

Corringham, Fobbing and Homesteads Community Forum
Constitution – 4th issue (revised)

1) Title

The name of the association shall be known as *Corringham, Fobbing and Homesteads Community Forum (CFH2)*

2) Objectives

Corringham, Fobbing and Homesteads Community Forum is established to represent all those with an interest (ie residing or working) in the above area by working in partnership with all relevant interest groups, volunteer/community groups, government departments, statutory authorities and individuals. *CFH2* seeks to provide for improvements within the local environment for an involved and valued community.

Corringham, Fobbing and Homesteads Forum will strive to:

- Strengthen local community networks and develop constructive and effective partnerships between local people and the Council.
- Provide information to the local residents, businesses, groups and all interested parties within the local area, and work towards developing a community spirit by supporting local events that will bring the community together.
- Achieve funding for local initiatives from Thurrock Council and other relevant bodies/organisations as appropriate.
- Form links with health and education providers alongside other service providers within the community.

CFH2 will be non-political, non-religious and non-sectarian

3) Membership

Associate membership is open to any individual who lives or works within the area covered by the boundaries as defined in Section 2. Associate membership entitles members to attend all public meetings and only requires proof, if requested, of living or working in the Forum Area. Associate members are not entitled to vote but can take part in all public debates.

Full membership of *CFH2* shall be open to individuals, community groups, voluntary organisations and business representatives that are based in, or have an interest in, the area previously defined and consists of individual and honorary membership.

Individual Membership

Any associate Member will be entitled to apply to the General Committee for Full Membership after attending 2 public meetings of *CFH2* within a 6-month period. Full members will be asked to read and accept the *CFH2* Constitution in force at the time of applying for Full membership. Each member organisation shall appoint one representative entitled to attend and vote on its behalf at general meetings of *CFH2*. A deputy may be appointed where necessary.

Honorary members may be appointed at the discretion of the General Committee and may include such bodies as Police Authorities, Primary Care Trusts and local ward Councillors. Honorary members shall not be entitled to vote.

Full and Associate members shall conduct themselves at all times in a manner acceptable to the General Committee when attending meetings or any functions in connection with *CFH2 Forum*. Failure to meet the required standard may result in the exclusion from the Forum by agreement with the General Committee.

Voting members should express a declaration of interest on financial matters. Any vested interest should be declared at the start of any relevant meeting and the member will abstain from any voting.

4) Conduct

All members and visitors will conduct themselves in a proper and respectful manner. Any foul language, acts of aggression, behaviour that might cause alarm or distress or any form of discrimination towards another person in regard to their age, gender, religion, sexual preferences, race, class, or any other preferences WILL NOT be tolerated and the offenders will be asked to leave the meeting and face being banned and a report will be submitted to the authorities.

5) Forum Officers

A Chair, Secretary and Treasurer shall be elected at the Annual General Meeting of the *CFH2 Forum*, and shall hold office to the conclusion of the following AGM, but shall be eligible for re-election.

Only full members shall be eligible to serve as officers.

If any officer fails to attend more than three (3) consecutive committee meetings without recorded apologies, they will be deemed to have resigned by default

6) Forum General Committee

The affairs of *CFH2 Forum* shall be directed by a General Committee which shall comprise of the officers (min 5) elected full members.

The members of that committee shall be elected at the AGM of *CFH2 Forum* and shall hold office for a period of one year. Members shall be eligible for re-election excepting that no member shall hold office for more than five (5) years. On the expiry of such period one full year should elapse before any member can again be eligible for re-election with the exception that there are no other candidates for election.

Honorary and associate members shall be invited by the committee to attend meetings but shall maintain a “non- voting” status.

If any committee member fails to attend more than three (3) consecutive committee meetings without recorded apologies, they will be deemed to have resigned by default.

7) Meetings of Corringham, Fobbing and Homesteads Forum

An annual General meeting shall be held at a time and a place determined by the general committee giving the public at least 21 days notice of such. No more than fifteen (15) months shall elapse since the preceding AGM.

All committee members will be elected to form the General Committee, and officer roles will be agreed by election from the elected committee by the forum's membership. In the event of more than one (1) nomination for a post, an election by a simple majority vote will determine the post holder.

In exceptional circumstances, the Chair of the Committee may call a Special General Meeting if so requested in writing, signed by a minimum of five (5) full members of *CFH2 Forum* giving the reasons for the request.

The General Committee will meet not less than twice (2) a year, the actual frequency and timing to be determined by the Committee. All meetings will be opened to the public and should include an "Open Session" for questions and issues to be raised by the public.

The General Committee will convene at least six (6) public meetings a year at a time giving the public at least fourteen (14) days notice. One of these meetings is to include the AGM.

Quorum – For a valid meeting to take place there must be at least two (2) of the Officers present plus One (1) other full member.

Voting- At all times the matters shall be decided by a simple majority voting of the forum's membership. In the case of an equality of votes, the Chair of the meeting shall have a second or casting vote. For members to be entitled to a vote they must have attended at least 2 public meetings in the previous 6 months.

Minutes – Minutes of all meetings shall be maintained by the Secretary and approved by the General Committee.

8) Finance A bank account in the name of *Corringham, Fobbing and Homesteads Community Forum* shall be opened with a bank approved by the General Committee. Not less than two (2) Officers shall sign the cheques/approve online payments and they shall not be related in anyway either by birth, marriage or common partnership.

The Treasurer shall maintain accounting records and produce an annual summery for the AGM.

A current financial report will be made available at each meeting. Subject to the request of two (2) or more Committee Members, the accounts must be made available at ten (10) days notice

9) The Forum membership will operate a system of sub-committees to research, promote and campaign on local issues. The setting up of sub committees will be agreed by a general vote.

Amendments to Constitution

Once adopted, the constitution may only be amended by reference to an Annual General Meeting or Special General Meeting, at which a majority of three quarters (3/4) of those present, and eligible to vote, is required for ratification.

Dated: 9.4.18