

## MODEL CONSTITUTION OF A REGISTERED TENANT ORGANISATION (RTO)

### 1. Name

The name of the Registered Tenant Organisation shall be the..... (Hereafter called the RTO).

### 2. Objectives

2.1 To safeguard and promote the interests of tenants (and residents) within the area on matters concerning housing standards and the environment of the area.

2.2 To be non-sectarian and non-political.

2.3 To be accessible to all regardless of age, disability ethnic origin or sexual orientation.

### 3. Equal Opportunities

We will encourage and promote active measures to ensure that all groups have equal access to participation, and that no group is disadvantaged from participating because of age, gender, ethnic origin, disability or sexuality.

### 4. Membership

4.1 Membership shall be open to all adults over the age of 16 years permanently resident within the area of the association.

- The area of operation must be defined by appending a map or detailing the streets covered by the RTO.

4.2 The RTO **may** decide to create a membership list and / or apply a membership fee.

4.3 The members at the Annual General Meeting should take the decision and if appropriate set the level of membership fee.

### 5. Committee (Election and Powers)

5.1 The Committee shall be elected at the Annual General Meeting of the RTO. Vacancies on the Committee may be filled by co-option/election at a Public Meeting.

5.2 The Committee shall consist of at least 5 members, of which 3 shall be office bearers i.e. Chairperson, Secretary and Treasurer. A Vice Chairperson can also be elected. If desired a Minute Secretary may be appointed by the Committee.

5.3. There must be a majority of tenants on the Committee. If the number of tenants fall and they cease to be in the majority, the RTO will have 3 months to recruit tenant members on to the committee and address any imbalance.

5.4 Up to two members of the same household may serve on the Committee at any one time. However, only one member per household may be a signatory to the account. (See para 7.1)

- 5.5 The quorum for a Committee meeting shall be half of the number of serving Committee Members plus one.
- 5.6 Any Committee member having been given due notice of a meeting, who fails to attend three consecutive meetings without due reason or cause will have deemed to have resigned from the Committee.
- 5.7 Voting at Committee Meetings shall be a simple majority of those present at the meeting. (In the event of a tied vote the Chairperson will have a second casting vote.)
- 5.8 Committee shall meet at least 6 times per year.

## 6 Annual General Meeting

- 6.1 There shall be an Annual General Meeting held during the month of -----each year. The purpose of the meeting shall be: -
- To receive a report from the Committee about their activities during the year.
  - To receive the statement of account together with the report of the auditor(s).
  - To appoint auditor(s) (see also para 7.6.) who must be independent of the Committee.
  - To elect the Office Bearers and other Committee Members. (All members shall be eligible for re-election)
- 6.2 The Secretary shall notify all members/advertise locally details of the Annual General Meeting not less than 14 days before the meeting.
- 6.3 No Annual General Meeting shall take place if less than (see para 12 – quorum) of the members are present.
- 6.4 Voting at the Annual General Meeting shall be by show of hands. Decisions agreed by a simple majority (other than changes to the Constitution – see para 10.3) of those present. (In the event of a tied vote the Chairperson will have a second casting vote.)

## 7. Finance

- 7.1 The Treasurer will maintain a finance record and an account in the name of the RTO. Any such account shall be operated by means of designated signatories. Two out of the three Office Bearers will be required to authorise financial transactions. No two persons within the same household to be signatories to the account.
- 7.2 The Treasurer will ensure that the full Committee is kept fully aware of the financial transactions of the RTO by means of a quarterly statement or as instructed by the committee.
- 7.3 The Treasurer will be responsible for giving the final financial statement at the Annual General Meeting as well as advising the membership of financial transactions of the RTO by means of a statement, as instructed by the Committee.
- 7.4 The Committee at a meeting will agree all expenditure.
- 7.5 **Should** a membership fee be imposed after agreement of the membership a record of Membership will be maintained by the Treasurer/Secretary.
- 7.6 The Auditor(s), who shall be independent of the Committee, shall be appointed by the membership at the Annual General Meeting. Only one auditor is required when the auditor is a Registered Accountant or from an organisation such as Loretto. The Auditor(s) shall audit the annual accounts and balance sheet, periodically audit the books and financial affairs of the RTO and report accordingly.
- 7.7 The accounts shall be made available to members of the RTO.

## **8. Public Meetings**

- 8.1** Public Meetings, in addition to the Annual General Meeting, will be held at least 3 times each year. These will be open to all members.
- 8.2** The Secretary shall notify all members/advertise locally details of the meeting not less than seven days before the meeting.
- 8.3** No Public Meeting shall take place if less than (see para 12 – Quorum) of the members are present.
- 8.4** Voting at Public Meetings shall be by show of hands. Decision agreed by simple majority of those present (In the event of a tied vote the Chairperson will have a second casting vote.)

## **9. Special Public Meetings**

- 9.1** A Special Public Meeting open to all members of the RTO will be held if 20 or more members submit in writing a request for such a meeting to the Secretary. The Secretary shall thereafter arrange for such a meeting to take place within 14 days.
- 9.2** The Secretary shall notify all members/advertise locally that such a meeting has been requested giving at least 7 days notice.
- 9.3** No Special Public Meetings shall take place if less than (see para 12 – Quorum) of the members are present.
- 9.4** Voting at Special Public Meetings shall be by show of hands. Decision agreed by a simple majority. (In the event of a tied vote the Chairperson will have a second casting vote.)
- 9.5** Should the Secretary fail, within 14 days after receiving a request, to convene a Special Public Meeting the members who have signed the notice may themselves give notice of and convene the meeting.

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

- 10.1** The Constitution may only be altered at the Annual General Meeting or at a Special Public Meeting called for that purpose.
- 10.2** All proposed changes to the constitution must be submitted in writing to the Secretary at least 14 days before the Meeting.
- 10.3** Any proposed changes, which will be made available in writing, to the Constitution, must be agreed by a majority of two thirds of the members present at the meeting.

## **11. Dissolution of the RTO**

- 11.1** The RTO may only be dissolved by a Special Public Meeting called for that purpose.
- 11.2** Such a meeting must be advertised at least 14 days before the date of the meeting.
- 11.3** A proposal to dissolve the RTO shall only take effect if not less than two thirds of members present at the meeting agree.
- 11.4** If a decision is taken to dissolve the RTO, all funds, grants etc received from Loretto should be returned to Loretto. Any other monies held by the RTO should be disposed of per the conditions of the funders. Any remaining money should be disposed of in accordance with the wishes of the meeting, taking into account the aims of the RTO. In the event there is no meeting, any remaining money will be given to a local charity.

## 12. Quorum

Each Registered Tenant Organisation shall determine a **reasonable** quorate level for Public Meetings and Annual General Meetings. This figure should reflect the size of each Organisation and should be proportional to the membership. These levels will be monitored to ensure that these numbers are realistic and also for guidance purposes.

### **Reasonable quorum:**

Less than 200 members	-	quorum of 10
200 – 500 members	-	quorum of 12
More than 500 members	-	quorum of 15