

ROEHAMPTON FORUM

CONSTITUTION

1. Name:

1.1 The Group's name is Roehampton Forum, hereinafter referred to as the Forum.

2. The Purposes of Roehampton Forum are to:

2.1 Act as a voice for Roehampton representing the views of residents and workers within the area, to the Roehampton Partnership, Wandsworth Borough Council, Wandsworth Clinical Commissioning Group and any other organisations whose activities have an impact on Roehampton.

2.2 Promote community cohesion and good relations between all sections of the community regardless of age, gender, disability, sexual orientation, ethnicity, faith.

2.3 Enable local residents and workers in the area to influence quality of life, service provision and the health, education, social care, protection from crime, housing and other needs and aspirations of the local residents of Roehampton.

2.4 Provide support and guidance to those working in the statutory and voluntary sectors in dealing with issues concerning the needs of young people in the area, the health and well being needs of the population and any other needs of the community.

2.5 Provide an opportunity for discussion of the needs outlined by service providers in the area

2.6 Encourage networking between those providing local services to gain mutual support from each other and those accessing services through the Forum

2.7 Carry forward the aims and objectives of the Roehampton Participatory Needs Assessment .

2.8 Represent the views of those living and working in the local area to the Roehampton Partnership and provide regular feedback.

2.9 Appoint representatives to attend the Roehampton Partnership or other bodies.

3. Management Committee:

3.1 The Management Committee will manage the business of the Forum. The Committee will comprise officers and members elected at the AGM each year. There will be a minimum of four and a maximum of ten Committee Members including the Officers.

3.2 During the year, up to three members may be co-opted by the Management Committee. These members will not have full voting rights.

3.3 There will be four Officers of the Forum:

Chair

Deputy Chair

Secretary

Treasurer

3.4 The Management Committee shall appoint a Membership Secretary at their first meeting following the AGM. This may be a member of the committee or someone who shall be co-opted onto the committee.

3.5 The members of the Forum will elect the Officers at the AGM. Candidates for Officers and other members of the Management Committee are required to be proposed and seconded by Forum members.

3.6 Should a vacancy for an Officer occur between AGMs, a Forum meeting will elect a new person as Officer who will serve until the next AGM, but will be eligible for re-election.

3.7 The minimum number of members for Management Committee meetings to be quorate, will be four, to include at least one Officer.

3.8 The whole Management Committee will stand down each year but may be re-elected.

3.9 No officer or committee member should serve a continuous term greater than four years unless there is not another candidate prepared to fill that position.

3.10 Officer and management committee positions should be filled by residents from the postcodes identified in 6.1 in the first instance.

3.11 The Management Committee may formulate 'Terms of Reference' for the Forum for the purpose of the proper running of the organisation. These to be agreed by the members at a Forum meeting.

4. Carrying out the Purposes:

4.1 In order to carry out the charitable purposes of the Forum, the Management Committee has the power to:

- 4.1.1 Raise funds, receive grants and donations, levy subscriptions, make charges as deemed necessary
- 4.1.2 Apply funds to carry out the charitable purposes of the Forum
- 4.1.3 Open a bank account
- 4.1.4 Undertake anything which is lawful and necessary to achieve the purposes
- 4.1.5 Collect and disseminate relevant information and exchange such information with relevant bodies, within the principles of the Data Protection Act.

5. Money and Property:

5.1 Money and property must only be used for the purposes of the Forum

5.2 The Management Committee must keep accounts. The most recent annual accounts can be seen by anybody on request. 14 days notice must be given in writing or other agreed communication method.

5.3 Members of the Management Committee cannot receive any money or property from the Forum, except to refund reasonable out of pocket expenses against production of a valid receipt.

5.4 Money must be held in the Forum's bank account. All cheques must be signed by two Officers. Three Officers, of whom one is the Chair and one the Treasurer, will be nominated bank signatories.

6. Membership of the Forum:

6.1 Membership of the Forum will be open to the local residents of Roehampton (defined as postcodes SW15 3, SW15 4, SW15 5 and SW15 6 within the London Borough of Wandsworth) and workers in the area providing services to the community including:

- 6.1.1 Local staff of Wandsworth Borough Council working in the areas of youth services, housing and social services, education institutions in Roehampton
- 6.1.2 Representatives of Wandsworth Clinical Commissioning Group (and its heirs and successors appointed by law) with an interest in Roehampton, including the Public Health Directorate
- 6.1.3 Representatives of the Metropolitan Police
- 6.1.4 The Churches of Roehampton and other faith communities
- 6.1.5 The University of Roehampton
- 6.1.6 South Thames College
- 6.1.7 Local Ward Councillors
- 6.1.8 The MP for Putney
- 6.1.9 Eastwood Children's Centre
- 6.1.10 Youth Inclusion Project
- 6.1.11 Community and voluntary organisations, residents' groups, providing services in Roehampton, such as: Regenerate, MIND, Disability Groups
- 6.1.12 Other individuals and organisations at the discretion of the Management Committee which shall give an explanation for its decision at the next Forum meeting.

6.2 The Management Committee shall keep a register of members. No change may be made to this less than thirty days before a General Meeting.

7. Terms of Membership:

7.1 All members of the Forum have an equal standing and no one organisation can assume a dominance. All decisions will be made as a Forum. The Forum aims to ensure that a minimum of 70% of members are residents as defined in 6.1 above..

7.2 Members may be charged an annual membership fee to cover administrative charges including postage and printing costs.

8. New members:

8.1 Organisations wishing to become members of the Forum must be in agreement with its Purposes. Applications for membership will be considered at the next meeting of the Management Committee.

8.2 Members of the Forum are expected to actively take part in discussions during meetings, and provide advice and support to other members where appropriate in matters relating to the Roehampton area.

9. Resolving Conflict:

9.1 The Forum will aim to achieve consensus by focussing on clear objective data, through full and open discussion and with respect for the views of all members. Where conflict cannot be resolved in the Forum, it shall be the role of the Management Committee to reach a final decision.

10. Termination of Membership:

10.1 This may happen

10.1.1 If the Management Committee considers that a member is failing to comply with the aims, objectives and principles of the Forum

10.1.2 When a person or organisation is no longer eligible

10.1.3 When a member resigns

11. Forum Meetings:

11.1 Frequency

11.1.1 Meetings of the Forum will generally be held six times a year, and will include the Annual General Meeting, although more frequent meetings may be held if necessary. The Forum may establish sub-groups to look at particular issues.

11.2 Location

11.2.1 Meetings will be held in the Roehampton area. (as defined in 6.1 above)

11.3 Quorum

11.3.1 No business shall be transacted at a Forum meeting unless at least 10 members are present.

11.4 Conflict of interest of members

11.4.1 Any organisation or individual with a financial or conflict of interest in any agenda item is required to declare these at the start of the meeting. They may be required to leave the meeting while the matter is being discussed or decided.

11.5 Decision-making

11.5.1 When needed a decision or agreement shall be made by a simple majority of full members present and voting. The phrase "full members present and voting" means full members present and casting an affirmative or negative vote, Members who abstain from voting are considered as not voting, This may be done through a secret ballot of full members or show of hands.

11.5.2 For Amendments to the Constitution and Winding Up when two thirds majority is required this shall refer to the number of those members present.

11.5.3 In the case of equal numbers of votes, the Chair of the meeting shall have the casting vote

11.6 Accountability and Openness

11.6.1 These are fundamental to the workings of the Forum and the issues that are discussed. Decisions made at the meetings should be transparent and easily available to the local community.

12. Annual General Meeting:

12.1 An Annual General Meeting (AGM) shall be held within 15 months of the preceding AGM, at which members of the Forum shall:

12.1.1 Elect its Officers and Members of the Management Committee

12.1.2 Agree the annual report and accounts

12.1.3 Agree the level of membership subscription

12.1.4 Appoint auditors

12.2 Arrangements for the AGM will be notified to members of the Forum by the Secretary, giving 28 day's notice.

12.3 Nominations for the Officers and the other members of the Management Committee may be made at the AGM as long as there is written consent from an absent nominee.

13. Minutes:

13.1 Minutes shall be kept of all meetings and distributed within three weeks of any meeting being held,

14. Amendments:

14.1 Changes to the Constitution can be made at the AGM or at a General Meeting. No change can be made that would make the Forum no longer eligible for charitable status..

14.2 If the Management Committee consider it necessary to change the Constitution, or wind up the Forum, they must call a General Meeting so that the membership can make the decision. The Management Committee must also call a General Meeting if they receive a written request from the majority of members. All members must be given 28 days notice and told the reason for the meeting.

14.3 All decisions will require a two-thirds majority.

15. Winding Up:

15.1 If by a majority of two-thirds, the members decide that it is necessary or advisable to wind up the Forum, the Officers shall call a meeting with not less than 28 days notice. If such a decision is confirmed by a two-thirds majority of the members present, the Officers shall have the power to dispose of any assets held after any debts or liabilities have been settled.

15.2 Remaining assets shall be transferred to such other organisations with similar objects as those of the Forum.

As Amended 14th April 2015