

Hebridean Housing Partnership and W.I.F.T.R.A.

Constitution

Western Isles Forum

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06

WESTERN ISLES FORUM OF TENANTS AND RESIDENTS ASSOCIATIONS

Constitution

1. Name

- The name of the organisation shall be *Western Isles Forum of Tenants and Residents Associations*, hereinafter referred to as “The Forum”.

2. Aims

The aims of the Forum are:

- To promote support and encourage the development of Tenants & Residents Associations throughout the Western Isles.
- Bring together Tenants and Residents Associations to pursue common action and goals
- Present and promote the interests of its members through active campaigning.
- Pioneer whenever possible new forms of Consultation and Participation.
- To liaise and participate with Comhairle Nan Eilean Siar, registered social landlords and other authorities and agencies in pursuit of tenants and residents interests.

3. Membership

- Membership is open to all tenants and residents associations within Western Isles and recognised groups such as tenant/resident forums, action groups and community councils where their interest is specifically related to those of a tenants and residents association. Although membership for the Forum has to be formally approved at a General Meeting the only criteria for membership is that an association must have a Constitution or Rules of Operation that:-
 - i. Have objectives similar to those of the Forum.
 - ii. Have rules of membership that are non-discriminatory
- Membership forms will be sent out to all New and Member Associations before the Forum AGM.
- Member Association must agree to notify the Secretary of the Forum of any meeting called to dissolve the Association.
- Persons with a skill set thought to be lacking in the membership of the forum may be co-opted by the chairperson if agreed by a general meeting. Co-optees may:
 - i. Serve for a maximum of two years.
 - ii. Not vote to dissolve, change the constitution or hold office bearer positions.

4. Village Voice

- Membership to individuals will be available at the discretion of the Forum to enable the development of Tenants and Residents groups in their area where no recognised group exists.
- Village Voice Members must comply with the scheme for the village voice and complete the nomination form and return to the Forum who will consider the application and reply within three calendar months of receipt of application.

- Village Voice Members may vote on motions at General Meetings.

5. Delegates

- Each organisation or recognised group (other than village voice) is entitled to two delegates to the Forum.

6. General Meetings

- a At least 3 general meetings of the Forum, in addition to the AGM, shall be called each year.
- b The quorum of all Forum general meetings, including special general meetings and the AGM, shall be at least one delegate from not less than one third of member associations. All decisions shall be taken by a simple majority of those present and entitled to vote.
- c There shall be no restriction on the number of delegates attending meetings of the Forum from any member association, but they shall be entitled to one voting delegate only. Attendance at meetings of the Forum of any persons, other than delegates of member associations, must only be by invitation of a general meeting.
- d Only delegates who are tenants or representatives of Tenant/ Resident organisations may vote on issues which relate specifically to tenants of Hebridean Housing Partnership or a registered housing association.
- e Special General Meetings may be called at the request of not less than three member associations or recognised groups. Special General Meetings must be called within one calendar month of date of receipt of such a request. Notice of a Special General Meeting must be issued to all member associations at least 14 days before the meeting date, indicating the subject matter. No business can be conducted at a Special General Meeting unless indicated in this notice.

7. Annual General Meeting

- No later than 15 months from the date of the inaugural general meeting or the last AGM, an AGM shall be held.
- Notice of the AGM must be issued to member associations at least 21 days before the meeting date.
- The purpose of the AGM shall be:
 - a To receive a report from the Chair and Secretary on affairs and activities of the Forum.
 - b To receive the audited accounts of the Forum for the preceding year.
 - c To debate and vote on proposed amendments to the constitution
 - d To debate and vote on any competent proposals put to the meeting by member associations
 - e To require all office bearers to vacate their positions, and elect new office bearers and ordinary members to serve for the ensuing year.
 - f Amendments to the constitution for consideration at the AGM must be submitted, in writing, to the Secretary fourteen days before the meeting date. Member associations must be issued with a copy of the proposed amendments 14 days before the meeting date. Amendments to the constitution are decided by a two-thirds majority of those present and entitled to vote.

8. Finance

- All monies raised by or on behalf of the Forum, or granted to the Forum, shall be applied to further the aims of the Forum and to other purpose.
- The Forum must operate its financial affairs through a bank account. All cheques must be signed by two out of the following four office bearers: - Treasurers, Chairperson, Vice-Chairperson and Secretary.
- The Treasurer must:
 - a. Keep accounts of all Forum income and expenditure
 - b. Make available to each meeting an up to date balance
 - c. Submit the annual accounts for audit by an agreed auditor
- The Treasurer is authorised to pay, by cheque, travel and other authorised expenses of representatives of the Forum undertaking Forum business. All such claims must be on the appropriate claim form and where possible accompanied by receipts. Each recipient of such expenses must sign for each payment made.

9. Forum Delegates

- General meetings may also elect delegates to represent the Forum on specific local or national bodies.

10. Changes to the Constitution

This constitution may be altered by an amendment proposed at an AGM in accordance with Section 7 (F) above.

11. Dissolution

- a. The Forum may only be dissolved at an Extraordinary General Meeting called for that purpose at the request of not less than three member associations.
- b. Dissolution requires a two-thirds majority of those present and entitled to vote at such a meeting.
- c. Notice of an extraordinary general meeting to dissolve the Forum must be issued to all member associations and national bodies of which the Forum is a member, at least two calendar months before the date of the meeting, with the purpose of the meeting clearly indicated. The meeting must also be advertised in a public newspaper having wide circulation in the Western Isles area, at least fourteen days before the date of the meeting.
- d. In the event of dissolution, remaining assets after outstanding liabilities are met shall be disbursed in a manner agreed among the last appointed office bearers of the Forum, in consultation with representatives of Hebridean Housing Partnership. Disbursement of any remaining assets should if possible be to an organisation or organisations with aims closely related to the Forum.
- e. The same persons shall decide what happens to all documents belonging to the Forum, having regard to their value to the Tenants' and Residents' movement.

Signed **Date**
(Chairperson)

Signed **Date**
(Secretary)

