

**Constitution of York Residents' Federation**

**1. Name of the Organisation**

The name of the organisation shall be York Residents' Federation.

**2. Area of Benefit**

The area of benefit of the Federation shall be those of the City of York Council.

**3. Aims and Objectives of the Federation**

- To represent the interests of residents of the City of York Council;
- To meet, liaise and consult with the City of York Council, promote and exercise the rights of residents to be involved in developing policies on housing and other issues and be a sounding board for service improvements across all departments;
- To provide assistance and support to associations who are members of the Federation and to encourage the establishment of new associations;
- To encourage initiatives relating to the prevention of crime, vandalism and anti social behaviour within the community;
- To identify training needs among the members of the Federation and to work with the relevant agencies to provide appropriate levels of education and training to meet those needs;

- To work and co-operate with other local, regional and national organisations on matters of common concern and raise awareness of the Federation;
- To promote equal opportunities for all residents of the City of York Council, to oppose discrimination of any kind and to be non party political in its activities;
- To do all things necessary to pursue the charitable aims and objectives of the Federation.

#### **4. Membership**

Membership of the Federation shall be open to every resident of the City of York Council and to every Residents' and Community Association who **support** the aims of the Federation and whose constitution is recognised and approved by the Federation. Membership fees may be agreed at the Annual General Meeting.

#### **5. General Meetings of the Federation**

General Meetings of the Federation will be held at least three times a year (including the AGM) and will be open to all members to consider issues of current concern and interest.

#### **6. Annual General Meetings**

An Annual General Meeting (AGM) shall be held no later than 15 months from the previous AGM to consider the following business:

- The presentation of the minutes from the previous AGM and any relevant matters arising from them;
- A report from the chair of the management committee on its work during the year;
- A statement of accounts from the treasurer of the management committee together with an independent examiner/auditors confirmation of their acceptability;

- The appointment of an honorary independent examiner/auditor for the ensuing year;
- Membership fees for the ensuing year.
- Elect the Officers for the ensuing year
- Any one of the officer positions shall not usually be held by the same person for more than three consecutive years. If no nomination is received for an officer position and there is no opposition the officer can stand for a further two years up to a maximum of five consecutive years.
- Record the co-opted members for the ensuing year

Notice of the Annual General Meeting date shall be given no later than 21 days before the meeting.

Any changes proposed to the constitution must be given in writing to the secretary of the Federation no later than 28 days before the AGM or a special general meeting called for the purpose.

Voting at the AGM will be taken by a majority of the members eligible and entitled to vote. Each individual and organisational member shall have one vote. In the event of a tied vote, the chair will have the casting vote.

## **7. Special General Meetings**

Special General Meetings of the Federation may be called by a minimum of 10 individual members giving written notice to the secretary of the Federation, who will issue a notice convening the meeting within 7 days of the request to do so, giving 21 days notice of the appointed date to all members.

The Chair and Secretary can call a Special General Meeting of the Federation if an emergency arises.

## **8. Management of the Federation**

- Management of the federation shall be the responsibility of a management committee, consisting of one representative from each of the Residents' and Community Associations in full membership of the Federation plus three co-opted individual members who live in areas of the City of York Council not represented by a Residents' or Community Association. Co-opted members cannot vote.
- Meetings of the management committee will be held monthly and not less than 10 times each year;
- The minimum number of people in attendance for a meeting to be valid is 6 voting members;
- Officers of the management committee shall consist of a Chair, Vice Chair, Secretary and Treasurer elected annually at the Annual General Meeting. These officers will hold office for meetings of both the Federation and its management committee;
- Officer vacancies arising during the year may be filled by the committee until a permanent replacement has been duly elected at the AGM;
- The management committee reserve the right to co-opt any resident of York if they have specific skills and/or knowledge as determined by the management committee
- Meetings of the management committee are open to all individual and organisational members to attend as observers;
- The management committee may appoint any sub committee it deems necessary to address specific subjects or topics relevant to the effective operation of its aims and objectives. Membership, terms of reference and powers of such sub committees shall be decided by the management committee at the appropriate time.

## **9. Standing Orders and Codes of Conduct**

The management committee shall have powers to issue and adopt standing orders and a code of conduct for the Federation

that all members will agree to abide by, failure to do so will result in the member being asked to resign.

## **10. Dissolution**

In the event of the Federation being dissolved, a properly independently examined/audited financial statement of accounts shall be prepared and presented to the management committee. Any assets remaining after the discharge of any proper debts and liabilities shall be given to a group with similar charitable aims as decided by the Members of the Federation.