

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

The furtherance of such charitable purposes (charitable under English law) in the Whalley Range area and surrounding area of Manchester as the trustees/the Committee sees fit from time to time for the public benefit in particular but not exclusively by:

- Advancing education and training;
- Relieving those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantages;
- Promoting social inclusion for the public benefit by preventing people from becoming socially excluded, relieving their needs and assisting them to better integrate into society
- Promoting equality and diversity;
- Promoting good health and wellbeing;
- Developing the capacity and skills of those persons in need of support in such a way that they are better able to identify and help meet their needs and to participate more fully in society;
- Advancing the protection or improvement of the local environment, and by;
- Promoting the efficiency and effectiveness of charities and the effective use of resources for charitable purposes by charitable and non-charitable bodies both for the benefit of the public.

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 area and the surrounding area of Manchester.
- Groups that are not constituted could become members, including local businesses.
- The WRCF committee by majority vote can co-opt any other individual to be a member.
- 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 additional committee[ies] and sub-committee[ies] 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.

The 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, residents and former residents of Whalley Range Ward are eligible to be members of the committee or anyone else who meets the membership criteria.

The committee by majority vote can co-opt any other individual to be a member of the committee.

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.

The committee is charity trustees in law.

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.

Charity Commission (the "Commission") requirements:

- 1) The committee must comply with their obligations under the Charities Act 2011 with regard to:
 - a) The keeping of accounting records for the WRCF;
 - b) The preparation of annual statements of account for the WRCF;
 - c) the transmission of the statements of account to the Commission;
 - d) the preparation of an Annual Report and its transmission to the Commission;
 - e) The preparation of an Annual Return and its transmission to the Commission.

- 2) Accounts must be prepared in accordance with the provisions of any Statement of Recommended Practice issued by the Commission unless the committee is required to prepare accounts in accordance with the provisions of such a Statement prepared by another body.

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 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.

- 1) To note:
 - a) No amendment may be made that would have the effect of making the WRCF cease to be a charity at law;
 - b) No amendment may be made to alter the objects if the change would undermine or work against the previous objects of the WRCF with the permission of the Charity Commission;
 - c) Any resolution to amend this constitution is passed by not less than two-thirds of the members present and voting at a general, annual or special general meeting.

- 2) A copy of any resolution amending this constitution shall be sent to the Commission within twenty-one days of it being passed.

Name	Position	Signature	Date
Ashraf Ali	Secretary		12 th January 2017