



NLA CONSTITUTION

1) Name

The name of the Association is the Norwich Leaseholders Association (the NLA).

2) Aims

The aims of the NLA will be:

- i. To assist, support, and if necessary, represent Norwich City council Leaseholders (Leaseholders) in their dealings with Norwich City Council (NCC).

3) Membership

Any leaseholder of a properties where NCC is the Freeholder is welcome to join the NLA.

4) Management

- i) The Association will be managed by a Management Committee (the Committee), to be elected at the Annual General Meeting (the AGM), or co-opted mid-term should a vacancy arise.
- ii) The Committee will consist of at least 6 Leaseholders and no more than 11 Leaseholders.
- iii) The quorum for Committee meetings will be four of the Committee.
- iv) The Committee members must be Norwich City Council Leaseholders. Members are required to have access to email.
- v) The Chair, Treasurer, and other officers as agreed will be elected at the AGM or by the Committee.
- vi) The Committee will have the power to make rules for the Association.
- vii) The Committee members will seek to ensure that the NLA adheres to legal requirements, including Data Protection regulations.

5) Committee Business

- i) The NLA Committee will meet regularly and at least 4 times each year.
- ii) Public meetings of the NLA will be held twice-yearly. Notes of Meeting will be issued.
- iii) Meetings with NCC will be at the discretion of the Committee.
- iv) Contact with the NLA will be available to Leaseholders by email and telephone.

- v) If a vote is taken, all decisions will be agreed by a simple majority vote of Committee members. The Chair will have a casting vote if necessary.
- vi) Each Committee member will have a single vote, except a) joint Leaseholders will take an equal share of a single vote, and b) the Chair will have a casting vote if necessary.
- vii) Public meetings of the NLA will be held at a venue arranged by the NLA and the building is to be accessible to all leaseholders.

6) Annual General Meeting (AGM)

- i) The NLA will hold an AGM every year, within 14 months of the previous AGM, as determined by the Committee.
- ii) The Committee elected at the AGM will carry out the business of the Association for the next year.
- iii) A report of the Association's activities for the year will be given to Leaseholders at the AGM.
- iv) A copy of the statement of accounts, agreed by the Committee, will be provided for the Leaseholders at the AGM.
- v) Elections for the Committee will take place, including the positions of Chairman, Secretary and Treasurer.
- vi) The committee will aim to make the agenda for the meeting and minutes of the last meeting available 7 days in advance.

7) Special General Meetings (SGM)

- i) The Chairman must call a Special General Meeting (SGM) of the Association if:
 - The majority of the Committee request it.
 - A written request is received signed by at least 20 Leaseholders.
- ii) The meeting shall be called within a reasonable time given the urgency of the request being received. As much notice as possible shall be given to all leaseholders.
- iii) Protocol for SGMs conforms to that for AGMs as far as possible.

8) Finance

- i) All monies received by the Association will be used to achieve the aims of the Association and for no other purpose.
- ii) The Treasurer will keep a record of all monies paid into and spent by the Association (accounts), including maintaining a clear record of expenditure of external grants.

- iii) The accounts will be open to inspection by Leaseholders and to any other body from whom the Association derives funds.
- iv) Any account that the NLA holds shall be structured so that the signatures of two Association Officers will be required on cheques; the signatories will not live in the same household.
- v) The annual accounts may be subject to audit by independent auditors.
- vi) Committee Members will be reimbursed for expenses, subject to the agreement of the Committee.

9) Ending the Association

- i) If the Committee proposes to dissolve the Association, 28 days notice of a special meeting will be given to all Leaseholders.
- ii) Once the proposal to dissolve the Association has been confirmed, the Committee will act in the following way:
 - iii) Inform Leaseholders of the decision.
 - iv) Inform Norwich City Council in writing, enclosing a copy of the minutes at which the decision to dissolve was reached.
 - v) Settle any outstanding debts of the Association.
 - vi) If in receipt of a Council grant for the current year, present the final accounts to Norwich City Council within 28 days of the dissolution of the Association, and return to the Council the remainder of the grant.
 - vii) Make proposals concerning the disposal of the balance of the monies, and decide the issue at the special meeting.
 - viii) close the Bank/Building Society account.

10) Conduct

This section sets out the requirements, in terms of conduct, of anyone representing the Norwich Leaseholders Association (NLA).

10.1 Compliance with law

All NLA representatives must comply with all legislation, including but not limited to environmental, health & safety, financial, and anti-corruption laws, regulations and codes of practice.

NLA representatives must protect the legal position and the liability of the NLA.

10.2 General Behaviour

The NLA will not tolerate any form of discriminatory behaviour, harassment or victimization. Individuals must show integrity and professionalism in their representation of the NLA.

We expect Members to be ethical and responsible when dealing with our Association's finances, partnerships and public image.

10.3 Day to day financial dealings

Expenditure on behalf of the NLA must be authorized by the Treasurer.
All expenditure must be recorded and receipts submitted.

10.4 Conflicts of interest

NLA committee members must declare any personal, financial or other interests which may conflict with their NLA actions.

10.5 Communication

NLA representatives must be professional in their communication with others, both within and outside the NLA. Information stored by the NLA, particularly contact details, must be stored in accordance with the NLA Data Protection Policy.

10.6 Disciplinary Action

NLA may have to take disciplinary action against someone who fails to follow this Code of Conduct. Disciplinary action may include exclusion from meetings of the NLA. The NLA may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour.

Signed John Nield-Jones (Chair)

Dated...17.08.2022

Signed Lenny Ellis (Officer)

Dated...17/08/2022