

WHALLEY RANGE COMMUNITY FORUM.

CONSTITUTION.

1. TITLE

The title of the Forum will be Whalley Range Community Forum (herein referred to as WRCF.)

2. AIMS AND OBJECTIVES

- To improve communication between the community and those who serve or represent Whalley Range Ward e.g. councillors, council officers, the police etc.
- To facilitate communication within the community for the people of Whalley Range Ward.
- To be proactively involved in consultation, i.e. to help in identification of local needs and resources, and to initiate and promote change.
- To monitor and contribute to the development of relevant local and central government strategies in the area.
- To promote and enhance the image of Whalley Range Ward.
- To promote the well-being of residents and the environment of Whalley Range Ward generally.
- To reflect the diversity of the Whalley Range communities e.g. in relation to age, ethnicity, gender, disability, sexuality, religion, class.
- To raise funds, and to invite contributions from any person or organisation by way of donation or otherwise.
- To act as a conduit for groups based in Whalley Range (e.g. to receive and distribute funds for and on behalf of groups in Whalley Range who may not have their own bank accounts.)

3. PRINCIPLES

WRCF will

- be open, democratic, and accessible to groups and organisations
- promote equal opportunities within Whalley Range
- be non-party political.

4. MEMBERSHIP

- Membership will be open to representatives of organisations and groups which wholly or substantially operate within the Whalley Range electoral ward.
- Groups that are not constituted could become members, including local businesses.
- WRCF will compile and hold a register of member organisations and their representatives, based on declared interests by those organisations or groups.
- Membership implies and obliges commitment to WRCF aims and principles.
- Everyone who attends a meeting must sign the attendance form.

5. MEETINGS

Meetings will be open to all residents of Whalley Range who wish to attend, and anyone working for the benefit of Whalley Range.

WRCF shall

- meet at least quarterly, one of which shall be the AGM.
- in seeking to represent the interests of all residents and participants in Whalley Range, WRCF may invite participation from individuals or groups who have a particular interest in any issues under discussion.

Sub Committees:

WRCF shall appoint other committee[s] and sub-committee[s] for general or specific purposes as it sees fit, and delegate to them such authority as deemed necessary. Any such groups will carry out work as delegated by the Forum meetings, and / or report to WRCF meetings.

a) ANNUAL GENERAL MEETING

The Annual General Meeting should take place every year.

Notice of the AGM shall be sent to every member of WRCF at least 14 days before the date of the meeting.

This can be by electronic means, announcement at WRCF meetings, and through the News & Events newsletter.

The AGM shall receive a report from the Chair, the Forum Worker and the Treasurer, and a statement of accounts for the year just ended.

The membership will elect a committee (10 people in total) to include 5 officers who will form the executive committee.

The quorum of the Annual General Meeting shall be 25% of registered member groups.

b) SPECIAL GENERAL MEETING

A special general meeting can be called by the secretary on request of not less than 51% of members, or by the Executive Committee.

Notice shall be sent to every member at least 7 days before the meeting and such notices shall state the business to be transacted at the meeting.

No other business than that specified in such notice shall be dealt at that meeting.

The quorum of the Special General Meeting shall be 25% of registered member groups

c) VOTING

- Representatives of organisations or groups based in Whalley Range Ward are eligible to vote at meetings.
- Each organisation or group will be eligible to one vote.
- Residents who have attended half of the total amount of WRCF meetings or involved in WRCF activities in the previous year are eligible to vote.

6. COMMITTEE

The committee will comprise 10 people, and the quorum of a committee meeting will be 60% (i.e. 6 of 10)

The committee can carry out work on behalf of WRCF as agreed at WRCF meetings, and in line with the aims of WRCF. Representatives of organisations, groups, and residents of Whalley Range Ward are eligible to be members of the committee, or anyone else who meets the membership criteria.

Only residents of Whalley Range Ward are eligible to be elected as officers.

Officer posts are: CHAIR, VICE CHAIR, TREASURER, SECRETARY, PLANNING OFFICER.

A member of the committee or executive shall cease to be a member:

- Upon giving the secretary a written notice of his / her intention to resign.
- Upon the passing of a resolution at a general meeting, terminating his/her membership of the committee or subcommittee (e.g. due to lack of attendance/participation in WRCF activities.)

Any decision taken by any committee shall be reported back to WRCF as soon as possible.

7. EXECUTIVE COMMITTEE

The executive committee shall comprise officers of WRCF.

The executive committee shall be responsible to WRCF and - between meetings - shall direct and manage the affairs of WRCF, and be deemed to have delegated to them all necessary authority for the purpose set out in paragraph 2.

A quorum of the executive committee shall be at least 60% (i.e. 3 of 5) of the executive members.

8. FINANCE

All money received by or on behalf of WRCF shall be devoted to the aims of WRCF.

The financial year of WRCF shall end on 31st March every year.

The treasurer shall be responsible for receiving, issuing receipts for, and keeping all money on behalf of WRCF.

As soon as possible after the end of the financial year, the accounts for that year shall be prepared by the treasurer and submitted by him/her for audit to the auditor appointed by WRCF (appointed each year at the AGM)

The WRCF auditor/accountant will audit such accounts and report thereon to the next AGM.

Copies of accounts, audited as above, shall be available for inspection at the AGM.

9. INDEMNITY

WRCF shall hold public liability insurance. The treasurer shall affect a policy of insurance in respect of that indemnity.

10. DISSOLUTION

If WRCF decides, by a two-third majority of those present and voting at any time during a general meeting of WRCF, that WRCF shall be dissolved, a special general meeting shall be called to review that decision.

If, at such a special meeting, it is decided by simple majority of those present and voting to endorse such decision, then WRCF shall thereupon dissolve.

Upon dissolution, any assets remaining after the clearing of outstanding debts or receipt of any payments due to WRCF should be given to a local charity(ies) nominated by WRCF.

11. GENERAL

The provision of this constitution shall not be altered except upon a resolution of WRCF at a general, annual general or special general meeting.

SIGNED-----CHAIR

SIGNED-----SECRETARY

Adopted at the meeting

Dated.....