

# Constitution 2019

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## 1. **Name of Organisation**

- 1.1. The name of the organisation shall be the '**Federation of Estuary Residents**'. In the document it will be referred to as 'The Federation' or 'FER'.

## 2. **Aims of the Federation**

- 2.1. To promote the rights of all Estuary residents, using due diligence to understand the Equality and Diversity of Estuary Residents and their needs.
- 2.2. To lead, manage and monitor the Resident Scrutiny process, ensuring this role stays prominent within the FER's work.
- 2.3. To meet, liaise, and consult with any relevant department of Estuary Housing Association (EHA) and to act as a negotiating body with any organisation whose business directly or indirectly affects the residents of Estuary Housing Association.
- 2.4. To co-operate with organisations other than members or associate members on matters of common concern.
- 2.5. To promote and represent the interests of Estuary residents in matters which affect their rights; the management, maintenance and improvements of their homes, amenities and environment.
- 2.6. To assist and encourage the establishment of Residents Associations, Residents Groups and, where necessary, co-ordinate the activities of members and member organisations to help them achieve their aims.

## 3. **Membership**

- 3.1. All EHA households including general needs; leaseholders; private retirement scheme residents; Market Rent residents; shared owners; residents living in Supported Housing; are members of the Federation.
- 3.2. Each household will only have one vote.
- 3.3. EHA, the landlord organisation, is an associate member but does not have voting rights.
- 3.4. Full membership will automatically cease on the vacation of an EHA property and end of tenancy.
- 3.5. FER Committee members will be elected annually at the Annual General Meeting (AGM). Committee members will serve for a term of three years. At the end of three years the member will stand down and if they wish, can stand for election again. Committee members can serve for a maximum of three terms (nine years).

#### 4. Committee

- 4.1. A committee of **up to a maximum of 12 members** shall oversee the administration of the Federation.
- 4.2. Selected members of the Committee shall be elected annually at the AGM following the FER Succession Planning Policy by those members present at the AGM, by postal, telephone or electronic vote delivered prior to the AGM.
- 4.3. Committee members can be elected in their absence in exceptional circumstances.
- 4.4. The Committee will involve four officers including a Chair, Vice Chair, Secretary, and General Officer, these positions shall be elected at the first committee meeting after the AGM, by the Committee Members present. The officers will also operate as Facebook administrations for the FER Facebook page.
- 4.5. There is a position for a Scrutiny Lead within and the General Officer will also be the Deputy Lead for Scrutiny.
- 4.6. The Committee can, if required, co-opt people to sit on the Committee. Co-opted members will not have voting rights **except at the discretion of the officers of the Committee.**
- 4.7. Any member of the FER (all residents) may nominate themselves for election to the Committee.
- 4.8. Only one member of each household may be voted onto the FER.
- 4.9. The FER whatsapp group chat should only be used during the hours of 08:00-21:00.

#### 5. Resignation from the Committee

- 5.1. Should an officer of the committee resign, roles will alter as follows.
- 5.2. If the Chair resigns, the Vice Chair will take over as Acting Chair and the General Officer will take over as Acting Vice Chair. If the Secretary resigns, the General Officer will take over as Acting Secretary until the next AGM.
- 5.3. Any remaining Committee members may nominate for the role of General Officer. All Committee members present will vote to choose the new General Officer by majority.
- 5.4. If the Scrutiny Lead resigns, the General Officer has first opportunity to decide to fill this post and open the General Officer role to the rest of the committee. If the General Officer would not like to lead Scrutiny then the rest of the committee have the opportunity to take on the role (including the Officers).

#### 6. Annual General Meeting

- 6.1. An Annual General Meeting (AGM) will be held no later than September every year for the purpose of: Voting on proposed amendments to the constitution and election of committee members.

- 6.2. Election shall be by ballot with a simple majority of those households present and voting, and will include any postal, telephone and electronic votes received prior to the meeting.
- 6.3. The FER Secretary shall notify all members of the venue, date, and time of the AGM at least 14 days in advance of the meeting.

## 7. **Officer and Committee Meetings**

- 7.1. Officers of the Committee should meet at least once per calendar month to discuss upcoming meetings and to plan agendas. If this is not feasible, virtual meetings or Group chats for e.g. WhatsApp can be utilised.
- 7.2. The full committee shall meet at least once every two calendar months. The FER should complete 6 full committee meetings per year.
- 7.3. If committee members are not able to attend, apologies must be given prior to the meeting and sent to the Chair, secretary and a member of the Customer and Community Engagement Team, and an update to be shared where necessary via email.
- 7.4. Officers of the Committee should meet at least once per calendar month to discuss upcoming meetings and to plan agendas. These meetings may take place virtually and agendas can be agreed electronically (e.g. via email, WhatsApp etc.)

## 8. **Extra meetings**

- 8.1. Extra meetings of the Committee to be arranged when necessary.

## 9. **Finance**

- 9.1. All money raised by the Federation or on its behalf shall be used only to further the aims of the Federation and for no other purpose.
- 9.2. EHA will allocate a budget for FER meeting expenses, resident travel and any other expenses covered by the Resident Expenses Policy.
- 9.3. The FER will also manage the Estate Improvement Budget annually.

## 10. **Changes to the Constitution**

- 10.1 Any proposal to alter this Constitution made by the Committee shall be subject to discussion by the whole membership present at the AGM or an extra meeting called for that purpose.
- 10.2 Changes to the Constitution shall be made if two thirds of the members present and voting agree unless

## 11. **Dissolution**

- 11.1. The Federation may dissolve only at an AGM or an extra meeting called for that purpose.

11.2. A proposal to dissolve the Federation shall take effect only if agreed by two thirds of those members present and voting.

## 12. **Quorum**

12.1 A minimum of two Officers and two Committee Members. The Scrutiny Lead will count as an Officer in this case if required. Virtual attendance i.e. by webinar, will also be accepted.

12.2 All decisions made at bi-monthly meetings, AGM, or Extra meetings shall be by simple majority of those present and voting, except where these decisions relate to a change to the Constitution.

12.3 Only the Chair shall have the casting vote.

## 13. **Voting**

13.1 All matters shall be decided on a simple majority of those households present and voting by show of hands.

13.2 Voting rights are given to all member households.

13.3 Voting at the AGM to elect new Committee Members and Officers shall be done by secret ballot.

## 14. **Minutes**

14.1 Minutes shall be taken at all bi-Monthly, AGM, and Extra meetings. Minutes will be sent out after each meeting two weeks after via email.

14.2 Minutes of all meetings will be available to all members on request to the secretary.

## 15. **Code of Conduct**

15.1 The disciplinary process in respect of breaches of the Code of Conduct will be subject to the Code of Conduct and should be read in conjunction with that.

## 16. **Equality and Diversity**

16.1 Meetings will be held in venues which are accessible to all members and virtual membership will be allowed where possible when a member cannot attend meetings physically.

16.2 Minutes of meetings/decisions will be made available in a variety of formats, including alternative languages, braille or audio on request.

16.3 Agendas, minutes, and paperwork for meetings will be sent to members electronically unless requested by post.

16.4 The FER will support any requests to EHA for help with childcare costs to enable attendance at the meetings. Please see The Resident Expenses Policy for information on

expenses reimbursed to residents for the purpose of Resident Involvement including the FER.

Sign

Print Name

Date

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