

THURROCK ASSOCIATION of FORUMS CONSTITUTION

(Constitution adopted at the 17th May 2018 AGM of TAF)

1 NAME

The name of the organisation is Thurrock Association of Forums, hereinafter referred to as TAF.

2 MEMBERSHIP

All Community Forums within the Unitary Authority of Thurrock area are members of TAF. Should any Community Forum not wish to be represented by TAF and not participate in TAF membership, a resolution to this effect shall be communicated by that Community Forum Secretary to the TAF Secretary. It, however, is open to any such Community Forum to apply at some date to rejoin TAF.

3 AIMS AND OBJECTIVES

- a. To ascertain the views of its member Community Forums on matters of common interest, to provide a forum for discussion of these views and to communicate the consensus view to local and central government, other public bodies and the general public.
- b. To increase the collective influence of Community Forums and to strengthen their identity throughout Thurrock. (Experience shows that community forums share many common interests with little that divides them. To have a realistic hope of successfully promoting the best interests of their communities, there can be no more effective means than speaking loudly and clearly, with a single voice)
- c. To facilitate the flow of information between Community Forums and with Thurrock Council and other public bodies.
- d. To support individual forums or groups of forums faced with local issues which are not necessarily of Thurrock-wide significance.

4 BUSINESS

- a. Meetings – There will be a minimum of one Annual General Meeting (AGM) and three ordinary Committee meetings each year. The AGM will be held in the month of June and the AGM agenda must be issued at least 14 days before the AGM.

b. A quorum, as defined in 7c, may request an additional Committee meeting, or Extraordinary General Meeting (EGM) to deal with specific matters. Any such requests are to be notified in writing to the Secretary and arranged by the Officers within 42 days of notification.

c. Decisions may be taken by written procedure (email or hard copy) and must be considered for ratification at the next physical meeting.

5 FINANCE

a. Membership fees for Community Forums, if any, shall be determined at the AGM.

b. The Treasurer shall open a bank account in the name of Thurrock Association of Forums. He/she shall keep proper and accurate accounts of its finances and shall produce a statement independently examined by a suitably qualified and independent person for the Annual General meeting of TAF.

There should be 4 signatories: Secretary, Treasurer, Chair and Vice Chair, and all cheques will require 2 signatures. None of the cheque signatories can be related by birth, marriage, or civil or common partnership.

c. Funds cannot be used to pay Committee members except to refund legitimate expenses.

d. Funds and property must only be used for the purposes of the group.

e. The Officers shall have authority to spend up to £100, any such expenditure to be reported to the next Committee meeting. Any additional expenditure must be authorised by the Committee.

6 OFFICERS AND COMMITTEE

a. Each Community Forum shall be entitled to have one Nominated Member to represent it on TAF. A Community Forum may nominate a substitute to attend a meeting in the absence of its Nominated Member. Unless otherwise notified the contact details for the Community Forum will be those of the Nominated Member, Secretary and Chair.

b. In all dealings with TAF and its membership, Nominated Members or substitutes shall observe Community Forum's Code of Conduct.

c. The Officers of TAF will be elected at the AGM. Officers shall decide on procedural and administrative matters only and any other matters as may

be delegated to them by the Committee from time to time. No TAF member shall hold more than two Offices at any one time.

d. Officers will stand down at each AGM but will be eligible for re-election. Nominations for officers will be submitted to the TAF Secretary no less than 21 days prior to the AGM.

e. The Officers shall consist of the Chair, Vice Chair, Secretary and Treasurer and such other positions as TAF may decide. In the event of the inability or unwillingness of any Officer to carry on, whether temporarily or permanently, the remaining Officers shall jointly arrange an additional Committee meeting, which shall decide what action to take, including if necessary the appointment of a substitute Officer until the next AGM.

7 VOTING

a. Should a vote be required on any issue, each Community Forum representative shall have only one vote. Should membership fees be applicable only those CCs which have paid the due fee by the date of the meeting shall be entitled to vote.

b. The Chair or failing that, the Vice Chair, will have a casting vote if required.

c. A quorum shall consist of one quarter of the TAF membership.

8 ALTERATIONS TO THE CONSTITUTION

The Constitution can only be altered at the TAF AGM or at an EGM convened for that purpose. Notice of any wording of a proposed alteration must be sent to the Secretary at least 21 days prior to the meeting. Two thirds of eligible votes will be required for approval.

9 DISSOLUTION OF TAF

If, at an AGM or EGM, TAF determines that it should be dissolved, the Officers shall, before relinquishing office, carry out all administrative procedures to bring this about in an orderly manner. The Treasurer shall prepare a final account, shall close the bank account and return any funds to the source(s) from which they came or in an appropriate proportion thereof.

Chris Johnson
CHAIR
11/6/18