



## **NATIONAL HOUSES IN MULTIPLE OCCUPATION NETWORK CONSTITUTION**

### **1. Name**

- 1.1 The name of the organisation shall be the “National Houses in Multiple Occupation (HMO) Network”, (hereinafter called “the Network”).

### **2. Aim**

- 2.1 To promote a clear understanding of the wide range of matters associated with parts 1, 2 & 3 of the Housing Act 2004 and to share information, skills and experience amongst interested parties. This will be achieved by:
- 2.1.1 A membership of interested individuals who subscribe to the aims of the Network.
  - 2.1.2 A Steering Group to provide direction and focus for the Network
  - 2.1.3 The delivery of conferences and other training events for members promoting good practice
  - 2.1.4 A website to promote the Network, provide and share information and provide a communication channel with a wider audience

### **3. Powers**

- 3.1 In furtherance of these aims, the Network may, by itself or through the steering group:
- publish and distribute information
  - promote or carry out research/training
  - arrange conferences
  - raise funds
  - make representations and comments about legislation, government proposals and consultations
  - do all such other lawful things as are necessary

#### **4. Membership**

- 4.1 Any interested person may be a member of the Network.
- 4.2 Members of the Network must subscribe to its aims.
- 4.3 Membership shall be open, regardless of nationality, ethnicity, political party, race, disability, religious opinion, age or sexuality, to all persons who share the aims of the Network.
- 4.4 The Steering Group may refuse or terminate the membership of any person whose new or continued membership would not, in the reasonable view of the Steering Group, be consistent with the aims of the Network, (but only after notifying the prospective or actual member concerned in writing and considering the matter in the light of any written representations which the member puts forward within 28 days of receiving the notice.)

#### **5. Conference**

- 5.1 It is intended that conferences will take place every year and no more than four times in any given year but the Network and Steering Group shall not be obligated to hold a conference. One of these conference meetings may also include the Biennial General Meeting.
- 5.2 Conference shall be hosted by a member of the Network, that has volunteered to do so and which has been agreed by the Steering Group.
- 5.3 Conference shall be organised in accordance with the guidelines provided by the Steering Group. These guidelines shall be available to prospective hosts on request.

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

- 6.1 A Biennial General Meeting (BGM) shall take place every two years.
- 6.2 Notification of the Biennial General Meeting (BGM) shall be given to members at least two months prior to the date of the BGM and may be included in a conference or be undertaken electronically.
- 6.3 Exceptionally the Steering Group may also call an Extraordinary General Meeting (EGM) to deal with business of particular importance or urgency.
- 6.4 Only members who were members at the time of notification of the BGM or EGM shall be entitled to vote. Each member shall be entitled to one vote which may be in person, by proxy, or electronically, in line with instructions circulated with the calling notice.

- 6.5 The BGM or EGM shall transact the following business:
- approve the Network's accounts
  - elect or replace Steering Group members
  - vote on recommendations and amendments to the constitution;
  - other such business as the Steering Group shall approve by resolution.
- 6.6 The decisions made at the BGM or EGM shall take effect from the day following the BGM or EGM. If voting is undertaken electronically, results shall be made available within 5 working days of the BGM or EGM.
- 6.7 At least 40 members or 10% of the membership of the Network, whichever is lesser (including those voting by proxy or electronically), constitutes a quorum at BGMs or EGMs.

## **7. Steering Group**

- 7.1 A Steering Group shall be elected to ensure the Network works towards its aims and to carry out the business of the organisation as defined by this constitution.
- 7.2 The Steering Group shall consist of a maximum of 20 people from the membership of the Network and who were members at the time of notification of the BGM. If the membership of the Steering Group falls below 5 fully elected members then an EGM shall be called within 28 days to nominate and elect additional persons to the Steering Group.
- 7.3 Nominations for election to the Steering Group shall be supported by a second member of the Network who was a member at the time of notification of the BGM. No member shall second two nominations and the member seconding the nomination shall not be a member of the Steering Group.
- 7.4 Completed, written nominations for membership of the Steering Group shall be received by the Secretary, one month prior to the BGM.
- 7.5 Membership of the Steering Group is conditional upon a member attending a minimum of 50% of Steering Group meetings within a given 12-month period and carrying out, to a reasonable standard, such tasks as he might agree to do or be reasonably requested by the Steering Group or Network to do and which fall within his job role taking into account the voluntary nature of membership of the Network and Steering Group.
- 7.6 The entire Steering Group shall be subject to the election process at every BGM.
- 7.7 The Steering Group shall elect such officers as it deems necessary including but not limited to, the Chair, Treasurer, and Secretary.

- 7.8 The Steering Group may co-opt additional people from the membership for a maximum period of 24 months for each person or until the next BGM, whichever is the sooner.
- 7.9 The Steering Group shall normally meet at each conference and otherwise as deemed appropriate by the officers.
- 7.10 The quorum for a Steering Group meeting shall be one third of the members of the group.
- 7.11 The Steering Group may pass a resolution to put a motion before a BGM or EGM to have a full member of the Steering Group removed from his post for:
- conduct that is inappropriate for a professional person with the responsibilities held by Steering Group members;
  - which conflicts with the objectives of the Network or this constitution; or
  - for breach of clause 7.5 above.
- 7.12 The Steering Group may pass a resolution to have a co-opted member of the Steering Group removed from his post for:
- conduct that is inappropriate for a professional person with the responsibilities held by Steering Group members;
  - which conflicts with the objectives of the Network or this constitution; or
  - for breach of clause 7.5 above.

## **8. Finance**

- 8.1 Membership of the Network is free.
- 8.2 Charges shall be made to cover the estimated costs of each conference and the costs of running the Network in accordance with guidance provided by the Steering Group.
- 8.3 All monies raised by or on behalf of the Network shall be used to further the aims of the Network and for no other purpose.
- 8.4 A proper record of the finances of the Network shall be kept.
- 8.5 A report of the preceding two years' income and expenditure shall be presented to the Biennial General Meeting by the Treasurer.
- 8.6 No individual or member shall make any personal financial or material gain from the Network's funds without the prior approval of the Steering Group. Only legitimate expenses will be met.
- 8.7 The Treasurer, Chair & Secretary are signatories to the Network account with authority to sign cheques and disperse monies on behalf of the Network up to

£1,000 expenditure (with minor discretion). Sums greater than £1000 must be approved by the Steering Group.

## **9. Alterations to the Constitution**

- 9.1 This constitution can only be changed through a Biennial General Meeting or Extraordinary General Meeting called for the purpose with a minimum two months' notice.
- 9.2 Suggested changes can only be made by members of the Network who were members at the time of notification of the BGM or EGM.
- 9.3 Suggested changes must be received by the Secretary or Chair at least one month prior to the BGM or EGM. The Secretary shall ensure that suggested changes are made available to members at least two weeks prior to the BGM or EGM.
- 9.4 Changes must be agreed by a majority of members that voted (including by proxy or electronically).

## **10. Dissolution**

- 10.1 The Network can only be dissolved at an Extraordinary General Meeting called for that purpose. Notification must be given to members at least two months prior to the date of the EGM.
- 10.2 A proposal to dissolve the Network shall take effect only if agreed by two thirds of the members voting (including by proxy or electronically).
- 10.3 Any assets remaining after the payment of proper debts shall be transferred to a charitable institution(s) or voluntary agency(s) with similar objectives as those of the Network.

Date adopted: 27<sup>th</sup> February 2015

Signed on behalf of the Network: Neil Coles, Chair