

SOUTHWARK GROUP OF TENANTS ORGANISATIONS

CONSTITUTIONAL CODE OF CONDUCT FOR MEMBERS

Southwark Group of Tenants Organisations is an organisation run by residents for the benefit of residents living in social housing provided by the London Borough of Southwark.

To ensure that Southwark Group of Tenants Organisations meetings are conducted in a spirit of equality and informality, in which minority groups and opinions may be heard, the following constitutional code of conduct should apply to Southwark Group of Tenants Organisations' meetings:

1. MEMBERSHIP

- 1.1 Voting membership shall be free and open to all recognised Tenants & Residents Association in the London Borough of Southwark
- 1.2 Each voting member association shall be entitled to three named delegates who must reside in the area covered by the association
- 1.3 Southwark Group of Tenants Organisations shall not discriminate on the grounds of nationality, religious opinion, race, sex, sexual orientation, disability, colour or creed and shall actively work to combat such discrimination
- 1.4 The board shall have the power to withdraw membership from any member whose conduct at meetings brings disrepute to the detriment of the organisation
- 1.5 The board shall have the power to withdraw membership from any member whose conduct in public causes damage or harm to the organisation
- 1.6 Any member so excluded shall have the right to appeal to the following Group Meeting
- 1.8 Associate Membership shall be open to individual tenants and residents who have previously been representatives to the Southwark Group of Tenants Organisations from their tenants and residents association and are no longer eligible to represent that tenants and residents association on the grounds that they are no longer resident in the London Borough of Southwark
- 1.9 Associate Members shall be eligible to seek re-election at the next Annual General Meeting and at each Annual General Meeting thereafter provided that on each occasion they are duly nominated and seconded by two full members of the Southwark Group of Tenants Organisations Group

- 1.10 Associate Members shall not be eligible to represent the Southwark Group of Tenants Organisations at any meeting of any organisation to which the Southwark Group of Tenants Organisations may affiliate, attend by invitation, or send delegates or representatives for any reason

2. GENERAL MEETINGS

- 2.1 The General Group meeting shall be the sovereign body in all matters of policy
- 2.2 The Company Secretary shall prepare and Agenda in consultation with the Chair and Vice Chair and this Agenda shall be forwarded in time for it to be with members of the Group at least seven (7) days prior to the Group Meeting
- 2.3 The Company **(or should that me Minutes)** Secretary shall minute proceedings of Group Meetings and a true copy signed by the Chair at each subsequent meeting

3. ANNUAL GENERAL MEETINGS

- 3.1 An Annual General Meeting shall take place in the month of **MARCH** each year and the Annual General Meeting shall:
 - i. Receive an annual report from the Chair and a summary of the year's activities as well as an Audited Statement of Account
 - ii. Elect a Chair, Vice Chair and Minutes Secretary (who is not an officer of the Organisation)
 - iii. Elect up to 12 Board members so that at any given time the number of the board members shall not exceed 15 which shall include the Chair, Vice Chair and Minutes Secretary
- 3.2 The Company Secretary shall invite resolutions and nominations for election in writing for the positions of Chair, Vice Chair and Minutes Secretary, to be forwarded to be in the hands of member associations fourteen (14) days prior to the meeting. All resolutions and nominations must be proposed and seconded; all voting shall be by show of hands. All delegates present shall have the right to vote
- 3.3 The Quorum for an Annual General Meeting shall be ten (ten) member associations represented

4. THE BOARD

- 4.1 The Board shall be the Board, Council or Governing Body of Southwark Group of Tenants Organisations Limited with all the rights and responsibilities pertaining to it as laid down within the Memorandum & Articles of Association

- 4.2 The Board shall meet between Group Meetings and shall meet not less than ten (10) times in each Company year
- 4.3 Any Board member not attending three (3) consecutive meetings without have previously given acceptable apologies shall be deemed to have resigned; any casual vacancy to the board shall be by filled by nomination at the Group Meeting
- 4.4 The Board may co-op members to it as the needs of the Group dictate. Such co-optees shall act in an advisory capacity to the Board and shall not have the power to vote
- 4.5 The Board shall set up an employment sub group of no more than four (4) members who shall be responsible for the direction and welfare of staff, the overseeing of the organisation of the office and shall also form the employers side of the Joint Negotiating Committee
- 4.6 The quorum for Southwark Group of Tenants Organisations Board Meetings shall be 6 Board members

5. ALTERATIONS TO THE CONSTITUTIONAL CODE OF CONDUCT

- 5.1 Any proposal to alter this Constitutional Code of Conduct must be in compliance with the relevant clauses contained within the Memorandum and Articles of Association of Southwark Group of Tenants Organisations Ltd

This Constitutional Code Of Conduct was adopted at an Annual General Meeting of Southwark Group of Tenants Organisations held on.....
 In Bells Garden Community Centre

Signed.....
 Chair

.....
 Company Secretary

STANDING ORDERS

1 CONDUCT OF MEETINGS

- 1.1 The meetings of the Group and of the Board shall be conducted in accordance with the general rules of debate. All remarks and discussions shall be through and with the permission of, the Chair of the meeting
- 1.2 All motions shall be proposed and seconded before they shall be open for debate
- 1.3 Motions and amendments and amendments may be proposed and seconded only by delegates present
- 1.4 When carried, the amendment becomes the substantive motion. A substantive motion may be amended in the same way but only if notice has been given prior to debate
- 1.5 No member shall speak to a motion or amendment more than once except the mover who shall have the right to reply
- 1.6 The Chair shall accept a point of order. A point of order shall not be used as a way to participate in the debate
- 1.7 The Chair of the meeting shall have, in addition to his/her normal vote, a casting vote
- 1.8 All meetings shall be chaired by the person who has for that year been elected Chair of the Group or in his/her absence, the Vice Chair
- 1.9 In the absence of both the Chair and Vice Chair, a Board Member, elected by a simple majority, shall chair the meeting
- 1.10 A motion to move to next business can only be moved if members who have not previously spoken on the question. If carried the mover of the motion retains the right to reply

2. TIMES OF MEETINGS

- 2.1 All meetings shall commence at 7.00 pm and shall close at 9.00 pm

3. QUORUM

- 3.1 Ten (10) member organisations represented shall constitute a quorum for Group and Annual General Meetings
- 3.2 Six (6) Board members shall constitute a quorum for Board Meetings

4. SUSPENSION OF STANDING ORDERS

4.1 A motion to suspend standing orders, if carried, shall be for a maximum of thirty (30) minutes only, and will require a vote which must be carried by a two-thirds (2/3) majority of those members present

5. DEFINITIONS

5.1 Member – an elected member from a currently affiliated and recognised member association

5.2 Group – Southwark Group of Tenants Organisations

5.3 Board – The Board or Council of the Southwark Group of Tenants Organisations Ltd.

These Standing Orders were adopted at an Annual General Meeting of Southwark Group of Tenants Organisations held on.....
In Bells Garden Community Centre

Signed.....
Chair

.....
Company Secretary