

# GET INVOLVED

Getting Started

## TRA Constitution

**This section sets out the role of a constitution in TRA governance as well as the necessary criteria to include in your constitution to be recognised by the council.**

### Constitution

The constitution is a document that defines the rules for running the TRA. It helps to:

- Clarify the agreed aims of the TRA
- Outline the area that the TRA covers
- Define responsibility and ensure accountability
- Ensure the TRA is inclusive and open to all residents in the defined area
- Provide a mechanism for making decisions and resolving disputes
- Outline financial responsibilities
- Explain how a TRA would be dissolved, should the need arise

The constitution should be discussed and agreed at a TRA meeting and should be signed by the current lead committee officers. LBHF offer TRAs a model constitution; you may create your own constitution but to be recognised by the Council, it must meet all of the LBHF's essential criteria provided in this section.

### TRA Constitution Key Criteria

1. The aims and objectives of the TRA shall be:
  - a. To represent and to promote the interests of all residents living in our area.
  - b. To seek to improve conditions for the residents of the area.
  - c. To work in partnership with the council and other agencies to achieve our aims.
  - d. To represent the interests of residents in consultation with the local authority and other bodies.
  - e. The TRA shall be non-party political and non-sectarian.
2. Have a membership that is clearly open to all residents and reflects the community in the area that is covered.
3. Hold at least 4 committee meetings and 4 open meetings per year one of which can include the annual general meeting (AGM). Minutes should be taken at all of these meetings.
4. Hold an AGM with at least 14 days' notice to all members.
5. The quorum for (i) committee meetings will be a minimum of 4 members and (ii) AGM and general meetings will be a minimum of 6.
6. Hold annual elections for committee members and ensure that the council is notified of the date of this Annual General Meeting and then sent a copy of the minutes after the meeting and informed of any committee member changes.



7. The TRA will be run by a management committee elected at the Annual General Meeting. The Committee will be made up of officers, including a Chair, Secretary, Treasurer and Ordinary members. It could also include a Vice chair. This committee will be responsible for the proper handling of finance and present audited financial records at the Annual General Meeting, and supply a copy to the London Borough of Hammersmith & Fulham.
8. Provide an Annual Report at the Annual General Meeting on how the group has met its objectives and present a copy of the audited annual accounts for the last twelve month period.
9. The committee will provide an update to the residents of the area twice per year on their work and how it will positively encourage participation from sections of the community. This could be in the form of a newsletter. TRAs can request assistance from the area housing teams to print flyers and newsletters.
10. The Committee should ensure that members behave courteously and should challenge offensive or disruptive behaviour from members.
11. If the General Meeting decides at any time by a simple majority that it is necessary or advisable to dissolve the TRA, the officers shall call a meeting of all members, giving at least 14 days' notice in writing and stating the terms of the dissolution resolution to be proposed at the meeting.
12. A resolution to dissolve the TRA shall be agreed by a majority of those present and voting. All outstanding bills will be paid and the balance of any grants and funds held by the TRA will be held in trust by the council for future TRAs.