



Ealing Council Leaseholders Association (ECLA) Constitution

1 Name and Area

- 1.1 The Association shall be known as the Ealing Council Leaseholders Association (ECLA).
- 1.2 ECLA will represent all Ealing Council (LBE) lease holders (Leaseholders) currently managed by LBE.

2 Aims and objectives

- 2.1 To act as a consultative body representing all LBE Leaseholders in matters regarding Leaseholder properties.
- 2.2 Monitor, question and investigate the policy and performance of LBE in respect of services provided to Leaseholders.
- 2.3 To seek resolution by informed discussion and debate with LBE of any specific issues that are of common interest to Leaseholders.
- 2.4 Represent the interests of Leaseholders to outside organisations.
- 2.5 Promote involvement, participation and support amongst all LBE Leaseholders.
- 2.6 Keep Leaseholders informed of ECLA activities.

3 Equal Opportunities

- 3.1 This organisation shall uphold equal opportunities and work for good relations among all Leaseholders, specifically prohibiting any conduct, which discriminates or harasses on the grounds of race, gender, age, sexual orientation, disability, religion or belief or nationality.

4 Committee Membership

- 4.1 All Leaseholders of LBE are eligible for membership.
- 4.2 A Committee of at least five but not more than sixteen Leaseholders shall manage the association.

- 4.3 The Committee should include the following Officers; Chair, Vice Chair, Treasurer and Secretary.
- 4.4 Officers should be from different households and not related to one another.
- 4.5 Committee members should make every effort to be available for regular meetings throughout the year and should advise the Chair as much in advance as possible should they need to be absent.
- 4.6 Members of the Committee will adhere to the spirit of the Constitution Code of Conduct, Standing orders and equal opportunities declaration.
- 4.7 Members of the Committee will either be elected every year during Annual General Meetings (AGMs) or if there is a shortfall of members during the year, the committee can co-opt somebody until the next AGM.

5 Associate membership

- 5.1 The Association will have the power to co-opt persons who have a specialist interest, knowledge or expertise that would be of benefit to the Association and Leaseholders generally. Co-optees will have no voting rights.

6 Ending Membership

- 6.1 Membership shall end when the person in question ceases to become a Leaseholder of LBE.
- 6.2 In the event of gross misconduct membership can be immediately suspended or ended by a two-thirds majority vote of the Committee.
- 6.3 A member whose membership has been suspended due to gross misconduct will be entitled to have that suspension reviewed at the next general meeting of the Association.
- 6.4 If a Committee member does not attend three consecutive Committee Meetings without notifying the Chair, he/she will automatically cease from his/her position

7 Conduct of Business

- 7.1 At all meetings, except those dealing with alterations to the constitution, decisions shall be taken by a simple majority of members present and voting. The Chair shall have a casting vote in the event of a split decision.
- 7.2 The quorum of Committee meetings shall be two thirds of its members.
- 7.3 Any information given to the ECLA Committee is to be treated as confidential, and members are asked not to divulge this information to anyone outside ECLA without the approval of the Committee.

8 Meetings

8.1 Annual General Meeting (AGM)

- 8.1.1 The Association will be required to organise an Annual General Meeting (AGM), once a year.
- 8.1.2 The meeting will be open to all Leaseholders who wish to attend and the date will be advertised at least 28 days in advance.
- 8.1.3 The Committee will report on achievements made over the last year and evaluate any work still to complete.
- 8.1.4 The Committee will agree an annual action plan for the forthcoming year.
- 8.1.5 Elections for the Committee will take place every year at the AGM.
- 8.1.6 An electing AGM will be chaired by a member of LBE in order to allow the current Chair to stand down.
- 8.1.7 At an electing AGM, all Committee members (including officers) will stand down. All former Committee members may stand for re-election.
- 8.1.8 The new Officers will be elected by the new Committee at the first General meeting following the AGM.
- 8.1.9 Changes to the constitution will be agreed by majority vote at the AGM

8.2 General Meetings

- 8.2.1 All General meetings will be run according to the calendar (Appendix A) as agreed by the Committee.
- 8.2.2 The Committee will meet at least 6 times per year.
- 8.2.3 The decisions of the General Meetings shall be binding to the Committee.
- 8.2.4 The Committee will be given at least 28 days notice of General Meetings by the Secretary, the notice shall include the agenda, time and location of the meeting.
- 8.2.5 Leaseholder Forums will be open to all LBE Leaseholders and will be held at least two times per year.

8.3 Special General Meetings (SGM)

- 8.3.1 All Special General Meetings (SGMs) will follow the same Standing Orders as General Meetings.
- 8.3.2 A SGM will be called, at the request of the majority of the Committee, or on receipt of a written request by at least 15 Leaseholders giving reason for their request.
- 8.3.3 The Chair may at any time call a SGM of the Association for considering any matters, which they decide should be referred to ECLA.
- 8.3.5 The Secretary shall give at least seven days notice of the holding of a SGM, which shall take place within 21 days of the receipt of the notice or petition.
- 8.3.4 No other business other than that requested in writing will be discussed at this meeting.

9 Subcommittees

9.1 The Committee may periodically form subcommittees and/or working parties to look at particular issues in some detail. All final decisions will be deferred to the full Committee at the next General Meeting.

10 Finance

10.1 The Treasurer will be responsible for the Association's bank account(s) and any monies obtained by the Association.

10.2 The accounts shall be independently audited once a year and presented at the AGM.

10.3 The Committee shall appoint two authorised signatories for any cheque and cheques shall be signed by at least one of the authorised signatories.

11 Changes to the Constitution

11.1 The Constitution can be altered at any AGM or General Meeting called for the purpose.

11.2 Any proposed changes to the Constitution must be handed to the Secretary at least 28 Days before the meeting.

11.3 Changes must be must be agreed to by at least two thirds of the total Committee.

11.4 A signed copy of the altered Constitution will be given to LBE.

12 Dissolution of the Association

12.1 In order to consider a motion to dissolve the Association know as ECLA, the Committee must call an Extraordinary General Meeting (EGM).

12.2 The EGM will be open to all Leaseholders who wish to attend.

12.3 The Association shall only be dissolved if two thirds of the Association members present at the EGM vote to pass the resolution. All Association members will be given 28 days written notice of such an EGM. The notice must contain the wording of the resolution.

12.3 The EGM shall decide upon the disposal of the Association's assets.

Signed:



Name: Gulam Jivanjee

Position: Chair

Date: 26/06/19

Signed:



Name: Andrew Michelmore

Position: Secretary

Date: 26/06/19

Signed:



Name: Angela Sinclair

Position: Treasurer

Date: 26/06/19