

## **Constitution of Burwood Park Forum**

### **1. Name**

The name of the organisation is the “Burwood Park Forum” (“the Forum”).

### **2. Purpose**

The purpose of the Forum is to promote or improve the social, economic and environmental well-being of the Burwood Park neighbourhood area. It shall operate without distinction or discrimination on the grounds of gender, disability, sexual orientation or race, or of political, religious or other beliefs. It shall use best endeavours to reflect the diversity, character and inclusivity of the area. Its activities shall include neighbourhood planning.

### **3. Area**

The Forum shall cover the area agreed when the Forum was recognised as a Qualifying Body for the purposes of neighbourhood planning and shown in Annex A.

### **4. Membership**

a. Membership shall be open to:

- i. individuals who live in the area;
- ii. individuals who work in the area, whether for business carried on there or otherwise;
- iii. individuals who are elected members of Elmbridge Borough Council for any part of the Area, who shall be ex officio members;
- iv. individuals who have a material and ongoing social, cultural, economic or financial interest in or involvement in the area who support the purpose of the Forum and provide the Secretary with satisfactory evidence of eligibility.

b. The Management Committee may refuse to accept, or may revoke, membership of any individual or organisation which in its opinion fails to meet the criteria for membership or which acts in a way inimical to its purpose. Any person or organisation whose membership is revoked shall have the right to appeal to a General Meeting of the Forum.

### **5. Management Committee and Officers**

a. The Forum shall be independent and governed by the Management Committee (“the Committee”). Its day-to-day business shall be administered by Burwood Park Residents Limited as a service. Subject to decisions of any General Meeting, the Committee shall comprise between six to eight members elected by a General Meeting. The Forum shall strive for the Committee to reflect the diversity of people eligible for membership and to be drawn from across the neighbourhood area.

b. Councillors or others elected to public office for any part of the neighbourhood area shall not be eligible for election, but may be co-opted to the Committee under para 5.d.

c. The term of office of any member of the Committee shall expire at each AGM and members shall be eligible to stand for re-election for a continuous period not exceeding five years.

- d. The Committee may co-opt up to three additional voting members for a term to expire no later than the next following AGM.
- e. The Committee shall elect from among its members a Chair, Secretary, Treasurer and any other officers as it sees fit. At least one member shall be a Committee member of Burwood Park Residents Limited.
- f. The Committee shall meet at least four times per year and three members (including at least one officer) shall constitute a quorum.
- g. The Committee may appoint groups to carry out specific roles or projects as it sees fit and these shall co-opt such persons as necessary to enable it to perform its function.
- h. Decisions of the Committee shall be by consensus or by a simple majority of those present and voting.
- i. Decisions on the content of the neighbourhood plan to be put to public consultation or to be submitted to independent examination shall be subject to agreement at a General Meeting.
- j. The Committee shall record its proceedings which shall be publicly available.

## **6. General Meetings**

- a. The General Meeting of all members shall be the controlling body of the Forum.
- b. An Annual General Meeting (AGM) shall be held on a day to be appointed by the Committee not later than three months after the end of the Forum's financial year.
- c. The business of the AGM shall include:
  - i. a report from the Chair on the activities of the Forum since the previous AGM and its plans for the forthcoming year;
  - ii. a report from the Treasurer as to the financial position of the Forum;
  - iii. consideration of and, if thought fit, approval of the accounts of the Forum for the previous financial year together with the report of an independent examination of those accounts if the turnover of the Forum exceeds £20,000 in the year in question;
  - v. any other business as required by the Constitution or as directed by the Committee;
  - vi. consideration of any motion which has been submitted by at least ten members of the Forum in time for circulation with the notice of the AGM; and
  - vii. election of the Committee for the forthcoming year.
- d. Members shall give all members at least 21 days written notice of the time and place of the AGM. Such notice shall include details of the business to be transacted at the meeting.

- e. Nominations for election to the Committee shall be invited in advance of the AGM and must be proposed and seconded by members with the consent of the candidate. Nominations shall be duly submitted to the Secretary of the Forum not less than two days prior to the date of the AGM.
- f. Election of members of the Committee may be taken by a show of hands or if requested by a member by a ballot of those present at the AGM. If necessary, voting shall be ranking the candidates in order of preference and shall be counted by the Single Transferable Vote method. The meeting shall agree to the appointment of one or more scrutineers to act as returning officers and to advise the Chair on the results.
- g. The AGM may, by a vote of not less than two-thirds of those present, agree to consider any urgent or important business which has arisen since dispatch of the notice of the meeting.
- h. Other General Meetings of all members shall be called within 28 days of receipt by the Secretary of a request in writing signed by no less than fifteen members, stating the purpose for which the meeting is required, or by agreement of the Committee.
- i. Twenty members (or one-fifth of the membership if less) shall constitute a quorum.
- j. Voting at general meetings shall be by show of hands, except as provided in paragraph 6.f. for election of Committee members.
- k. A member shall be entitled to appoint a proxy to vote on his or her behalf. Notice of appointment of a proxy must be received by the Secretary not less than 24 hours before the meeting.
- l. A record of each General Meeting shall be produced and made publicly available.
- m. Conflicts of interest must be declared. Members with a conflict of interest should withdraw from discussion and voting on the issue in question.

## **7. Finance**

- a. The Forum's accounting period shall be annual ending on 31 December.
- b. Accounting records shall be maintained for a period of six years or until the winding up of the Forum and such records shall be available for inspection by any member on giving not less than 10 days' notice.
- c. The Forum's finances shall be managed by Burwood Park Residents Limited as a defined purpose fund and shall be controlled by a mandate requiring the signature of at least one officer of the Management Committee.
- d. The Forum's accounts shall be made publicly available within three months of the Forum's financial year end.

e. The Forum may raise funds by donation, grants, or other means to be used in furtherance of the Forum's purpose.

### **8. Constitution and Interpretation**

a. In the event of any question arising where the interpretation of this Constitution is in doubt or where it is silent, the Committee shall have the power to act according to its own interpretation and at its discretion.

b. Other than as may be required by law, amendments to this Constitution may only be made by a majority representing two-thirds of the members present and voting at a quorate General Meeting.

c. Any requirement in this Constitution for notices or reports to be distributed to members of the Forum shall be deemed to have been satisfied if such notice or reports have been sent by e-mail, by posting on the Forum's website or by other electronic means. An individual member may request hard copies and in such a case the Committee reserves the right to make a charge to cover the extra cost incurred.

### **9. Term**

a. The duration of the Forum shall be for five years from the date of adoption of this Constitution unless it is previously wound up or extended by resolution of a General Meeting.

b. In the event of dissolution of the Forum any remaining assets shall be distributed to Burwood Park Residents Limited and any other person or community organisations which may have funded the Forum. In the case of any ambiguity as to entitlement, the proportions will be decided by the Committee, which shall retain responsibility for completing such distribution for a period ending six months from the date of dissolution.

This constitution was adopted at an Inaugural Meeting of the Forum held at \_\_\_\_\_  
on \_\_\_\_\_

Signed: Chair