

DUMFRIES AND GALLOWAY FEDERATION OF TENANTS AND RESIDENTS ASSOCIATIONS

Constitution

1. Name

- (a) The name of the organisation shall be *Dumfries and Galloway Federation of Tenants and Residents Associations*, hereinafter referred to as “The Federation”
- (b) To be known for the purposes of publicity as TARF

2. Aims

The aims of the federation are:

- (a) To promote, support and encourage the development of Tenants & Residents Associations throughout Dumfries and Galloway.
- (b) Bring together Tenants and Residents Associations to pursue common action and goals.
- (c) Present and promote the interests of its members through active campaigning.
- (d) Pioneer wherever possible new forms of Consultation and Participation.
- (e) To liaise and participate with Dumfries and Galloway Council, registered social landlords and other authorities and agencies in pursuit of Tenants and Residents interests.

3. Membership

- (a) Membership is open to all tenants and residents associations within Dumfries and Galloway and recognised groups such as tenant/resident forums, action groups and community councils where there interest is specifically related to those of a tenants and residents association. Although membership for the Federation 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:-
 - 1. Has objects similar to that of the federation.
 - 2. Have rules of membership that are non-discriminatory.
- (b) Membership forms will be sent out to all New and Member Associations before the AGM.
- (c) Member associations must agree to notify the Federation of any meeting called to dissolve the Association.

4. Associate Membership

- (a) Associate membership to individuals will be available at the discretion of the of the Executive Committee to enable the development of a Tenants and Residents Association in their area where no recognised group exists.
- (b) There will be no more than one Associate membership approved by the executive committee from the same housing estate, village or designated area as specified in the Associate Membership conditions.
- (c) Associate Membership will last for no more than twelve months. If at the end of this time the associate member has been unable to develop an association in their area associate membership may only be renewed for a maximum period of 3 months thereafter.
- (d) Associate Membership can be terminated with 28 days notice at the discretion of the Executive Committee.
- (e) Associate members must apply in writing to the secretary and the executive committee will consider the application and reply within three calendar months of receipt of the application.
- (f) Associate Members may vote on meetings at general meetings, but may not vote for candidates to the executive committee or be nominated to the executive committee.
- (g) Should an application be received from an area after an associate member has already been appointed for that area, the details of the applicant should be passed on (with permission) to the existing associate member to further his or her development of a tenant group in his or her area.
- (h) A maximum of one third of all members entitled to vote on motions at general meetings will be Associate Members. Associate membership may thereafter be granted without voting rights.

5. Delegates

- (a) Each Association is entitled to two delegates to the federation. Only delegates are entitled to vote on Federation business and policy.
- (b) One delegate from each Association or recognised group will be eligible for election to the Executive Committee.

6. Executive Committee

- (a) The Executive shall be elected to manage the affairs of the Federation. They shall have full authority to manage the business of the Federation, subject to any guidance from general Meetings of the Federation.
- (b) The Committee shall consist of a Chairperson, Vice-Chairperson, Treasurer, Secretary and a maximum of nine (9) ordinary members.
- (c) The Committee has the right to co-opt new members between AGM's to fill any general vacancies.
- (d) Executive Committee Members will inform the secretary or chairperson if they are unable to attend any meeting and submit reasons for non-attendance. At the discretion of the Executive Committee, any member missing three consecutive meetings will be deemed to have resigned and the vacancy will be filled as per section 5 (c) above.
- (e) The quorum of the committee shall be 5.

- (f) The committee shall be empowered to suspend or expel any individual member or member organisation or associate member whose representative(s) contravenes any article of the Federation's constitution. Such action can be appealed within 14 days in writing to the secretary. A special general meeting of the Federation, called within one calendar month of receipt of appeal, shall hear the appeal, and its decision shall be final.

7. General Meetings

- (a) At least 3 general meetings of the Federation, in addition to the AGM, shall be called each year.
- (b) The quorum of all Federation 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 Federation from any member association, but they shall be entitled to two voting delegates only. Attendance of meetings of the Federation of any persons, other than delegates of member associations, must only be by invitation of a general meeting or at the discretion of the executive committee.
- (d) Only delegates who are themselves tenants of Registered Social Landlords, may vote on issues which relate specifically to tenants of registered Social Landlords
- (e) Special General meetings may be called either by the executive committee or 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.

8. Annual General Meeting

- (a) No later than 15 months from the date of the inaugural general meeting or the last AGM, an AGM shall be held.
- (b) Notice of the AGM must be issued to member associations at least one calendar month before the meeting date.
- (c) The purpose of the AGM shall be:
 - i. To receive a report from the executive on affairs and activities of the Federation.
 - ii. To receive the audited accounts of the Federation for the preceding year.
 - iii. To appoint an auditor for the ensuring year.
 - iv. To debate and vote on proposed amendments to the constitution.
 - v. To debate and vote on any competent proposals put to the meeting by the executive or member associations.
 - vi. To require all office bearers and Executive members to vacate their positions, and elect new office bearers and ordinary members to serve for the ensuring year.

9. Finance

- (a) All monies raised by or on behalf of the Federation, or granted to the Federation, shall be applied to further the aims of the Federation and no other purpose.
- (b) The Federation must operate its financial affairs through a bank account. All cheques must be signed by two out of the following four office bearers:- Treasurer, Chairperson, Vice-Chairperson and Secretary.
- (c) The Treasurer must:
 - i. Keep accounts of all Federation income and expenditure.
 - ii. Make available to each meeting an up to date balance.
 - iii. Submit the annual accounts for audit by an external auditor.
- (d) The Treasurer is authorised to pay, by cheque, travel and other authorised expenses of representatives of the Federation undertaking Federation Business. All such claims must be on the appropriate claim form and must be signed for each payment made. The Treasurer must submit to the executive a list of recipients of such expenses, showing amounts received, on a quarterly basis.
- (e) The Executive is authorised to spend monies belonging to the Federation in pursuit of its aims.

10. Federation Delegates

- (a) The executive or with its agreement, members of the executive, are authorised to represent the Federation in all aspects of the pursuit of its aims. General meetings may also elect delegates to represent the Federation on specific local or national bodies.
 - i. Only delegates who are also tenants of Registered Social Landlords may represent the Federation at any meeting or with any liaison body involving Registered Social Landlords, discussing matters specific to tenants of Registered Social Landlords.
 - ii. No person outwith the executive, shall speak or correspond on Federation business without the authority of the executive or a general meeting.
- (b) General meetings are authorised to elect delegates to serve on local or national bodies concerned with the advance of member interests.

11. Changes to The Constitution

This constitution may be altered by an amendment proposed an AGM in accordance with section 7 (e) above.

12. Dissolution

- (a) The Federation may only be dissolved at an Extraordinary General Meeting called for that purpose by the executive or 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 Federation must be issued to all member associations and national bodies of which the Federation 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 Dumfries and Galloway area, at least fourteen days before the date of the meeting.
- (d) In the event of dissolution, remaining assets after liabilities are met shall be disbursed in a manner agreed among the last appointed office bearers of the Federation, In consultation with representatives of Main Funders and Registered Social Landlords. Disbursement of any remaining assets should if possible be to an organisation with aims closely related to the Federation.
- (e) The same persons shall decide what happens to all documents belonging to the Federation, having regard to their value to the Tenants and Residents movement.

Constitution was amended by Annual General Meeting on 3rd December 2007 at Dalbeattie Day Centre.

Signed Hugh Wilson Fraser Chairperson

Signed James Nisbet Secretary