



Constitution for Residents Executive Committee

- Name** The name of the group shall be Residents Executive Committee.
- The area represented by the group is Nuneaton and Bedworth Borough.
- Aims** The aims of the Residents Executive Committee shall be:
- To represent the views, concerns and interests of residents on housing and related issues to ensure residents are consulted regularly.
 - To work to a robust and ongoing work program to fulfil the aims of the committee.
 - To uphold and work towards good partnerships with multi agencies to support community development.
 - To support and encourage hard to reach groups to play a more active role within the borough.
- Membership** Membership shall be open to all tenants and leaseholders within the area of Nuneaton and Bedworth.
- The committee shall be made up of 8 representatives:
- 3 shall be council tenants from Nuneaton
 - 3 shall be council tenants from Bedworth
 - 1 council leaseholder from anywhere within the borough
 - 1 tenant or leaseholder from anywhere in the borough
- In addition to the above representatives, the panel are able to interview and appoint a 'critical friend'. This should be a member of a panel from a neighbouring authority or housing association who will be invited to meetings in a consultative role to encourage best practise. This position on the committee will have no voting rights.
- No more than one member of any family group or household may hold a committee post.
- The REC is an independent body. It is keen to ensure its ability to demonstrate impartiality from the Council in all matters. To safeguard this position:
- No paid employee from Warwickshire County Council or Nuneaton & Bedworth Borough Council can be a member of the REC.
 - A member of either Warwickshire County Council or Nuneaton & Bedworth Borough Council cannot also be a member of the REC.
- Membership of the organisation shall be open, regardless of race, sex, religion, nationality, age, disability, sexual orientation or political views.

All committee members will sign the code of conduct.

The committee may decide by majority, for good reason and if a member breaks the code of conduct, to terminate or suspend the membership of any individual. The process for which will be as follows:

- The action must be made in writing to the individual;
- The individual concerned shall have the right to be heard in person, accompanied by a friend if they wish, by the Committee within 21 days of the decision. The Committee must also consider any written representations the applicant may make about the decision;
- All decisions shall be final and once made the Committee must inform the individual in writing of the reasons for the suspension/dismissal within 21 days of the decision.

Finance

The funds and property of the organisation shall be used solely to further its objectives, and shall be paid into an account operated by the committee.

All cheques drawn on the account must be signed by two members of the committee/signed signatories. One must be the treasurer.

The Treasurer shall keep written records of all monies received and spent and shall produce a finance report for every meeting.

All committee posts are unpaid, but there is reimbursement of expenses as agreed by the committee and Resident Involvement Team.

The treasurer shall have the accounts checked by a community organisation, independent bookkeeper or Warwickshire Community and Voluntary Action.

Nominations and Elections

Elections will take place every two years, with each committee member serving a four year term. After two years, the longest serving half of the committee will step down. The replacement members will be a direct replacement for the positions held, eg. Nuneaton tenant.

The following steps will form the election process:

1. Request for nominations published in the Homing In magazine
2. Application forms will be sent to all candidates for completion
3. Applications will be shortlisted by an interview panel which will consist of REC members whose post is not up for election, and a representative from the Business Improvement Team.
4. Shortlisted applicants will then be interviewed by the interview panel, following the standard interview procedure adopted by Nuneaton and Bedworth Borough Council.
5. Voting will then take place for the successful candidates by offering a postal vote, which will be sent via the Homing In magazine.

Each household will have one vote.

The appointment of the Critical Friend position will be appointed solely by interview, and will follow steps 2, 3 and 4 shown above.

The committee may temporarily fill any vacancy arising among the members by following steps 1 to 4 shown above.

The co-opted member will remain in post until the next scheduled election, whereby they will then be able to take part in the formal election process.

Temporary members have full voting and decision making rights subject to the agreement of the fully elected members.

The Committee

The committee shall consist of three officers, Chairperson, Vice-Chair and Treasurer, and five other members.

The committee will vote in the Chair and Vice Chair at the meeting following the AGM.

The post of chairperson, vice chair and treasurer is held for two years, to co-incide with the election process for members, and is voted in by the committee at the meeting following the AGM. Existing officers shall be eligible for re-election.

A tenant must hold the position of chairperson or vice chair.

The secretary will hold a list of additional positions or responsibilities held by members of the REC, to include core groups and social networking champions. These positions will be reviewed every two years following an election.

If a member wishes to resign then shall do so in writing giving a copy to the resident involvement team and REC chair. They shall then attend the REC meeting following their resignation as notice period.

If a member misses more than three meetings without apology it will be read that they have resigned.

A proper record of all meetings will be kept in addition to records of expenditure and income and shall be available to all tenants and leaseholders.

The committee shall meet not less than 6 times a year.

Nuneaton and Bedworth Borough Council will provide secretarial support.

The chairperson will hold the casting vote.

The committee shall have the power to do all things necessary for the fulfilment of its objectives, and may exercise the following powers:

- Power to raise funds and to invite and receive contributions provided that in raising funds the committee shall not undertake any

substantial permanent trading activities and shall conform to any relevant legal requirements of the law.

- Power to buy, take on lease or exchange any property necessary for the achievement of the objects and to maintain and equip it for use.
- Power to subject to any consents required by law to sell, lease or dispose of all or any part of the property of the organisation.
- Power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them (data protection allowing).
- Power to support any charitable trusts, associations or institutions formed for all or any of the objects.

Quorum A quorum for committee meetings and AGM shall constitute four committee members.

Standing orders Any member may make a proposal. In order for it to be voted on by other members it must be seconded by another member.

Only members present at the meeting may vote.

Annual General Meetings There shall be an AGM of the Residents Executive Committee held every year at which the committee shall report on its work and present a statement of accounts.

In an election year all officers of the committee shall step down and a new committee shall be elected at the next committee meeting.

Not less than 28 days notice of the AGM shall be given to all members of the public.

Any proposals submitted to the secretary in writing not less than seven days before the AGM shall be discussed.

Anyone breaching the code of conduct shall be asked to leave the meeting.

Special/other general meetings The secretary shall call a Special General meeting at the request of a majority of the committee or upon receipt of a written petition by no less than one third of the committee giving reasons for the request.

Not less than 14 days notice of a special general meetings shall be given which shall take place within 21 days of the receipt of the request or petition.

Sub-committees The committee may appoint such sub-committees as may be required to carry out the activities of the committee which shall be directly accountable to the committee. The committee shall agree in advance the objectives of any sub-committee, which may then act only within those terms.

Any financial decisions to be taken by any subcommittee must have the agreement of the treasurer and other member outside the sub-committee.

All sub-committees shall keep proper records of all meetings in addition to

records of expenditure and income and may be dissolved by the committee. The accounts records of expenditure and income shall then pass to the committee.

Duties of officers

The chairperson (or in their absence, the vice-chairperson), shall conduct meetings of the committee.

The treasurer shall open and maintain all accounts.

The secretary shall be responsible for the convening of all meetings and giving the necessary notice to members. The secretary shall ensure that a proper record is kept of all meetings of the committee and subcommittees in the form of minutes; and shall deliver such records as required. The secretary shall maintain and register of members of the committee.

Changes to the constitution

The constitution may be altered or amended at any Annual General Meeting; Special General Meeting called for that purpose.

Any suggested changes must be presented to the Secretary 14 days before such a meeting.

Changes must be agreed by at least two thirds of the members present at that meeting.

Dissolution

The committee may only be dissolved at a Special General Meeting called for the purpose and must be advertised at least 14 days prior to such meeting.

A proposal to dissolve the committee shall take effect only if agreed by a simple majority of members present at such meeting.

Funds and possessions of the committee will be disposed of according to the wishes of the meeting:

- In no circumstances shall the assets of the committee be paid to or distributed among the members;
- All current funders must be notified of the decision and given the opportunity to reclaim their unspent funds;
- Any assets remaining after the satisfaction of any proper debts and liabilities shall be donated to a charitable organisation in the locality as decided by the membership.

This constitution was adopted as the Residents Executive Committee Constitution on 10th April 2012, at the Residents Executive Committee meeting held at Pinetree Centre, Bedworth.

Signed: (Chairperson)

Signed: (Vice chairperson)

Date: