**Haringey Leaseholders' Association**
**Constitution**

1. **Name**
   a) The name of the association will be Haringey Leaseholders' Association ('the Association').

2. **Purpose and Role**
   The HLA aims to represent Council leaseholders in Haringey borough-wide because all leaseholders have fundamental interests in common by virtue of their leases from the Council as their freeholder.

3. **Objectives**
   a) To promote and encourage the participation of every Council leaseholder in Haringey and to promote and encourage local leaseholders' associations or local leaseholder groups within residents' associations so that the Association can fulfil its role as an umbrella organisation.

   b) To promote equal opportunities and oppose racism, sexism, ageism and other forms of discrimination.

   c) To promote all leaseholders' interest through the involvement structures of the Council and Homes for Haringey.

   d) To affiliate to any body that furthers the interests of leaseholders as agreed at a general or committee meeting.

   e) To improve housing and other services in the area of the association.

   f) To be non-party political.

   g) To represent the majority view of the members as agreed at general meetings.

   h) To build a partnership and improve communication between landlord and membership.

   i) To provide regular information to all members.

   j) To provide such other services to leaseholders in the borough as may from time to time be deemed worthwhile and affordable. To provide an advice centre to help leaseholders with individual cases. The Association may not provide services to non-Haringey leaseholders unless specifically agreed by the committee.

   k) To play a role in seeking to improve the rights and amenities of leaseholders more widely in London and the UK.

4. **Equal Opportunities**

The Association recognises that many forms of discrimination are experienced by individuals and groups in society and therefore will work, whenever possible, towards the elimination of discrimination on any grounds, in the conducting of its business.

5. **Membership**

a) All Haringey leaseholders are automatically entitled to become members of the Association unless they have been expelled. In the absence of an indication to the contrary they are deemed to have agreed to respect the terms of this constitution if they have expressed support for the Association in any of the following ways:

1) By subscribing
2) By volunteering contact information over and above their name and address, such as email addresses or phone numbers
3) By indicating in a committee or General Meeting that they wish to be members

Signing a petition or attending a demonstration is not considered a sufficient expression of support for membership. Unless they have been expelled their membership will continue until they either resign or cease to be leaseholders. A leaseholder may access the services provided from time to time by the Association without being a member.

The Association will do everything reasonably within its power to ensure that leaseholders have ready access to its constitution at all times whether by posting a copy on its website or other means.

Membership of the Association gives leaseholders the right to attend and participate in General Meetings and to stand for the committee or one of the offices of the Association.

b) Any member may resign their membership of the association at any time.

c) The Association shall maintain an accurate record of membership and of those who have given financial support.

d) The level of the minimum recommended voluntary contribution shall be determined by the Annual General Meeting.

e) All members are expected to conduct themselves in a reasonable manner at meetings in accordance with the Code of Conduct or they may be required to leave the meeting.

f) Members may be suspended from the Association by the Committee for serious misconduct but may only be expelled by majority vote in a general meeting. The Committee may similarly reinstate suspended members subject

to confirmation at the next general meeting. If requested by the suspended member the committee must consider an appeal against the suspension at the next committee meeting. A reinstated member may not vote either in committee or in general meetings and may not hold office prior to confirmation of the reinstatement at the next General Meeting. Any expelled member has the right to ask for readmission at any General Meeting. They will be readmitted as ordinary members and must seek co-option or election to the committee separately.

6. **The Committee**

a) All Officers and Committee members must act to further the aims of the association, including a commitment to opposing all forms of discrimination.

b) The Committee shall consist of a minimum of 5 and a maximum of 15 Committee members.

c) Officers must further the aims of the Association, including a commitment to opposing all forms of discrimination.

d) The Committee shall consist of a Chair, Secretary and Treasurer and any other members as decided by the Annual General Meeting.

e) If a vacancy occurs for an Officer, this shall initially be filled by the Committee through co-option and then an election will be held at the next General Meeting.

f) Any vacancies on the Committee may be filled by the Committee by co-opting members with full voting rights until the next general meeting. The general meeting will then ratify or reject the co-option. Resignations will become effective once accepted by the Chair. The resignation of the Chair will become effective once accepted by the Secretary. The Committee may refuse to co-opt a member who has breached the constitution. Unless they have been expelled members may be co-opted at General meetings or elected at Annual General Meetings, previous committee refusals notwithstanding.

g) The Committee will meet a minimum of four times a year and members can attend as observers.

h) The Chair shall report to each general meeting and annual general meeting on the work done by the Committee since the last general meeting or annual general meeting.

i) The Committee shall work as directed by general meeting decisions.

j) The Committee can appoint such sub-committees or working groups as may be required to carry out the work of the Association. Such sub-committees shall be directly accountable to the Committee.

k) The Committee shall agree the terms of reference of any sub-committee, which may then act and use any finance raised by itself or on its behalf only within those terms. The Chair and Treasurer shall be ex-officio members of any sub-committee. The terms of reference must be ratified at the next General Meeting and the sub-group may not spend any money prior to that ratification and/or without the agreement of the main Committee.

l) Elected Councillors of the Landlord Authority, ALMO board members and staff of either shall not be eligible for election as officers of the Association, nor shall they represent the Association in its dealings with the Council or any other body.

m) Committee meetings are open to members other than committee members and to the general public to attend as observers. They may speak at the discretion of the Committee but not vote. Part or all of a meeting may be restricted to committee members only at the discretion of the Committee. In the case of conflict between this clause and clause 7 d) clause 7 d) takes priority. No committee member may be excluded from any part of any committee meeting without their consent, except as provided for under 16 b).

n) The Committee shall have full discretion in policy-making but will be mindful of the need to ratify large policy decisions at a general meeting.

o) At Committee meetings only Committee members may vote, one vote per member. The Chairperson shall have a casting vote in the event of a tie, and will not have a vote otherwise.

p) Any meetings organised by Committee members in the name of the HLA should be arranged in consultation with the Chair, except in the case of established subgroups which report back to the committee, of which the Chair will be an ex officio member

q) The Chair with the Secretary will set the final agendas for all committee meetings but any committee member can propose items for inclusion on the agenda, and non-committee members can ask committee members to propose items on their behalf.

## 7. Officers

All Officers must sign and agree to abide by the Constitution

***The Chairperson***

b) All meetings will normally be chaired by the chairperson or, in his/her absence, the vice-chairperson or as the meeting decides.

c) If a decision is needed urgently and committee members cannot be consulted, the chairperson can take the decision (known as ‘Chair’s action’) but this must be reported to the next committee meeting where it should be

ratified (agreed) and recorded. Such actions may include for instance calls for boycotts or protests where time is of the essence.

d) The chair has full discretion in taking such an action unless it is inconsistent with previously agreed policy.

e) Policy matters will be debated and voted on by the committee but the Chair has final say on all procedural and constitutional compliance matters.

***The Secretary***

The secretary will ensure that minutes are kept.

***The Treasurer***

The treasurer shall keep proper accounts.

**8. General Meetings**

a) At least fourteen days notice of general meetings will be given to every member by means of the website. In addition the Association will normally be expected to give further, possibly later, more individual notice to as many members as practically possible without discrimination and to leaseholders more widely. Notices will give the date, time, and venue of the meeting. Notice will be made available on request in other languages, in large print or on disc, subject to the requisite help being available from Homes for Haringey.

b) The Association will hold at least one general meeting each year in addition to the annual general meeting. General meetings will be open to all members of the Association to speak and vote. They are also open to the general public to attend as observers.

c) The decisions of all general meetings of the Association shall be binding on the Committee. All decisions shall be taken by a simple majority of members present and voting, unless otherwise stated in this constitution.

d) The Chair or Secretary shall call a special general meeting at the request of a majority of the Committee or on receipt of a written petition by not less than 10 members of the Association giving reasons for their request. The Secretary shall give not less than 14 days notice of the special general meeting, which shall take place within 28 days of receipt of the request or petition and must give adequate time to the relevant issue. If the issue relates to a matter of policy that has already been decided in a General Meeting the issue will be added to the agenda for the next regular General Meeting and no Special General Meeting will be required.

**9. Annual General Meeting**

a) The Officers and Committee shall stand down at each Annual General Meeting, although both Officers and Committee members may stand for re-election.

b) The Association shall hold an annual general meeting once in each calendar year, and not more than 15 months shall pass between the date of one annual general meeting and the next.

c) Nominations for the committee may be received at any time up to and including the meeting, where they may be made verbally from the floor. A seconder is required and if there are any objections the meeting will vote on whether to accept the nomination. Proposed constitutional amendments must be received by the Secretary in writing at least seven days before the notice period for the meeting (i.e. 21 days before the meeting) and will be made available to all members at least one week before the meeting, for instance by being put on the website.

d) Nominees should be present at the annual general meeting unless they are unable to attend due to illness, holiday or similar reason. If so they can be elected in their absence

e) **The annual general meeting shall:**

i. Receive an annual report from the Committee and any subcommittees.

ii. Receive the approved accounts for the Association (including any sub-committees) inspected by an independent person with appropriate financial skills.

iii. Appoint an independent person with appropriate financial skills to inspect the accounts of the Association for the following year

iv. Elect Officers and Committee members for the Association.

**10. Quorum**

a) The quorum for Committee Meetings of the Association shall be 4 committee members including at least one Officer.

b) The quorum for all general meetings (including the annual general meeting) shall be 15 members.

**11. Minutes**

a) All formal meetings such as Committee and general meetings (including annual general meetings) must be minuted and the minutes formally approved at the next meeting of the Committee or general meeting respectively. General Meeting minutes may be approved at an Annual General meeting and vice versa. The minute-taker must first send the draft minutes to the Chair for the Chair's comments/approval before they are sent out with papers for the next meetings where they will be formally agreed.

b) All minutes must be made available for inspection by members of the Association within 14 days of a request being received.

**12. Voting**

a) Each member shall have one vote on any resolution put before an annual general meeting, general meeting or special general meeting.

b) Members of the Association will be entitled to vote by proxy, as decided by the Association at a General Meeting. Proxy votes must reach the Secretary no later than three days before the meeting.

c) All voting that takes place shall be recorded in the minutes.

d) All decisions except where otherwise stated in this constitution shall be taken by a simple majority of those present, either in person or online, and voting, including proxy votes (if any). The named proxy must be a member of the Association.

13. ***Affiliation***

a) Local leaseholder associations within Haringey and leaseholder groups within residents' associations are eligible for affiliation to the Association.

b) Affiliated groups must agree to respect and abide by this constitution.

c) The Association and its affiliates will support each other as much as reasonably possible whilst retaining separate responsibility for their individual finances. Any financial support will be subject to detailed provisions in an affiliation agreement.

d) Membership of an affiliated group is potentially an interest for the purposes of section 14.

e) Affiliation may be terminated for breach of the constitution or code of conduct or misuse of funds. The Committee may suspend affiliation but this must be reviewed at the next general meeting which shall have power to terminate it.

**14. Conflict Of Interest Individual members:**

a) Members should declare any interest, whether personal or familial or in connection with any group they represent or belong to, that may affect or influence their approach to the matter under discussion.

b) The other members present shall decide on the appropriate way to proceed, which may include requiring the member with the interest to refrain from debate and/or decisions on the matter.

**15. Confidentiality**

Members should respect all individual residents' confidentiality, whether present or not, and refrain from mentioning specific individual cases in ways which breach a common understanding of people's right to privacy. The exception is on matters of a constitutional nature, including alleged breaches of the code of conduct, where it is necessary to name individuals in order for a decision to be made.

**16. Exclusion from meetings**

a) All members are expected to conduct themselves in a proper reasonable manner at meetings in accordance with the Code of Conduct.

b) A member may be excluded from a meeting for breaching the code of conduct on the decision of a simple majority of those present and voting.

c) For more serious misconduct see 5. e).

**17. Finances**

a) All monies raised by on behalf of the Association will be used only to further the aims of the Association.

c) There must be a minimum of three signatories on the Association's bank or building society account, not being from the same household or family. The Treasurer shall always be one of the signatories. A minimum of any two of these signatures will be required for the authorisation of any payment.

**18. Property of the HLA**

Property of the HLA, such as the database, financial documents, equipment etc, can only be held by non-committee members with the permission of the committee and must be returned when requested by the committee.

**19. Alterations to the Constitution**

Any proposals to alter the Constitution must be agreed at a general meeting by at least two thirds of those present and voting.

**20. Dissolution**

If any Committee member or ten members decide at any time to dissolve the Association, they shall give 14 days notice of a meeting to all members, clearly indicating the proposal to dissolve the association. If such decision be confirmed by a simple majority of those present and voting, the assets – financial or other-wise – remaining when the Association has satisfied its liabilities, shall be applied for such purposes as the meeting decides.

**21. Declaration**

This constitution was adopted by majority of those members present voting by at least a two-thirds majority at an annual general meeting or special general meeting held on September 29th 2018.