

## **Registered Tenant Organisations Criteria for Registration**

1. Your organisation must have a publicly available written constitution that sets out:

- its objectives and area of operation.
- how people can become members.
- the way the Committee will operate.
- how people can become Committee members/office bearers.
- how the business of the organisation will be conducted.
- how decisions will be reached democratically.
- how funds will be managed.
- arrangements for public meetings.
- arrangements for annual general meetings (AGM).
- how changes can be made to the constitution.
- its commitment to the promotion of equal opportunities.
- its commitment to the promotion of the housing and housing related interests of tenants.

2. Your organisation must have a Committee that:

- (after the first year) is elected at an AGM.
- has at least three members.
- can co-opt others onto the Committee during the course of the year.
- has elected office bearers.
- can demonstrate that decisions are reached democratically.
- promotes equal opportunities.
- stands down after a specified period.

3. Your organisation must operate within:

- a defined geographical area which consists of all or part of Dundee City; OR
- an area which includes housing stock owned and managed by Dundee City Council.

4. Membership of your organisation and participation in its activities must be open to all City Council tenants within its area of operation.
5. Your organisation must have appropriate accounting records and present an audited annual financial statement to the AGM.
6. Your organisation must demonstrate that it will represent the views and interests of its members who are tenants of Dundee City Council.

### **Removal from the Register**

A Registered Tenant Organisation can be removed from the register in any of the following circumstances:

- the tenant organisation no longer meets the registration criteria; OR
- the tenant organisation ceases to exist or does not operate; OR
- there is a mutual agreement between the City Council and the tenant organisation.

### **Appeals Procedure**

A tenant organisation may appeal against the City Council's decision to:

- not register the organisation; OR
- remove the organisation from the Register; OR
- not remove the organisation from the Register.

Appeals should be made in writing and lodged with  
Strategy Team Leader,  
Quality and Performance Unit,  
East District Housing Office,  
169 Pitkerro Road,  
Dundee, DD4 8ES

Your letter of appeal will be acknowledged within 10 working days from the date of receipt.

If you are not satisfied with the outcome of the appeal, you may appeal to the Scottish Ministers. In this instance, the formal appeals process will be considered by the Regulation & Inspection Division of Communities Scotland on behalf of Scottish Ministers.