

CONSTITUTION FOR THURROCK ASSOCIATION OF FORUMS

1. The name of the organisation shall be: **Thurrock Associations of Forums**, hereafter known as **TAF**

2. CATCHMENT AREA

The area of benefit (catchment area) for TAF shall be the boundaries of Thurrock.

3. PURPOSES AND POWERS

- (a) To act as an independent non political representative body for local area based Community Forums. Representing their views and negotiating on their behalf with statutory organisations or to address matters of common interest and borough wide issues.
- (b) To be actively involved in local democracy and community governance opportunities and provide Community Forums with information and advice to encourage their involvement in said opportunities
- (c) To act in a liaison, advisory and consultative capacity with statutory bodies, voluntary sector and others on all matters concerning TAF and individual Forums.
- (d) To raise funds and acquire grant aid to further the aims of TAF.

4. MEMBERSHIP OF TAF

- (a) Membership shall be made up of all existing Community Forums as of April 2011 that have been established to represent their local communities through the community governance programme in Thurrock, and any further Community Forums that are established using the same guide lines and formerly recognised by Thurrock Council.
- (b) Only 1 voting representative per Forum should be present at the meetings of TAF, 1 non voting member can also attend. TAF shall meet a minimum of 4 times per year. including the Annual General Meeting
- (c) To maintain their independence TAF request that Forums select someone other than an elected Councillor as their voting representative.
- (d) Representatives should attend all TAF meetings and will be responsible for arranging alternative representation if necessary. It is the responsibility of the representative to ensure that all relevant information is passed on to their own Community Forum members.
- (e) TAF may co-opt persons having special knowledge or experience for such period as TAF shall determine, provided always that the number of co-opted members shall not exceed at any one time one-fourth of the representative members of TAF.

- (f) TAF may invite any person to attend its meeting as an observer but without the power to vote.
- (g) All members shall agree to abide by this constitution and all other policies adopted by TAF.

5. MANAGEMENT OF TAF

5.1 Executive Committee

- (a) The affairs of TAF shall be directed by an Executive Committee, which shall comprise of 4 officers.
- (b) A Chair, Vice Chair, Secretary and Treasurer shall be elected at the Annual General meeting and shall hold office to the conclusion of the following AGM, but shall be eligible for re election.
- (c) If any appointed member fails to attend more than three consecutive Executive Committee meetings without recorded apologies they will be deemed to have resigned by default.
- (d) Any vacant post on the Executive Committee may be filled at the next TAF meeting

5.2 General Committee

- (a) The General Committee shall consist of 1 representative from each Forum.
- (b) The General committee shall meet not less than 4 times a year, the actual frequency and timing to be determined by the Executive Committee.
- (c) Executive committee and General Committee meetings can be conjoined at the discretion of the Executive Committee.
- (d) Each Forum represented on the General Committee shall be entitled to one vote.
- (e) Minutes of the meeting shall be taken and made available to all forum representatives within two weeks for the purpose of feeding back information to their Community Forums.

7. ANNUAL GENERAL MEETING

- (a) An Annual General Meeting shall be convened at a time and place determined by the Executive Committee, giving at least 21 days notice to Community Forums. No more than 15 months shall have elapsed since the proceeding AGM.
- (b) The business of the Annual General Meeting shall be to:
 - Receive an Annual Report for TAF
 - Receive the Annual Verified Statement of Accounts for TAF

- Accept the resignation of outgoing Executive Committee
 - Elect a new Executive Committee.
 - Such other business as may be specified on the notice of the meeting
- (c) Nomination for Officers must be made by community Forum representatives at least 7 days before the date of the AGM. If vacancies exist then nominations may be taken from the floor.

8. SPECIAL GENERAL MEETING

- (a) A Special General Meeting may be called by a minimum of 20% of the members giving written notice to the Chair of TAF.
- (b) A notice of Special General Meeting must be issued by the Chair within 7 days of receiving the notice. The notice of Special General Meeting stating purpose of the meeting must give 21 days notice to all group members of TAF.
- (c) The Special General Meeting will be to discuss only the previously notified item.

9. QUORUM AND VOTING

- (a) General Meetings, Special General Meetings and Annual General Meetings shall be deemed quorate if 40% of Community forums representatives are in attendance.
- (b) Executive Committee meetings shall be deemed quorate if at least 50% of the elected committee is in attendance.
- (c) Voting at all meetings of TAF will be by a majority show of hands, except at the discretion of the Chairperson or where balloting is required in respect of an election.
- (d) The Chair will not normally vote unless a casting vote is required.
- (e) Any ex-officio officer or associated member will have no voting rights.

10. FINANCE

- (a) All moneys raised and/or provided to TAF shall be applied to further the aims of TAF and to no other purpose.
- (b) TAF shall open a bank/building society account(s) in the name of Thurrock Association of Community Forums.
- (c) All moneys shall be first banked into said account. All payments of moneys will be drawn from the account. All deposits and withdrawals shall be recorded.
- (d) The Treasurer will be responsible for the day to day maintenance of the account and will provide regular financial information to the General Committee.

- (e) Any moneys withdrawn from the account will be by cheque signed by 2 of 3 designated signatories of which 1 will be the Treasurer.
- (f) Once a year the accounts shall be subjected to independent verification by a financially competent person and the statement of accounts made available for the following Annual General Meeting.

11. CHANGES TO THE CONSTITUTION

- (a) Changes to the constitution can only be made at the Annual General Meeting or at a Special General Meeting convened for such a purpose.
- (b) A proposed change shall be notified to the Chair at least 21 days before the Annual General Meeting and within the criteria laid down for a Special General Meeting.

12. DISSOLUTION OF TAF

- (a) If at any General meeting of TAF, a resolution be passed calling for the dissolution of TAF, a Special General Meeting of TAF shall be held not less than one month thereafter to discuss and vote on the resolution.
- (b) If at that Special General Meeting, the resolution is carried by at least two thirds of the delegates present, the Executive Committee shall thereupon, or at such dates as shall have been specified in the resolution, realise the assets of TAF and discharge all debts and liabilities of TAF.
- (c) After discharging all debts and liabilities of TAF, the remaining assets shall be given or transferred to some other voluntary organisation(s) having objectives similar to TAF.

13. Equal Opportunities & Diversity

TAF operate Equal Opportunities & Diversity policy's in line with current legislation.

Signed:
Name:
Position:
Date: