

# CONSTITUTION OF THE CROSSPOOL FORUM

1. **Name:**

The name of the group shall be the Crosspool Forum

2. **AIM:**

To recognise the identity of Crosspool and to improve the quality of life of its residents through appropriate contacts consultation and action.

3. **OBJECTIVES:**

The Forum will fulfil the above aim by:

- \* consulting and communicating as Crosspool residents on issues that affect our lives, representing our views through consensus with appropriate bodies
- \* involving local people in improving the area
- \* improve and promoting the well-being of the residents of the area and working together as residents regardless of age, ethnic origin, ability, sex, belief or political affiliation recognising the value of our many differences
- \* raising funds and receiving contributions to finance the work of the Forum
- \* publicising and promoting the work of the Forum
- \* opening bank accounts and taking out insurance
- \* organising meetings, training courses and events
- \* working with similar groups and exchanging information and advice with them
- \* taking lawful action, which would help fulfil the aims of the Forum
- \* setting up an appropriate group to facilitate the work of the Forum
- \* to employ when necessary people to fulfil the aim of the forum

4. **MEMBERSHIP:**

- a) Membership of the Crosspool Forum shall be open to anyone who; identifies with Crosspool, is interested in helping the Forum to achieve its aim and is willing to abide by the rules of the Forum
- b) Every member over the age of 16 shall have one vote at meetings of the Forum
- c) The Management Committee shall have the power to refuse membership, where it is considered such membership would be detrimental to the aims, purposes or activities of the Forum
- d) Resignation and Termination of Membership
  - \* Any member of the Forum may resign his/her membership and any representative of a member organisation or section may resign such position, by giving to the Secretary of the Forum written notice to that effect.
  - \* The Management Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if in its opinion, his/her conduct is prejudicial to the interests and objectives of the Forum, PROVIDED THAT the individual member or representative of the member organisation (as the case may be) shall have the right to be heard by the Management Committee before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.

## **5. MANAGEMENT :**

The Crosspool Forum shall be administered by a Management Committee of not less than five (5) people and not more than fifteen (15) members elected at the group's Annual General Meeting.

An Executive Committee consisting of the Chair, Vice Chair, Secretary and Treasurer have the power to act on behalf of the Forum in all matters of urgency when it is not possible to convene a full Committee meeting.

The Management Committee shall meet at least four (4) times each year

At least five (5) Management Committee members must be present for the Management Committee meeting to take place. The Management Committee shall be accountable to the members at all times

The Management Committee should always strive for consensus however in the absence of this voting at Management Committee meetings shall be by show of hands on a majority basis. If there is a tied vote then the Chairperson shall have the casting vote

Subgroups & working parties may be required as deemed necessary and will be accountable to the Management Committee

All meetings must be minuted and approved minutes made available to any interested party

All Management Committee members shall be given at least seven (7) days' notice of a meeting, unless it is deemed an emergency meeting

## **6. FORUM MEETINGS :**

- (a) The Crosspool Forum shall meet at least twice a year and more frequently as and when issues arise and will be a meeting open to anyone with an interest in Crosspool.
- (b) The purpose of these meetings is for the Management Committee to account for its actions and consult on issues relevant to Crosspool.
- (c) The chair of the Management Committee shall normally chair these meetings
- (d) At least fourteen (14) days' notice of such a meeting must be given and advertised in at least five (5) public places.
- (e) Although motions on proposals are welcomed in advance of the Forum meetings and the Annual General Meeting, via the secretary, other matters can be raised from the floor at an appropriate time and place on the agenda at the discretion of the person chairing the meeting
- (f) All meetings, including AGM's, must be minuted and approved minutes available to any interested party
- (g) The quorum for a Forum Meeting is fifteen (15)
- (h) The Management Committee shall carry forward the decisions of the Forum.

## **7. ANNUAL GENERAL MEETING:**

- (a) The Crosspool Forum shall hold an Annual General Meeting (A G M) at not more than 15 month intervals
- (b) Where possible members shall be notified personally, otherwise notice will be deemed served by advertising the meetings in at least five public places giving at least fourteen days' notice of the AGM
- (c) The business of the AGM shall include:
  - \* Receiving a report from the Chairperson on the Forum's activities over the year
  - \* Receiving a report and presentation of the last financial year's accounts from the Treasurer on the finances of the Forum
  - \* Electing a new Management Committee and considering any other matter as may be appropriate at such a meeting
- (d) The quorum for Annual General Meeting shall be at least fifteen (15) persons of which at least (3) shall be committee members

#### 8. FINANCE:

- (a) Any money obtained by the Forum shall be used only for the Forum.
- (b) Any bank accounts opened for the Forum shall be in the name of the Forum.
- (c) All cheques/monies drawn against the Forums funds shall be signed/authorised by the Treasurer and at least one other of the three nominated signatories.
- (d) The Management Committee will ensure that the Forum stays solvent.
- (e) The Management Committee will arrange all necessary insurance cover.
- (f) Subcommittee budgets to be agreed at the first management meeting after the AGM.
- (g) All members of the Forum shall be jointly and severally responsible for the financial liabilities of the Forum.
- (h) The financial transactions of the Crosspool Forum shall be recorded.
- (i) The accounts of the Forum shall be made up to the 30th September each year and audited by the Executive.

#### 9. ALTERATION OF THE CONSTITUTION:

- (a) Proposals for Amendments to this Constitution or dissolution (see Clause 11) must be delivered to the Secretary in writing. The Secretary in conjunction with all other officers shall then decide on the date of a Forum meeting to discuss such proposals, giving at least four weeks (28 days) clear notice.
- (b) Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any Meeting of the Forum.

#### 10. DISSOLUTION:

The Forum may be wound up at any time if agreed by two-thirds of those members present and voting at any Forum Meeting. Any assets remaining shall be returned to their providers, if they require it, or shall be passed to another Group with similar aims.

#### 11. ADOPTION OF THE CONSTITUTION:

This Constitution was adopted by the members present at the A G M held 2003.