

Haringey Leaseholders' Association Constitution

1. Name

- a) The name of the association will be Haringey Leaseholders' Association ('the Association').

2. Purpose and Role

The HLA exists to represent Council leaseholders in Haringey borough-wide as this cannot be done by individual leaseholders acting alone or by local government or ALMO officials or by Homes for Haringey's leasehold panel.

3. Objectives

- a) To promote and encourage the participation of every Council leaseholder in Haringey and to promote and encourage local leaseholders' associations or local leaseholder groups within residents' associations so that the Association can fulfil its role as an umbrella organisation.
- b) To promote equal opportunities and oppose racism, sexism, ageism and other forms of discrimination.
- c) To promote all leaseholders' interest through the involvement structures of the Council and Homes for Haringey.
- d) To affiliate to any body that furthers the interests of leaseholders as agreed at a general or committee meeting.
- e) To improve housing and other services in the area of the association.
- f) To be non-party political.
- g) To represent the majority view of the members as agreed at general meetings.
- h) To build a partnership and improve communication between landlord and membership.
- i) To provide regular information to all members.
- j) To provide such other services to its members as may from time to time be deemed worthwhile and affordable. The Association may not provide services to non-members unless specifically agreed by the committee.
- k) To play a role in seeking to improve the rights and amenities of leaseholders more widely in London and the UK.

4. Equal Opportunities

- a) The Association recognises that many forms of discrimination are experienced by individuals and groups in society and therefore will work, whenever possible, towards the elimination of discrimination on any grounds, in the conducting of its business.

5. Membership

- a) All Council leaseholders are automatically members of the HLA and have the right to attend and participate in general meetings, unless they have been expelled from the association. As members they are entitled to a basic level of services provided by the association. Only those members however who have paid at least the minimum recommended annual contribution for that year either to the association or to an affiliated local association or group are eligible for election to the committee and for the full level of services provided from time to time by the association. Any member may resign their membership of the association at any time. The association will also keep records of those who have expressed support for it.
- b) The Association shall maintain an accurate record of membership.
- c) The level of the full membership fee shall be determined by the Annual General Meeting.
- d) All members are expected to conduct themselves in a reasonable manner at meetings or they may be required to leave the meeting.
- e) Members may be suspended from the Association by the Committee but may only be expelled by majority vote in a general meeting. The Committee may similarly reinstate members subject to confirmation at the next general meeting.

6. The Committee

- a) All Officers and Committee members must act to further the aims of the association, including a commitment to opposing all forms of discrimination.
- b) The Committee shall consist of a minimum of 5 and a maximum of 15 Committee members.
- c) Officers must further the aims of the Association, including a commitment to opposing all forms of discrimination.
- d) The Committee shall consist of a Chair, Secretary and Treasurer and any other members as decided by the Annual General Meeting.

- e) If a vacancy occurs for an Officer, this shall initially be filled by the Committee through co-option and then an election will be held at the next General Meeting.
- f) Any vacancies on the Committee may be filled by the Committee by co-opting members with full voting rights until the next general meeting. The general meeting will then ratify or reject the co-option.
- g) The Committee will meet a minimum of four times a year and members can attend as observers.
- h) The Chair shall report to each general meeting and annual general meeting on the work done by the Committee since the last general meeting or annual general meeting.
- i) The Committee shall work as directed by general meeting decisions.
- j) The Committee can appoint such sub-committees or working groups as may be required to carry out the work of the Association. Such sub-committees shall be directly accountable to the Committee.
- k) The Committee shall agree the terms of reference of any sub-committee, which may then act and use any finance raised by itself or on its behalf only within those terms. The Chairperson and Treasurer shall be ex-officio members of any sub-committee.
- l) Elected Councillors of the Landlord Authority, ALMO board members and staff of either shall not be eligible for election as officers of the Association, nor shall they represent the Association in its dealings with the Council or any other body.
- m) Committee meetings are open to members other than committee members and to the general public to attend as observers. They may speak at the discretion of the chair but not vote. Part or all of a meeting may be restricted to committee members only at the discretion of the chair.
- n) The Committee shall have full discretion in policy-making but will be mindful of the need to ratify large policy decisions at a general meeting.
- o) At Committee meetings only Committee members may vote, one vote per member. The Chairperson shall have a casting vote in the event of a tie, and will not have a vote otherwise.

7. Officers

The Chairperson

- a) All meetings will normally be chaired by the chairperson or, in his/her absence, the vice-chairperson or as the meeting decides.
- b) If a decision is needed urgently and committee members cannot be consulted, the chairperson can take the decision (known as 'Chair's action') but this must be reported to the next committee meeting where it should be ratified (agreed) and recorded. Such actions may include for instance calls for boycotts or protests where time is of the essence.
- c) The chair has full discretion in taking such an action unless it is inconsistent with previously agreed policy.

The Secretary

The secretary will ensure that minutes are kept.

The Treasurer

The treasurer shall keep proper accounts.

8. General Meetings

- a) At least fourteen days notice of general meetings will be given to every member. Notices will give the date, time, and venue of the meeting. All full members will be given written notice together with a copy of the agenda.
- b) The Association will hold at least one general meeting each year in addition to the annual general meeting. General Meetings will be open to all members of the Association to speak and vote. They are also open to the general public to attend as observers.
- c) The decisions of all general meetings of the Association shall be binding on the Committee. All decisions shall be taken by a simple majority of members present and voting, unless otherwise stated in this constitution.
- d) The Chair or Secretary shall call a special general meeting at the request of a majority of the Committee or on receipt of a written petition by not less than 10 members of the Association giving reasons for their request. The Secretary shall give not less than 14 days notice of the special general meeting, which shall take place within 28 days of receipt of the request or petition and must give adequate time to the relevant issue.

9. Annual General Meeting

- a. The Officers and Committee shall stand down at each Annual General Meeting, although both Officers and Committee members may stand for re-election.

- b. The Association shall hold an annual general meeting once in each calendar year, and not more than 15 months shall pass between the date of one annual general meeting and the next.
- c. The Association will send all association members notice of the meeting not less than 14 days before the meeting.
- d. Nominations for the committee may be received at any time up to and including the meeting. Proposed constitutional amendments must be received by the Secretary in writing at least seven days before the notice period for the meeting (i.e. 21 days before the meeting) and will be made available to all members at least one week before the meeting, for instance by being put on the website.
- e. Nominees should be present at the annual general meeting unless they are unable to attend due to illness, holiday or similar reason. If so they can be elected in their absence.
- f. **The annual general meeting shall:**
 - i. Receive an annual report from the Committee and any subcommittees.
 - ii. Receive the approved accounts for the Association (including any sub-committees) inspected by an independent person with appropriate financial skills.
 - iii. Appoint an independent person with appropriate financial skills to inspect the accounts of the Association for the following year
 - iv. Elect Officers and Committee members for the Association.

10. Quorum

- g. The quorum for Committee Meetings of the Association shall be 4 committee members including at least one Officer.
- h. The quorum for all general meetings (including the annual general meeting) shall be 25 members.

11. Minutes

- i. All formal meetings such as Committee and general meetings (including annual general meetings) must be minuted and the minutes formally approved at the next meeting of the Committee or general meeting respectively.

- j. All minutes must be made available for inspection by members of the Association within 14 days of a request being received.

12. Voting

- k. Each member shall have one vote on any resolution put before an annual general meeting, general meeting or special general meeting.
- l. Members of the Association will be entitled to vote by proxy, as decided by the Association. Proxy votes must reach the Secretary no later than three days before the meeting.
- m. All voting that takes place shall be counted and recorded in the minutes.
- n. All decisions except where otherwise stated in this constitution shall be taken by a simple majority of those present and voting, including proxy votes (if any). The named proxy must be a member of the Association.

13. Affiliation

- a) Local leaseholder associations within Haringey and leaseholder groups within residents' associations are eligible for affiliation to the Association.
- b) Affiliated groups must agree to respect and abide by this constitution.
- c) The Association and its affiliates will support each other practically, morally and financially as much as reasonably possible whilst retaining separate responsibility for their individual finances.
- d) Membership of an affiliated group is potentially an interest for the purposes of section 14.
- e) Affiliation may be terminated for breach of the constitution or code of conduct or misuse of funds. The decision to terminate affiliation can be decided by the Committee but must be ratified at the next general meeting.

14. Conflict Of Interest Individual members:

a) Members should declare any interest, whether personal or familial or in connection with any group they represent or belong to, that may affect or influence their approach to the matter under discussion.

b) The other members present shall decide on the appropriate way to proceed, which may include requiring the member with the interest to refrain from debate and/or decisions on the matter.

15. Confidentiality

a) Members should respect all individual residents' confidentiality, whether present or not, and refrain from mentioning specific individual cases in ways which breach a common understanding of people's right to privacy. The exception is on matters of a constitutional nature, including alleged breaches of the code of conduct, where it is necessary to name individuals in order for a decision to be made.

16. Exclusion from meetings

a) All members are expected to conduct themselves in a proper reasonable manner at meetings.

b) A member may be excluded from a meeting for breaching the code of conduct on the decision of a simple majority of those present and voting.

c) For more serious misconduct see 5. e).

17. Finances

a) All monies raised by on behalf of the Association will be used only to further the aims of the Association.

b) There must be a minimum of three signatories on the Association's bank or building society account, not being from the same household or family. A minimum of two signatures will be required for the authorisation of any payment. The Treasurer shall always be one of the signatories.

18. Alterations to the Constitution

a) Any proposals to alter the Constitution must be agreed at a general meeting by at least two thirds of those present and voting.

19. Dissolution

If any Committee member or ten members decide at any time to dissolve the Association, they shall give 14 days notice of a meeting to all members, clearly indicating the proposal to dissolve the association. If such decision be confirmed by a simple majority of those present and voting, the assets – financial or other-wise – remaining when the Association has satisfied its liabilities, shall be applied for such purposes as the meeting decides.

20. Declaration

This constitution was adopted by majority of those members present voting by at least a two-thirds majority at an annual general meeting or special general meeting held on:

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(Date)

Signature..... Date.....
(Chairperson)

Signature..... Date.....
(Secretary)

Signature..... Date.....
(Treasurer)