

# **St Davids Community Forum Constitution**

## **1. Name**

The organisations' name shall be St Davids Community Forum herein after called "The Forum".

## **2. The Purpose of the Forum is:-**

To promote the benefit of the inhabitants of St Davids Community Council Area by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to improve the social, environmental, community and economic conditions of life in the area of benefit.

## **3. Carrying out the Purposes**

In order to carry out the purposes, the management committee have the power to:

- a) raise funds, receive grants and donations
- b) apply funds to carry out the work of the Forum
- c) co-operate with and support other organisations with a similar purpose
- d) Observe the law to achieve the purpose

## **4. Membership of the Forum**

Membership shall be open, irrespective of sex, sexual orientation, nationality, age, disability and race or of political, religion or other opinions to:

- a) Individuals who live within the area of benefit,
- b) Community and special interest groups/ organisations within the area of benefit who wish to support or to further the purpose of the Forum.  
Each member organisation shall appoint one individual person and one alternate to represent it and vote on its behalf at general meetings of the forum.
- c) Local members of statutory authorities in whose administrative area the benefit lies.

## **5. Management Committee**

The Forum shall be managed by a management committee, comprising of not fewer than 3 and no more than 10 committee members who are appointed at the Annual General Meeting (AGM) of the forum. The committee may co-opt further members as required. All committee members shall retire at the AGM, but may be nominated and re-elected for a further term.

## **6. Management Committee Meetings**

The Forum shall be organised by the committee and shall hold at least 4 meetings each year. At their first meeting after the AGM they will elect a chair, treasurer and secretary.

At least 3 of the Forum committee must be present at the meeting to be able to take decisions. Minutes shall be taken, and kept by the Forum secretary.

Each member shall have one vote, and decisions made shall be decided by a majority of those present and voting. If there is an equality of votes, the chair shall have the casting vote.

The committee may appoint sub-committees to carry out any tasks which it thinks appropriate to do so. The sub-committee(s) are to report back to the Forum.

If any Forum members have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.

The management committee may make reasonable additional rules to help run the Forum. These rules must not conflict with this constitution or the law.

## **7. Money and Property**

Money must be held in the Forum bank account, in the name of the Forum. All cheques must be signed by two of the three officers, who are unrelated.

Money and property must only be used for the Forum purposes.

The treasurer must keep accounts. The most recent annual accounts can be seen by anybody on request and published at the AGM.

Committee members cannot receive any money or property from the organisation, except to refund reasonable out of pocket expenses.

### **8. AGM**

The Annual General Meeting must be held once a year, being no more than 15 months since the first IGM or previous AGM, with 21 days' notice given to all members, which shall be in writing or posted in a conspicuous place or places in the area of benefit. Minutes must be kept of the AGM.

There must be at least 7 members present at the AGM

Every member has one vote (either individual or representative)

The management committee shall present the annual report and accounts to the members.

Members shall elect between 3 and 10 officers to the management committee to serve for the next year who will retire at the next AGM but may stand for re-election.

### **9. General Meetings**

The Forum committee may call a general meeting at time, and shall do so if they receive a written request from 5 of members. All members must be given 21 days' notice of all General Meetings and told the reason for the meeting. Minutes must be kept.

All questions arising at a meeting of the Forum shall be decided by a simple majority of those present and eligible to vote. No members shall have more than one vote, notwithstanding that he or she may have been appointed to represent 2 or more interests. In case of an equality of votes the chair shall have the casting vote.

If the Forum committee consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting of the forum, so that the membership can make the decision.

**Changes to the Constitution** - can be made by a resolution, passed by not less than two thirds of the members present and eligible to vote. No change can be made that would make the organisation no longer a charitable organisation.

**Winding up** – The organisation may be wound up by a resolution passed by not less than two thirds of the members present and eligible to vote. Any money or property remaining after payment of debts must be given to an organisation with similar purposes to this one for the benefit of the inhabitants of the area of benefit.

In addition to the AGM (clause 8) the Forum committee shall convene at least one open meeting in each calendar year as a consultative forum of representatives of all groups/ organisations/ agencies that are active in the area of benefit. The business of such meetings shall be to receive a report from the Forum committee and providing that reasonable notice has been given from other groups/ organisations/ agencies on any matters that agreed from time to time by the Forum.