

# CONSTITUTION OF CHAPEL ALLERTON NEIGHBOURHOOD FORUM

## 1.0 NAME

1.1 The name of the association is Chapel Allerton Neighbourhood Forum and is referred to below as the Forum.

1.2 The Forum is designated for a period of 5 years.

## 2.0 ADMINISTRATION

2.1 Subject to the decisions of General Meetings of the Forum the Forum and any properties and funds shall be administered and managed in accordance with this constitution by members of the Committee

## 3.0 OBJECTS

3.1 The forum is non-political, non-sectarian and promotes the inclusion of all members of the Community irrespective of disability, racial origin, gender, marital status, sexual orientation or age. It will, within the Chapel Allerton Neighbourhood Area: -

3.1.1 Produce a neighbourhood development plan for the designated Chapel Allerton Neighbourhood Area in accordance with the Neighbourhood Planning (General) Regulations 2012 (as amended).

3.1.2 Use its best endeavours to influence the policy making process and community service provision and promote the retention and improvement of the best of the current built and natural environment.

3.1.3 To provide additional guidance setting out the communities' aspirations for the area which can be used by decision makers when determining planning applications and development plans.

3.1.4 Provide a forum for of Chapel Allerton to meet together and share common concerns. For all those who live, work or do business in the designated area

3.1.5 Promote events, activities and action which will improve the health, well-being and the quality of life for residents of Chapel Allerton.

## 4.0 POWERS

In furtherance of the objects, but not otherwise, the forum may exercise the following powers to: -

4.1.1 Raise funds to invite and receive contributions, provided this conforms to any relevant requirements of the law.

4.1.2 Operate an appropriate bank account

4.1.3 Make payments as shall be necessary

4.1.4 Buy or take on or enter into a lease any property or land necessary for the achievement of the objects and to maintain and equip it for use.

4.1.5 Employ staff (who will not be members of the Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for payment of national insurance and superannuation contributions.

4.1.6 To work in co-operation with private, statutory, and voluntary organisations in order to further the objectives of the organisation.

4.1.7 To do all such other lawful things as are necessary or desirable for the attainment of the aforesaid objects.

## **5.0 MEMBERSHIP**

5.1.1 Membership of the Forum is open to anyone who lives, works, or carries out business in the Chapel Allerton Neighbourhood Area (as defined below). Those members (except members expelled in accordance with clause 5.2 below) shall be regarded as members of the Forum unless they inform the Secretary of the Forum in writing that they do not wish to be so treated.

5.1.2 For all purposes connected with the Constitution, Chapel Allerton is defined as Chapel Allerton Neighbourhood Area as designated by Leeds City Council as the Local Planning Authority. Chapel Allerton Neighbourhood Area is the area marked on attached map in Annex 1 to the constitution.

5.1.3 The Forum shall consist of a minimum of 21 members. Membership of the Forum is obtained through registering at a General Meeting of the Forum or in writing to the Secretary.

5.1.4 Every member shall have one vote.

## **5.2 EXPULSION**

5.2.1 The committee, may by a vote of two thirds of the members present, and for good reason terminate the membership of any member. Such individuals shall have the right to be heard by the committee, and be accompanied by a third party.

5.2.2 The Secretary of the Forum shall write to the member concerned to inform him/her of the Committee's decision, and, in the event that the Committee decided to terminate the individual's membership, of the right to appeal in accordance with clause 5.3 below

## **5.3 APPEALS AND READMISSION**

5.3.1 If a member expelled by the Committee wishes to appeal against expulsion, the appeal shall be heard by a meeting of the Forum. Notwithstanding clause 6, the expelled member and/or his/her nominated third party shall have the right to be heard at a Forum meeting. If the Forum members vote by a simple majority to uphold the appeal, the expelled member shall be readmitted to membership of the Forum.

5.3.2 An expelled member may apply for re admission to membership of the Forum but shall not be re admitted without a resolution of the Forum.

## **6.0 MEETINGS OF THE FORUM**

6.1 There shall be organised General Meetings of the Forum. A general meeting shall take place at least quarterly, save in exceptional circumstances, a General Meeting of the Forum, a meeting of the Committee, or in an emergency, such officers of the Forum as are available for consultation, may decide not to hold a meeting of the Forum in a particular quarter. General meetings shall take place in public. No person may be excluded from attending a meeting of the forum unless

6.1.1 they have been expelled from membership of the Forum in accordance with 5.2 or

6.1.2 in the reasonable opinion of the person Chairing the meeting of the Forum, the person is guilty of disorderly conduct.

6.2 Voting rights at General Meetings of the Forum shall be confined to members. Twenty one members shall constitute a quorum.

## **7.0 OFFICERS**

7.1 At the Annual General Meeting of the forum, the members shall elect from the membership, a Chairperson, Vice Chairperson, Secretary, Treasurer and such other officers as the Forum in General Meeting may from time to time determine. An officer may (subject to the agreement of a General Meeting of the Forum) transfer his/her powers and duties to another member of the Committee on a temporary basis.

## **8.0 COMMITTEE**

8.1 The Committee shall consist of at least five members (including the officers) and not more than eleven members (in addition to the Officers) Committee members (including officers) shall be members of the Forum.

8.2 All committee members shall retire from office at the Annual General Meeting but they may subsequently be re-elected.

8.3 The proceedings of the Committee shall not be invalidated by any vacancy in its number or by failure to appoint, or any defect in the appointment or qualification of a member.

8.4 The Committee may, in addition appoint not more than three (3) co-opted members, subject to ratification by the following General Meeting of the Forum, but no-one may be co-opted as a member if, as a result, more than one third of the members of the Committee would be co-opted members.

## **9.0 ANNUAL GENERAL MEETING**

The General Meeting of the Forum held in December shall be the Annual General Meeting unless the Committee or a General Meeting of the Forum decides that another General Meeting shall be the Annual General Meeting. The Annual General Meeting shall:-

9.1.1 receive a report from the Committee;

9.1.2 receive an audited statement of accounts;

9.1.3 elect members of the Committee; in accordance with Clauses 7.0

9.1.4 Consider any other appropriate business.

9.2 An Annual General Meeting must be held within fifteen months of the Previous Annual General Meeting.

9.3 In a contested election (that is, where the number of candidates exceeds the number of positions to be filled), the candidates polling the greatest number of votes shall be considered to be elected. Voting shall be by show of hands.

9.4 In an uncontested election (where the number of candidates does not exceed the number of positions to be filled), a vote for each candidate shall be held by show of hands. A candidate shall be considered to be elected only if the vote is passed by a simple majority.

9.5 In elections for officer positions, where a resolution that the candidate shall be elected is not passed, nominations shall be reopened and the election conducted immediately after members of the Forum have had a reasonable opportunity to make nominations.

## **10.0 SPECIAL MEETINGS**

10.1 A Special General Meeting of the forum may be called by not less than 25 members, or five members of the Committee giving notice in writing to the Secretary, or by a resolution of the Committee or a resolution of a General Meeting of the Forum. The Secretary must convene the meeting within a period of not more than 28 days of receiving the notice or committee decision unless the resolution or request for a Special General Meeting expressly states that this requirement shall not apply. 21 members shall constitute a quorum. Where the meeting was called as a result of a notice signed by 25 members of the Forum, not less than 15 of these members must be present; otherwise the meeting will be inquorate.

10.2 The chairperson may convene a special meeting of the Committee at any time. A meeting may also be convened if four Committee members make a request in writing to the Secretary. Such a special meeting may only consider business set out in the notice of the meeting.

## **11.0 PROCEDURES**

11.1 Minutes shall be kept of all meetings

11.2 '21 days' notice shall be given for each Annual General Meeting. 7 days notice shall be given for each committee meeting except where, in the judgement of the Chairperson, an emergency has arisen to justify the holding of a committee meeting at shorter notice. '

11.1 Five (5)-committee members shall form a quorum for all committee meetings.

11.2 Sub-Groups. The Committee may appoint sub-groups from within its own and/or Forum membership. All acts and proceedings of any sub-group shall be reported fully and promptly to the Committee and/or the Forum.

11.3 Vacancies. The committee may seek to fill vacancy arising amongst its Officers or committee members to serve until the next AGM, provided that such appointment is ratified as soon as is practicable by the Forum.

## **12.0 ANNUAL REPORT**

12.1 The Committee shall comply with the obligation under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an Annual Report and its transmission to the Charity Commissioners.

## **13.0 FINANCE**

13.1 All monies raised by or for the forum shall be used only to further its objects.

13.2 No committee member shall receive any payment or benefit in kind for services rendered to the forum provided that reasonable out-of-pocket expenses, properly incurred on behalf of the forum may be reimbursed at the discretion of the Committee.

13.3 Committee members of the forum shall be entitled to be indemnified out of the property of the forum for any liability properly incurred by them severally or jointly on behalf of the forum, provided that nothing in this clause shall entitle any member or members to any indemnity against liability arising through negligence or similar actions on their part.

13.4 The Treasurer shall keep proper accounts of the finances of the forum.

13.5 An account shall be opened in the name of the forum with a bank or other appropriate financial institution into which all monies received shall be paid and the signatories to which shall be not less than two members of the Committee, as it shall nominate for that purpose, one of whom shall be the Treasurer. The name of this account can be Chapel Allerton Neighbourhood Forum or Chapel Allerton Neighbourhood Plan.

13.6 The financial year for the forum shall run from the first day of November to the last day of October the following year.

13.7 The committee shall comply with its obligations under the Charities Act 1992 (or any re-enactment or modification of that Act) with regard to the transmission of account of the forum to the Charity Commissioners.

#### **14.0 DISSOLUTION**

14.1 If the Committee decides that it is necessary or advisable to dissolve the forum, it shall convene a meeting of all members of the forum of which not less than twenty one (21) days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two thirds majority of those present and voting, the Committee shall have power to realize any assets held by, or on behalf of the forum. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable or other institutions (if possible operating within the LS7 postal district) having objects similar to the objects of the forum, as the members of the forum may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts for the final accounting period of the forum must be sent to the Commissioners.

#### **15.0 ALTERATIONS**

15.1 The Constitution may be amended by a General Meeting of the Forum, (including a Special General Meeting of the Forum called in accordance with clause 10.1 of this constitution). Notice of any proposal to amend the Constitution shall be given in writing at a General Meeting of the Forum not less than 28 days before the proposed amendment is debated.

15.2 All requirements relating to charitable status shall be effective only if and when the forum becomes a registered charity.

15.3 Any motion proposing an alteration to the constitution shall require the approval of a two-thirds majority of members present and voting

#### **16.0 ADOPTION**

This policy was adopted by the Committee at the AGM meeting held on

XXXXXXX 2021

We the undersigned subscribe to the constitution.

**Signed: (Chairperson)** \_\_\_\_\_ **Dated** \_\_\_\_\_

Full Name in Caps: \_\_\_\_\_

**Signed: (Secretary)** \_\_\_\_\_ **Dated** \_\_\_\_\_

Full Name in Caps: \_\_\_\_\_

**Signed: (Treasurer)** \_\_\_\_\_ **Dated** \_\_\_\_\_

Full Name in Caps: \_\_\_\_\_