GUESTWICK Neighbourhood Forum
Constitution

1 Name
1.1 The name of the Forum shall be the GUESTWICK Neighbourhood Forum (the Forum).

2 Area of Benefit
2.1 The area in which the Forum will pursue its objects is the Guestwick Neighbourhood Area, which is the area designated by Guestwick Parish Meeting for which the Forum will produce a Neighbourhood Plan.

3 Objects
The purpose of the Guestwick Neighbourhood Forum is
3.1 To prepare a Neighbourhood Plan for the Guestwick area;
3.2 To promote or improve the social, economic and environmental well-being of the Guestwick area;
3.3 Any other appropriate purpose agreed by the Forum.

4 Powers
4.1 In furtherance of its objects the Guestwick Forum may
4.2 Invite and receive contributions and raise funds where appropriate, to finance the work of the Forum, and to open a bank account to manage such funds;
4.3 Publicise and promote the work of the Forum and organise meetings, training courses, events or seminars etc.;
4.4 Work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations;
4.5 Employ staff and volunteers as are necessary to conduct activities to meet the objects of the Forum;
4.6 Take any form of action that is lawful, which is necessary to achieve the objects of the Forum, including taking out any contracts which it may see fit.

5 Membership
5.1 The Guestwick Neighbourhood Forum will comprise at least 21 individuals who live or work in the Guestwick Neighbourhood Area or who are elected members of a county council or district council, any of whose area falls within the Guestwick Neighbourhood Area.
5.2 Membership is open to individuals who live or work in the Guestwick Neighbourhood Area. It is also open to individuals who are elected members of a
county council or district council, any of whose area includes the *Guestwick* Neighbourhood Area.

5.3 Membership shall be drawn from different parts of the *Guestwick* Neighbourhood Area and different sections of the community in the *Guestwick* Neighbourhood Area.

5.4 Members shall be accepted by the Forum; resignations from membership shall be received by the Forum.

5.5 The Forum will aim for as wide a representation of communities in the area as possible.

5.6 The Forum recognises that not everyone who cares about the area also lives in the area. The Forum may, at the discretion of the Management Committee invite anyone aged 16 or over and not resident in the area but with an interest in it to be an Associate Member.

5.7 Forum working groups may be set up as necessary to advise the open Forum and management committee when particular expertise is required. These may co-opt as necessary from outside the Forum members.

5.8 Only full members of the Forum are entitled to vote, as defined in 4.1

5.9 The Forum shall keep an up-to-date list of members’ names and contact details for the purposes of involving them in the work of the Forum.

5.10 The Forum does not levy any form of subscription on its members.

5.11 The Forum may suspend from membership anyone who brings the Forum into disrepute by, for example, repeatedly and/or unapologetically flouting its Values (as expressed in Article 8). Suspended members are not entitled to vote, speak at or attend meetings or be members of the Management Committee. A suspended member may re-apply for membership after a period of 12 months.

6. **Annual General Meeting (AGM)**

6.1 The Management Committee shall organise an Annual General Meeting (AGM) of members between 11 and 15 months after the previous AGM. It shall give at least 14 days notice of the meeting to members via the Forum website and/or other appropriate means.

6.2 There must be a minimum of 14 members present at an AGM.

6.3 Every member present has one vote.

6.4 The Chair and Management Committee shall present the Annual Report and independently examined accounts for the Forum consisting of a statement of income and expenditure and a balance sheet for the previous financial year.

6.5 The Management Committee will retire at each AGM but may stand for re-election. Any full member of the Forum may stand for election to the management committee.
6.6 Minutes of AGM shall be kept and approved by the Management Committee at its next meeting and by the membership at the next AGM. Copies of the draft minutes are made available to members on request; copies of the draft minutes approved by the committee are made publicly available; copies of the agreed minutes are made publicly available.

7. General Meetings
7.4 The committee will organise General Meetings (GM) as the need arises.

7.5 The committee must organise an Extraordinary General Meeting (EGM) of members within 28 days of a request submitted by 14 or more members. The committee must give at least 14 days notice of a GM or EGM to members via the Forum website and/or other appropriate means.

7.6 Business transacted at any GM or EGM includes consideration of any business announced in the agenda.

7.7 The quorum at all General Meetings (AGM, GM or EGM) is 14 members.

7.8 General Meetings are usually public meetings open to non-members to attend, unless the Management Committee decides that any particular meeting should be for members only.

8. The Management Committee
8.1 The Management Committee is elected by members at the Forum’s Annual General Meeting and consists of at least 7 members including Chair, Secretary and Treasurer. The procedure used to elect the committee should favour broad representation from different communities in the area. More than 50% of the committee shall be residents.

8.2 The Management Committee can co-opt people to be members of the committee at its discretion. Co-opted members do not have a vote in any Committee decisions.

8.3 The Management Committee agrees a schedule for its meetings and meets as required. Normally these meetings are face to face, but the Committee can meet by other means including via email or telephone conferencing if all members of the committee agree so to do.

8.4 The quorum at any Management Committee meetings is four or at least one third of their members whichever is larger. The ‘indicative decisions’ of inquorate meetings have no effect until and unless they are ratified at a subsequent quorate meeting.

8.5 Members of the Management Committee are expected to attend meetings of the committee. Should a member not attend and fail to send apologies for three consecutive meetings, they are understood to have resigned from the Committee. Any member who fails to attend four consecutive meetings (face to face or electronic meetings), with or without apologies, may be deemed to have resigned from the Committee.

8.6 The Secretary will keep a Register of Forum Members’ Interests, which will be annually updated. Details of any financial or business interests in the Area, or any
other interest which could be deemed to have an influence on decisions likely to come before the Forum or Area group meetings, must be declared.

8.7 Members must declare any potential conflict of interest prior to the start of the Forum or sub-group meetings. Members will abstain from voting on any matter in which they have a financial or business interest, and may be excluded from the discussion.

8.8 Minutes of the Management Committee are kept and made available to members on request: as DRAFT minutes; and publicly as AGREED minutes once they have been agreed at a subsequent meeting.

8.9 Meetings of the Management Committee are open to all members of the Forum to attend by request and the Committee may invite guests to attend at their discretion.

8.10 The Management Committee shall maintain a website and/or Facebook page giving details of the Forum, its meetings, activities, policies and – where possible - enabling discussion of issues of concern to the neighbourhood. See Item 10 below

9. Rules at All Meetings (Forum and Management Committee)
9.1 Chairing – each meeting has a chair who is usually the Chair of the Forum, or the Vice Chair in their absence. The chair of the meeting ensures that the business of the meeting is transacted in an orderly and respectful way.

9.2 Decision Making – the Forum endeavours to make decisions by consensus, but in the case of a vote: decisions are made by simple majority of those present and entitled to vote subject (Article 4.1). When the vote is tied, the chair of the meeting has a second, casting vote.

9.3 Speaking – all members including associate members are entitled to speak at meetings and at Public Meetings all members of the public are entitled to speak.

10. Website
10.1 The Forum will maintain a website and/or Facebook page on which is shown information including: the Forum’s name and area covered; the Forum’s email address; the names of management committee members; this Constitution; policies agreed by the Forum; notices; agendas; and minutes of meetings.

5.1 A Webmaster responsible for all content and site maintenance will be appointed who may also be a member of the Guestwick Forum and of the Management Committee.

11. Finance
11.1 All income to the Forum is used to further the Aims and Objectives of the Forum given in this Constitution and for no other purposes.

11.2 The Treasurer keeps proper account of the finances of the Forum and ensures that the Forum has a bank account in its own name. All cheques issued by the Forum need to be signed by at least two authorised members of the committee.
11.3 The Forum’s accounts are examined at least once a year by an independent person who is not a member of the committee.

12. Alterations and Disbanding the Forum
12.1 This Constitution can only be changed at a General Meeting of the Forum. Any change to the Constitution requires a simple majority of votes of the members present and who are entitled to vote (subject to Article 4.1). The details of the proposed change(s) must be included on the agenda.

12.2 The Forum can only be disbanded at a duly advertised EGM called for the purpose of deciding whether to disband. A vote to disband the Forum needs a simple majority of the members present and who are entitled to vote (subject to Article 4.1). If the Forum votes to disband, any assets held in the name of the Forum after the payment of all debts and liabilities will be applied towards charitable purposes for the benefit of residents in the area.

13. Duration
13.1 The duration of the Guestwick Neighbourhood Forum is 5 years from 11th May 2018

Date endorsed by Forum meeting: 22nd February 2018
Date of Designation: 11th May 2018
Date Adopted: 17th May 2018

Signed:
Name: Robin Back

Dates of any subsequent revisions: