

# CaRTO CONSTITUTION

as at 18-February-2018

## 1. Name

The name of the organisation shall be *Castlehill Registered Tenants Organisation*, hereinafter referred to as "CaRTO".

## 2. Aims and Objectives

- a) The main purpose of CARTO is to encourage the tenants and residents of Castlehill Housing Association to engage with each other and Castlehill Housing Association, and to discuss policies/issues affecting all tenants.
- b) This constitution aims to uphold the requirements of the Housing (Scotland) Act 2010, on equal opportunities. Thereby to discourage and prohibit conduct against others on grounds of discrimination, of age, race, religion, or belief, political belief, disability, gender reassignment, sex or sexual orientation, pregnancy and maternity.
- c) To publish and exchange information in furtherance of progressive tenant participation within the limits set by data protection legislation.

## 3. Membership

- (a) CARTO shall be open to all tenants and residents of Castlehill.
- (b) Membership shall be free of charge.
- (c) All voting members shall be at least 16 years of age.
- (d) Membership shall cease immediately upon the termination of a member's tenancy with Castlehill.
- (e) Members shall at all times conduct themselves in a proper and reasonable manner when attending meetings or any other function in connection with the group
- (f) Sub groups may be convened to look at specific topics or events and will operate for different time periods depending on requirements.
- (g) Representatives from other organisations may be invited to attend meetings as and when required.

## 4. The Registered Tenants' Organisation (RTO)

- (a) Office bearers shall be elected to carry out the business of the RTO.
- (b) All office bearers must be either tenants or residents of Castlehill.
- (c) The office bearers shall be made up of a Chairperson, a Secretary and a Treasurer. The office bearers may appoint one of their number as minute secretary. The Secretary, Treasurer, and minute taker can be a member of staff from Castlehill.
- (d) A person can hold more than one office bearer position at any time.

- (e) The office bearers shall be elected at the Annual General Meeting of the Association. The RTO shall elect Office Bearers from their own number at the first meeting after the AGM.
- (f) Should any office bearer fail to attend three consecutive RTO meetings without tendering apologies, the RTO may at its discretion terminate that person's status as an office bearer.
- (g) The RTO shall meet not less than 6 times per year, in addition to the AGM.
- (h) The quorum at any meetings of the RTO shall be 3 including at least 1 Office Bearers.

## **5. Annual General Meeting**

- (a) An Annual General Meeting shall be held within fourteen months of the Association's Inaugural Meeting or last Annual General Meeting.
- (b) The Annual General Meeting shall:
  - (i) Review a report from the committee of its activities, including a statement of accounts fully audited, where appropriate;
  - (ii) Accept the resignation of all office bearers members and elect new office bearers;
  - (iii) Vote on any recommendations/motions and any amendments to the constitution;
  - (iv) Discuss plans for the forthcoming year; and
- (c) The secretary will notify all
  - (i) Members of the date of the next Annual General Meeting not less than 21 days in advance of that meeting
  - (ii) The quorum of annual general meetings shall be 3 members including at least 1 Office Bearer..

## **6. General Meetings**

- (a) A request for a general meeting should be made in writing to the secretary, carrying the signatures and addresses of 3 members. A request for a general meeting should state the reasons for calling it.
- (b) The secretary will notify all members in writing of the date of the meeting not less than 21 days in advance of that meeting and state its purpose in the notice.

## **7. Changes to the Constitution**

- (a) The constitution may be altered at the Annual General Meeting or at special meeting called for that purpose
- (b) Proposed changes must be submitted to the secretary in writing not less than 28 days before the AGM. The secretary must notify members of any proposed changes within 21 days of the meeting.

**8. Finance**

- (a) All money raised by or on behalf of the RTO shall be applied to further the objects of the RTO.
- (b) The Treasurer shall keep proper accounts of the finances of the RTO and make a report available at every RTO meeting (if appropriate).
- (c) The funds of the RTO shall be managed through a bank account. Cheques written on behalf of the RTO must bear the signatures of two office bearers (if appropriate).

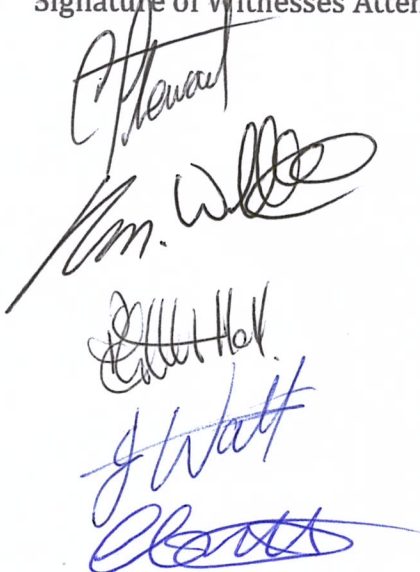
**9. Dissolution of the RTO**

- (a) The RTO may only be dissolved by a special meeting called for that purpose. Such a meeting shall come about following a proposal in writing signed by a simple majority of those remaining in membership being submitted to the Secretary.
- (b) All members shall be informed of such a meeting at least 21 days before the date of the meeting.
- (c) Dissolution of the RTO shall only take effect if agreed by two thirds of the members present and voting at that meeting.
- (d) Any money received via funding bodies should be returned to the funders in relation to the funding criteria
- (e) Any assets remaining after meeting liabilities must be distributed among local charities nominated by that meeting.
- (f) On dissolution, any documents belonging to the RTO shall be retained by Castlehill Housing Association.

**10. Adoption**

This constitution was adopted at the Special General Meeting of 18-February-2018

Signature of Witnesses Attending:



The image shows four handwritten signatures in blue ink, arranged vertically. The first signature is the most legible, appearing to read 'C. Stewart'. The second signature is a cursive 'M. Wilson'. The third signature is 'C. Hall'. The fourth signature is 'J. Watt'. The final signature is a stylized signature that is difficult to decipher.