

Moseley *f*orum

CONSTITUTION

1. Name and Area

- 1.1 The Neighbourhood Forum shall be known as *Moseley Forum* and hereafter referred to as '*the Forum*' in this document. The area shall comprise that outlined in Appendix 2. The defining limits of the Forum area are the streets and roads contained within:

Yardley Wood Road, Brook Lane, School Road, Queensbridge Road, Yew Tree Lane, Shutlock Lane, Dads Lane, Moor Green Lane, Cannon Hill Park, Edgbaston Road, Newport Road, Woodstock Road.

2. Aims and Objectives

- 2.1 Moseley Forum will gather and represent the views of the local Forum community and improve the area for the benefit of that community.
- 2.2 The Forum will be an open forum with fair access for all Forum residents.
- 2.3 The Forum will follow its Equal Opportunities Statement, Appendix 1, in all of its activities.

3. Membership

- 3.1 Anyone living within the boundary aged 16 or over is a member of the Forum.
- 3.2 The Forum will endeavour to consult those under 16 in the area.
- 3.3 Associate membership may be granted, at the discretion of the Management Committee, to anyone aged 16 or over living within half a mile outside the boundary of the designated area, if not covered by another Neighbourhood Forum.

4. Management of Moseley Forum

- 4.1 The Forum will be run solely by the members.
- 4.2 The Forum will be managed by a management committee comprising not more than 15 members.
- 4.3 One third of the management committee will stand down at its Annual General Meeting and these members may offer themselves for re-election.
- 4.4 Nominations for election to the management committee must be sent to the Secretary to arrive three days before the Annual General Meeting.
- 4.5 Members will be elected for a period of three years.
- 4.6 The management committee can co-opt additional members as long as the total management committee membership does not exceed 15.

- 4.7 The procedure to elect the management committee will aim to achieve the widest possible representation from the local community given the social and demographic profile.
- 4.8 The first management committee meeting after its election will elect from amongst their own number: Chair, Vice-chair, Secretary, and Treasurer.
- 4.9 Members of the management committee will be expected to attend committee meetings or to extend apologies. Should a member not attend or send apologies for three consecutive meetings, they will be deemed to have resigned their membership of the management committee. Any member who does not attend four consecutive management committee meetings with or without apologies will be deemed to have resigned their membership of the management committee unless their absence was agreed by the committee.
- 4.10 The quorum for management committee meetings shall be the greater of one third of the membership of the management committee and a minimum of three members.
- 4.11 The Forum shall endeavour to ensure that representative(s) attend any appropriate type of ward committee and report back.
- 4.12 Meetings of the management committee are open to all people aged 16 or over living or working in the area. The management committee reserves the right to conduct some of its business in private to deal with confidential issues of a personal, commercial business, or similar nature.

5. Moseley Forum meetings

- 5.1 The Forum will provide a minimum of three public meetings per annum, including the Annual General Meeting (A.G.M.).
- 5.2 In order to ensure the greatest possible involvement at public meetings, they will be advertised as widely as possible.
- 5.3 The Forum shall convene an A.G.M. between 11 and 14 months from the previous A.G.M. At least 14 clear days notice shall be given, in writing by the Secretary, announcing the date and agenda of the A.G.M.
- 5.4 The business conducted at the A.G.M. shall include:
 - (i) Consideration of the Annual Report of the work done by or under the auspices of the Forum.
 - (ii) The submission and adoption of an independently examined income and expenditure account and balance sheets for the previous financial year.
 - (iii) Election of a management committee.
 - (iv) Appointment of independent financial examiners who must not be members of the management committee.
 - (v) Consideration of any other relevant business announced in the A.G.M. agenda.
 - (vi) Wherever necessary, consideration of and voting on proposals to alter this constitution in accordance with Clause 10 hereof.

6. Special General Meeting

- 6.1 Special General Meetings are called to discuss business usually considered at the A.G.M. or issues seriously affecting the Forum. The Chair of the Forum may, when necessary, call a Special General Meeting of the Forum, by notification as widely as practicable in advance. A special meeting should be held with 28 days of receiving a written request signed by not less than 10 Forum members. This should be accompanied by a clear statement arguing the reasons for this request.

7. Rules of procedures

- 7.1 *Voting:* All questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote. No member shall have more than one vote. Associate members shall have no voting entitlement. In the case of an equality of votes the Chair shall have a second or casting vote.
- 7.2 *Speaking rights:* The Chair may impose a time limit for speakers.
- 7.3 *Quorum:* The quorum for open meetings shall be 0.5% of the membership or 20 members, whichever is the smaller, and at Annual and Special Meetings it will be 1% or 30 people, whichever is the smaller.
- 7.4 *Minutes:* Minutes recording all proceedings and resolutions shall be kept by the Secretary of the Forum for any committee and public meeting of the Forum. The minute shall be open to public inspection.

8. Fund-raising

- 8.1 The Forum may undertake fund raising to further its aims and objectives.

9. Finance

- 9.1 All moneys raised by or on behalf of the Forum shall be applied to further the aims and objectives of the Forum and for no other purposes.
- 9.2 The Treasurer shall keep proper account of the finances of the Forum and shall open a bank account in the name of the Forum. At least two signatures of designated signatory management committee members shall be needed to operate the bank account.
- 9.3 The accounts shall be examined at least once a year by the independent examiners.
- 9.4 If the Forum lapses by not holding a meeting for 6 months, any funder shall be entitled to recover, subject to funds being available in the bank account, any payment made to the Forum for the operation of the Forum during the lapsed period.

10. Alterations to the Constitution

- 10.1 The Constitution of the Forum should normally only be changed at the A.G.M. or Special General Meeting arranged for the purpose. Changes can only be made which strengthen the aims and objectives of the Forum.

11. Dissolution

11.1 If the management committee, by a simple majority, decide at any time that it is necessary to dissolve the Forum, they shall call a Special General Meeting of all members of the Forum who have the power to vote. Notice should be not less than 28 days and should state the terms of the resolution to be proposed. If such a decision shall be confirmed by a simple majority of those members present and voting at such a meeting, and the Officers shall have power to satisfy any proper debts or liabilities, any assets held or in the name of the Forum shall be applied towards charitable purposes for the benefit of the residents of the area.

12. Standing Orders

12.1 The conduct of the Forum, Management Committee, and members shall be subject to simple Standing Orders. These will ensure that each meeting has a Chair, only persons entitled to attend are present, and rules of procedure (see above) are conformed with. Standing Orders must not be seen to be in conflict with the terms of the spirit of the Constitution.

Date adopted: 30th April, 1998

First revision: 21st February, 2005

Second revision: 18th March, 2008

Third revision: 17th May 2011

APPENDIX 1

Equal Opportunities Statement

The Forum is committed to the elimination of discrimination on the grounds of gender, nationality, race, disability, marital status, sexuality, colour, religion, age, etc.

The Forum will seek to ensure that participation in the running of any activities associated with promotion of the Moseley area, through the Forum, will be free from any such discrimination. Particular regard will therefore be paid to the venue and timing of meetings to enable participation.

The Forum strives to improve the quality of life for all the people of the Forum area. When making representations to statutory bodies the Forum will pay regard to the impact of those representations on ALL sections of the Community.

APPENDIX 2

Map of area covered by Moseley Forum.

Boundary:

If the road name is included within the boundary, properties on the Moseley side of the road are within the Forum.

