

# **Constitution**

## **Partick United Residents Group**

### **1. Name**

The Name of the group shall be: **Partick United Residents Group**. Here in after referred to as the “Group”.

### **2. Aims of the group**

The aims of the group shall be:

- a) to safe guard and promote the interests of residents in the area on matters concerning housing, the environment and the social community life of the area,
- b) To work jointly with Partick Housing Association on issues which affect tenants and residents.
- c) To give tenants and residents a voice within the community and gain influence on the decisions which affect them.
- d) To uphold equal opportunities and work towards good relations amongst all members of the community, specifically prohibiting any conduct, which discriminates or harasses on the grounds of race, religion, disability, political belief, sex or sexual orientation.

### **3. Membership**

- a) All members must be over sixteen years of age.
- b) Membership will be free of charge.

### **4. The Committee**

- a) A committee shall be elected to carry out the business of the group.
- b) The committee shall be made up of chairperson, vice chairperson, correspondence secretary, minute secretary, treasurer and up to eight other committee members

- c) The committee shall be elected at the Annual General Meeting of the Group.
- d) Should a committee member fail to attend three consecutive committee meetings without tendering apologies, the committee at its discretion, terminate that person's membership.
- e) Vacancies on the committee may normally be filled at a general meeting until the next Annual General meeting.
- f) The committee and its office bearers shall carry out the duties given them by a general meeting of the group.
- g) The committee shall meet not less than eight times per year, in addition to the AGM and other general meetings.
- h) The quorum at any meetings of the committee shall be five including at least to office bearers.

## **5. The Annual General Meeting (AGM)**

- a) There shall be an Annual General Meeting within fourteen months of the Group's inaugural meeting or last annual general meeting.
- b) The Annual General Meeting shall:
  - Receive a report from the committee of its activities, including a statement of accounts fully audited;
  - Accept the resignation of all committee members and elect a new committee;
  - Vote on any recommendations/ motions and any amendments to the constitution; and
  - Appoint two competent individuals, not having served on the committee during the preceding twelve months or elected to serve on the committee, to audit its accounts.
- c) The secretary will notify all members of the date of the meeting not less than 21 days in advance of that meeting.
- d) The quorum of annual general meetings shall be 8 members.

## **6. Other General Meetings**

- a) The committee shall normally hold four general meetings per year in addition to the Annual General Meeting.
- b) A request for further general meetings should be made in writing to the Secretary, carrying the signatures of the 8 members. A request for a General meeting should state the reasons for calling it. The committee may also call a general meeting.
- c) The secretary will notify all members in writing of the date of the meeting not less than 21 days in advance of that meeting, and state its purpose in the notice.

## **7. Changes to the Constitution**

- a) The constitution may be altered at the Annual General Meeting or at a special meeting called for that purpose.
- b) Proposed changes must be submitted to the secretary in writing not less than 28 days before the AGM
- c) changes must be agreed by at least two-thirds majority of voting members present at the meeting.

## **8. Finances**

- a) All monies raised by or on behalf of the Group shall be applied to further aims of the group.
- b) the treasurer shall keep proper accounts of the finances of the group and make a report available at every committee meeting. The committee shall agree all financial transactions.
- c) The funds of the group shall be managed through a bank account. Cheques written on behalf of the group must bear the signatures of two Office bearers out of the three cheque signatories.

## **9. Dissolution**

- a) The Group may only be dissolved by a special meeting called for that purpose. Such a meeting shall come about following a proposal in writing signed by a simple majority of those remaining in membership being submitted to the secretary.

- b) All members shall be informed of such a meeting at least 21 days before the date of the meeting.
- c) Dissolution of the Group shall only take effect if agreed by two thirds of those members present and voting at that meeting.
- d) Any assets remaining after meeting liabilities must be distributed among local charities or community organisations with similar aims, nominated by that meeting
- e) Any money received via funding bodies should be returned to the funders In relation to the funding criteria.
- f) On dissolution, any documents belonging to the Group shall be disposed of in a manner agreed by that meeting.

**10. Adoption**

This constitution was adopted at the inaugural meeting of .....

Signed.....(Chairperson)

.....( Secretary)

