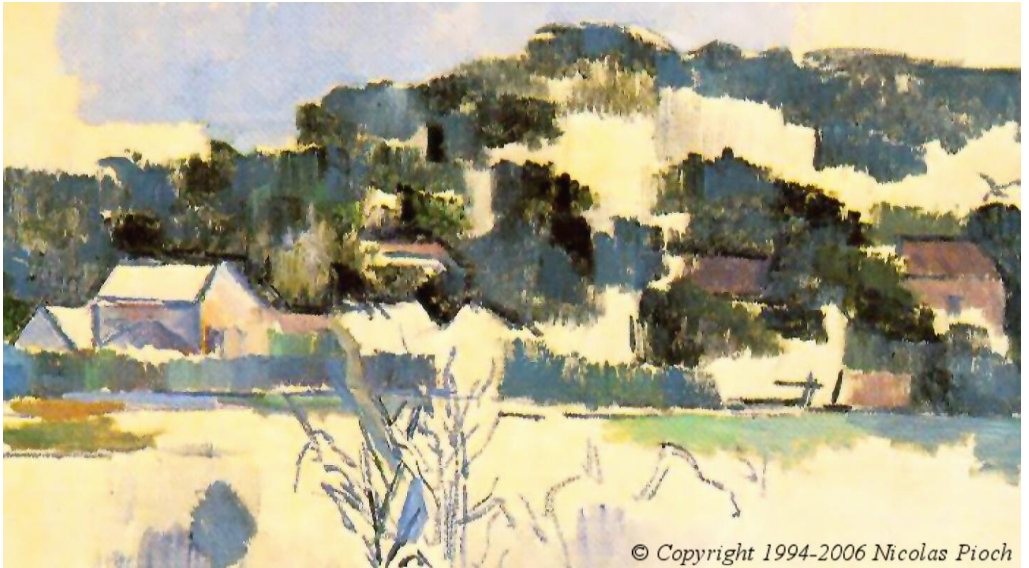


# **MATSON & ROBINSWOOD RESIDENTS GROUP**



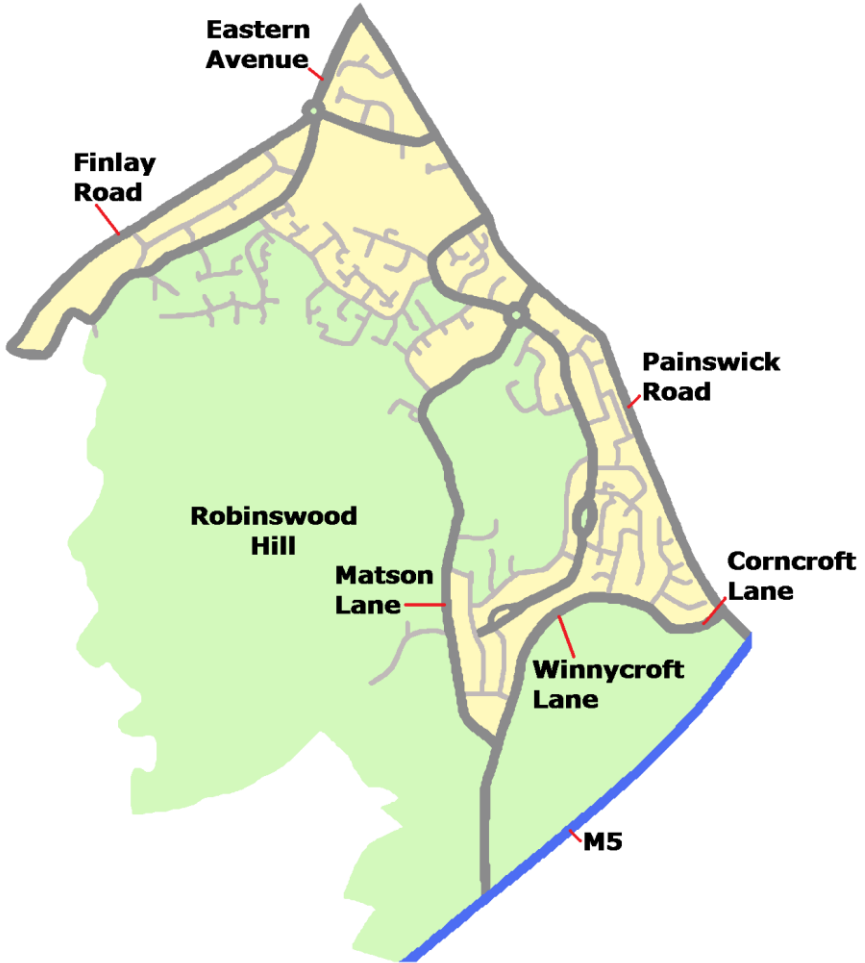
# **CONSTITUTION**

## 1. NAME OF THE ORGANISATION

Matson & Robinswood Residents Group.

## 2. MEMBERSHIP

Membership is open to everyone living within the area of this map:



City and County councillors representing the ward will be considered members.

### **3. AIMS OF THE GROUP**

To be an independent group with the following aims:

To protect, promote and represent the interests of residents on matters concerning housing, safety, security, streetcare, the local surroundings and any other issues of interest to ensure that their needs and rights are put first.

To bring residents together, ensuring they have influence on the decisions which affect them.

To secure and sustain improvements to the local built environment and green areas.

To challenge local service providers to constantly improve.

To campaign for the provision of sustainable improvements to recreation facilities.

The group will promote any charitable aim to further the above objectives.

### **4. EQUALITY AND DIVERSITY**

The group will actively encourage all residents to participate in the group and the community as a whole.

The group will ensure that everyone in Matson & Robinswood has an equal opportunity to be involved in the group and its work.

The group shall be non-party political and non-religious and will work towards the elimination of all forms of discrimination within the community.

Copies of the group's governing documents will be available to all members on request.

## **5. TRAINING AND DEVELOPMENT**

The group is committed to ensuring its members can access relevant training and support. The Committee shall identify the group's training needs annually and try to arrange for these needs to be met.

## **6. COMMITTEE**

The Committee shall be elected to carry out the business of the group in partnership with other local organisations. Elections will be held at the Annual General Meeting.

The Committee shall be made up of a Chair, Secretary, Treasurer (officers) and up to five Committee Members. The Committee may appoint a Vice Chair from within its ranks.

One place on the Committee may be filled by an independent person from outside the area of benefit, providing the independent demonstrates a commitment to Matson & Robinswood and the aims of group.

Prospective candidates for any Committee position must have a proposer and a seconder from the members. The proposer and seconder cannot be the same person.

Twenty-one days' written notice will be required for the resignation of any officer. The Committee may fill any vacancies arising amongst its officers from within its ranks until the next Annual General Meeting.

The Committee may fill any other vacancy arising amongst its ranks from the general membership until the next Annual General Meeting.

The Committee shall meet once a month, and no less than eight times a year. These meetings shall be open to all members. The date, time and location of meetings will be publicised locally.

The Committee will be encouraged to attend training courses on their roles and responsibilities, unless this has been undertaken in the last three years.

Committee Members shall at all times conduct themselves in a reasonable manner when attending meetings or any other function in connection with the group, in line with the Code of Conduct set out in this Constitution.

Committee Members shall carry out the duties given to them at meetings.

Representatives attending meetings with other organisations on behalf of the group shall:

Act and vote according to the wishes of the group, as decided by the Committee.

Provide a report of any such meeting at the next monthly meeting.

Draft minutes shall be checked by the Chair or another member of the Committee before being circulated. Minutes shall be available to all members on request.

The ruling of the Chair on any question of points of order shall be final.

## **7. ANNUAL GENERAL MEETING**

An Annual General Meeting shall be held each year.

The Committee shall stand down at each Annual General Meeting and a new one will be elected.

The outgoing Committee shall report on its work over the last year and present a statement of accounts at the Annual General Meeting.

The Annual General Meeting shall be used to vote on recommendations and any amendments to this Constitution.

The Secretary shall arrange to notify members of the Annual General Meeting with not less than twenty-eight days' notice.

## **8. SPECIAL GENERAL MEETINGS**

Special General Meetings are open to all members and will be held if:

(i) the Committee calls one

or

(ii) six or more members submit a request for such a meeting to the Secretary. The Secretary shall arrange for the meeting to take place within twenty-eight days.

## **9. QUORUM**

### **(i) Monthly Meetings**

This will be four members, three of which must be Committee Members.

### **(ii) General Meetings**

This will be six members.

## **10. VOTING**

### **(i) Monthly Meetings**

Decisions will be taken by consensus. In the event of consensus not being reached a vote will be taken. Only the Committee may vote.

In the event of a tie the Chair will have the casting vote.

### **(ii) General Meetings**

Members must be present to vote on the business of a General Meeting. All members shall have an equal vote (one per household).

In the event of a tie the Chair will have the casting vote.

## **11. FINANCE**

All money raised by or on behalf of the group shall be used only to further the aims of the group.

The Treasurer shall maintain a bank account in the name of the group.

There shall be four signatories to authorise financial transactions of the group. These cannot be from the same household or the same family. One of the signatories shall be the Treasurer.

All cheques and instructions to the group's bankers shall require two of the agreed signatures.

The Treasurer shall have the accounts checked by an independent examiner with adequate financial ability and experience, as defined by the Charity Commission, at the end

of each financial year. The Committee will appoint a qualified auditor only when necessary to comply with the conditions of a grant or the law.

The accounts shall be made available to members at the Annual General Meeting for scrutiny and comment. Any member shall be allowed to view all transactions and, if requested, view receipts for Petty Cash etc.

In the event of a financial disagreement within the group the Committee shall submit its financial accounts to Gloucester City Homes to resolve.

## **12. CHANGES TO THE CONSTITUTION**

This Constitution can only be altered at an Annual General Meeting or at a Special General Meeting called for that purpose. Any suggested changes to the Constitution must be handed to the Secretary fourteen days before the Annual General Meeting or Special General Meeting.

Any member may propose an amendment to the Constitution and voting on any amendment shall be subject to clause 10(ii) of this Constitution.

Changes to the Constitution must be agreed by two thirds of the members present and entitled to vote at the meeting.

The Committee shall review the Constitution at least every three years and make any proposals they feel necessary.

## **13. STANDING ORDERS**

The Committee has the power to adopt and issue standing orders and/or rules for the group. Standing orders will be recorded and shall be:

Subject to review at the first General Meeting after the Committee has agreed them.

Consistent with the terms of this Constitution.

## **14. CODE OF CONDUCT**

All members shall agree to abide by the group's Code of Conduct. Failure to do so may result in the member being asked to leave the meeting.

A member who repeatedly breaks the Code of Conduct:

- (i)** May be asked by the Committee to resign.
- (ii)** May be excluded by the Committee from future meetings.

### **The group's Code of Conduct is:**

To uphold the aims, principles and interest of the group and demonstrate a commitment to equality and diversity.

To be courteous and respectful to each other and assist other members in seeking the best possible solution to problems being discussed.

Allow each other the opportunity to speak and comment.

To follow the guidance of the Chair at the meeting and use the agenda as the tool for order.

To ensure the meeting is for the interest of Matson & Robinswood residents as a whole and not for specific individual needs.

Not to speak or write on behalf of the group without the prior agreement of the Committee.

To ensure no member will discriminate on any grounds against any other member, group or member of the public and not allow discriminatory language to be used in discussions.

To disclose any interest, whether personal or on behalf of any group that may affect or influence any matters under discussion.

To agree to attend mediation in the event that disputes cannot be resolved.

To operate within the rules laid down in the Constitution.

## **15. CONFIDENTIALITY**

All members of the group will respect all individual members' confidentiality and will refrain from mentioning specific individual cases, which may cause embarrassment or identification of an individual.

## **16. DISSOLUTION**

The group may only be dissolved at a Special General Meeting called for that purpose, which must be advertised twenty-eight days before the meeting.

A proposal to dissolve the group shall only take effect if agreed by two-thirds of the members present at the meeting, as long as there is a minimum of eight members present and voting.

Any assets remaining after the payment of all debts and liabilities shall:

(i) be returned to the granter for redistribution if requested

or

(ii) apply towards charitable purposes for the benefit of the area defined in Clause 2 of this Constitution, according to the wishes of those present at the meeting.

In no circumstances shall the assets of the group be paid to or distributed among the members of the group.

This Constitution was adopted at the Annual General Meeting that took place on 22<sup>nd</sup> June 2009.

## **THE CHAIR**

Date: 22<sup>nd</sup> June 2009

Name: Julian Hiles

Address: (On file)

## **SECONDED**

Date: 22<sup>nd</sup> June 2009

Name: Sharon Clark

Address: (On file)

