

1. NAME

The name of the Association is The Stanford Forum
(hereinafter called "the Association")

2. OBJECTS AND POWERS

(a) The Association is established to regenerate the Town Centre and support the Stanford le Hope community by way of increasing community awareness and participation.

(b) In furtherance of the said objects but not otherwise the Association may:

(1) Employ and pay any person or persons to supervise, organise and carry on the work of the Association and make all reasonable and necessary provision for the payment of pensions and superannuation to or on behalf of employees and their widows, widowers and other dependants.

(2) Establish where necessary local branches (whether autonomous or not).

(3) Bring together in conference representatives of voluntary organisations, Government Departments, statutory authorities and individuals.

- (4) Promote and carry out or assist in promoting and carrying out research, surveys and investigations and publish the useful results thereof for the benefit of the public.
- (5) Arrange and provide for or join in arranging and providing for the holding or exhibitions, meetings, lectures, classes, seminars, workshops and training courses.
- (6) Collect and disseminate information on all matters affecting the said objects and exchange such information with other bodies having similar objects whether in this country or overseas.
- (7) Undertake, execute, manage or assist any charitable trusts which may lawfully be undertaken, managed or assisted by the Association.
- (8) Cause to be written and printed or otherwise reproduced and circulated, gratuitously or otherwise, such papers, books, periodicals, pamphlets or other documents or files or recorded tapes (whether audio or visual or both) as shall further the said objects.
- (9) Purchase, take on lease or in exchange, hire or otherwise acquire any property and any rights and privileges necessary for the promotion of the said objects and construct, maintain and alter any buildings or erections necessary for the work of the Association.

- (10) Make regulations for any property which may be so acquired.
- (11) Subject to such consents as may be required by law, sell, let, mortgage, dispose or turn to account all or any of the property or assets of the Association.
- (12) Subject to such consents as may be required by law, borrow or raise money for the said objects and accept gifts on such terms and on such security as shall be deemed to be necessary.
- (13) Raise funds and invite and receive contributions from any person or persons whatsoever by way of subscriptions and otherwise.
- (14) Carry on trade insofar as either the trade is exercised in the course the actual carrying out of a primary object of the Association or the trade is ancillary or temporary to the carrying out of the objects.
- (15) Invest the moneys of the Association not immediately required for the said objects in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law.
- (16) Do all such other lawful things as are necessary for the

attainment of the said objects.

3. MEMBERSHIP

- (a) Full membership of the Association shall be open to:
 - (1) Individuals of 18 years and over who are interested in furthering the work of the Association.
- (b) Each member organisation shall appoint one individual person to represent it and vote on its behalf at General Meetings of the Association. In the event of such individual person resigning or otherwise leaving an organisation, he or she shall forthwith cease to be a representative thereof.
- (c) Each member organisation may appoint a deputy to replace its appointed representative if the latter is unable to attend any particular meeting of the Association.
- (d) Junior membership shall be open to those under the age of 18 years who are interested in furthering the work of the Association. Junior members shall not be entitled to vote, **unless with a proxy vote.**
- (e) Honorary members may be appointed at the discretion of the said Executive Committee. Honorary members shall not be entitled to vote. **Local Ward Councillors whose wards are within the Stanford Forum boundary (all or part) shall be ex-officio Members of the Forum.**

- (f) The said Executive Committee shall have the right:
- (1) To approve or reject applications for membership, and
 - (2) For good and sufficient reason to terminate the membership of any individual or organisation PROVIDED THAT the individual member concerned or the individual representing such organisation (as the case may be) shall have the right to be heard by the said Executive Committee before a final decision is made.

4. HONORARY OFFICERS

- (a) At the Annual General Meeting hereinafter mentioned the Association shall elect a Chair, a Vice Chair, a Secretary, a Treasurer and such other Honorary Officers as the Association shall from time to time decide. **The Chair shall not be an elected Councillor.**
- (b) The Chair and Honorary Officers of the Association shall hold office until the conclusion of the Annual General Meeting of the Association next after their election but shall be eligible for re-election.
- (c) The Chair and the Honorary Officers shall automatically be members of the Association, the said Executive Committee and of any other committee.

5. EXECUTIVE COMMITTEE

- (a) Subject as hereinafter mentioned the policy and general management of the affairs of the Association shall be directed by an Executive Committee (hereinafter called "the Committee") which shall meet not less than 8 times a year and when complete shall consist of not less than 6 or more than 15 members. **The Committee shall meet separately from the Association as and when deemed necessary.**
- (b) The members of the Committee shall be elected at the Annual General Meeting of the Association in accordance with Clause 8 hereof.
- (c) Election to the Committee shall be for 1 year. 100% of the membership shall retire annually but shall be eligible for re-election.
- (d) Only full members of the Association whether individual or representative shall be eligible to serve as Honorary Officers or members of the Committee. Nominations for Honorary Officers or members of the Committee must be made by full members of the association in writing and must be in the hands of Secretary at least 14 days before the Annual General Meeting. Should nominations exceed vacancies, election shall be by ballot.
- (e) In addition to the members so elected and to those serving by virtue of Clause 4(c) hereof the Committee may co-opt up to 3

further members being full members of the Association whether individual or representative or a combination of both who shall serve until the conclusion of the next Annual General Meeting after individual co-option PROVIDED THAT the number of co-opted members shall not exceed one-third of the total membership of the Committee at the time of co-option. **Co-opted membership not entitled to vote.**

- (f) Any casual vacancy in the Committee may be filled up by the Committee and any person to fill such a casual vacancy shall hold office until the conclusion of the next Annual General Meeting of the Association and shall be eligible for election at the Meeting.
- (g) The proceedings of the Committee shall not be invalidated by any failure to elect or any defect in the election, appointment, co-option or qualification of any member.
- (h) The Committee shall appoint and fix the remuneration of staff (not being members of the Committee) as may in their opinion be necessary.
- (i) The Committee may appoint such special or standing committees as may be deemed necessary by the Committee and shall determine their terms of reference, powers duration and composition. All acts and proceedings of such special or standing committees shall be reported back to the Committee as soon as possible.

6. DETERMINATION OF MEMBERSHIP OF THE COMMITTEE

A member of the Committee shall cease to hold office if he or she:

- (i) is disqualified from acting as a member of the Committee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision).
- (ii) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- (iii) resigns his or her office by notice in writing; or
- (iv) is absent from 3 consecutive meetings of the Committee and/or for good and sufficient reason three-quarters of the other members of the Committee pass a resolution that such Committee member shall be removed from office PROVIDED THAT a Committee member faced with removal shall have the right to be heard by the other Committee members before a vote is taken.

7. MEETINGS OF THE ASSOCIATION

- (a) Once in every year an Annual General Meeting of the Association shall be held at such time (not being more than 15 months after the holding of the preceding Annual General Meeting) and place as the Committee shall determine. At least 21 clear days' notice shall be given in writing by the Secretary to

each member. At such Annual General Meeting the business shall include the election of Honorary Officers; the election of full members to serve on the Committee; the appointment of an auditor or auditors or independent examiner or examiners if required under the Charities Act 1993; the consideration of an annual report of the work done by or under the auspices of the Committee and of the audited accounts' and the transaction of such other matters as may from time to time be necessary.

- (b) The Chair of the Committee may at any time at his/her discretion and the Secretary shall within 21 days of receiving a written request to do so, signed by not less than 10 full members whether individual or representative, and giving reasons for the request, call a Special General Meeting of the Association.

8. RULES OF PROCEDURE AT ALL MEETINGS

- (a) Quorum The quorum at a meeting of the Association shall be a minimum of 10 for 15 mins from start time and the quorum of the Committee or any committee appointed under Clause 5(l) hereof shall be a minium of 4 members of the Committee or committee (as the case may be) or such other number as the Association may in General Meeting from time to time determine.
- (b) Voting Save as otherwise herein provided, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. No person shall exercise more than one vote notwithstanding that he or she may have been appointed to represent two or more interests, but in case of an equality of votes the chairman of the meeting shall have a second or casting vote.
- (c) Minutes Minute books shall be kept by the Committee and all other committees, and the appropriate secretary shall enter therein a record of all proceedings and resolutions.
- (d) Standing Orders and Rules The Committee shall have power to adopt and issue Standing Orders and/or Rules for the Association. Such Standing Orders and/or Rules shall come into operation immediately PROVIDED ALWAYS that they shall be subject to review of the Association in General Meeting and shall not be inconsistent with the provisions of this Constitution.

9. PAYMENTS

(a) All moneys raised by or on behalf of the Association shall be applied to further the objects of the Association and for no other purpose PROVIDED THAT nothing herein contained shall prevent:

(i) the repayment to members of the Committee or of any committee appointed under Clause 5(i) hereof of reasonable out-of-pocket expenses: or

(ii) the Committee from providing indemnity insurance to cover the liability of the Committee (or any of them) which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of duty or breach of trust of which they may be guilty in relation to the Association; provided that any such insurance shall not extend to any claim arising from any act or omission which the Committee (or any of them) knew to be a breach of trust or breach of duty or which was committed by the Committee (or any of them) in reckless disregard of whether it was a breach of trust or breach or duty or not.

10. FINANCE

(a) The Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:

- (i) the keeping of accounting records for the Charity;
 - (ii) the preparation of annual statements of account for the charity;
 - (iii) the auditing or independent examination of the statements of account of the charity; and
- (b) An audited statement of the accounts for the last financial year shall be submitted by the Committee to the Annual General Meeting as aforesaid.
- (c) A bank account shall be opened in the name of the Association with Barclays Bank Plc of Stanford le Hope or with such other bank as the Committee shall from time to time decide. All cheques must be signed by not less than two authorised signatories.

11. TRUST PROPERTY

- (1) Subject to the provisions of sub-clause (2) of this clause, the Committee shall cause the title to:
 - (a) all land held by or in trust for the charity which is not vested in the Official Custodian for Charities; and
 - (b) all investments held by or on behalf of the charity; to be vested either in a corporation entitled to act as custodian trustee or in no less than three individuals appointed by them as holding trustees. Holding trustees may be removed by the Committee at their pleasure and shall act

in accordance with the lawful directions of the Committee.
Provided they act only in accordance with the lawful directions of the Committee, the holding trustees shall not be liable for the acts and defaults of its members.

- (2) The holding trustees shall be entitled to an indemnity out of the property of the Association for all expenses and other liabilities properly incurred by them in the discharge of their duties.

12. ALTERATIONS TO THE CONSTITUTION

- (1) Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.
- (2) No amendment may be made which would have the effect of making the charity cease to be a charity in law.
- (3) The Committee should promptly send to the Commissioners a copy of any amendment made under this clause.

13. DISSOLUTION

If the Committee by a simple majority decide at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Association, it shall call a meeting of all members of the Association who have the power to vote, of which meeting not less than 21 days' notice (stating the terms of the Resolution to be proposed thereat) shall be given. If such decision shall be confirmed by a two-thirds majority of those present and voting at such meeting the Committee shall have power to realise any assets held by or on behalf of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Association as the Committee may determine.

14. NOTICES

Any notice may be served by the Secretary on any member either personally or on its appointed representative as the case may be, or by sending it through the post in a prepaid letter addressed to such member as his, her or its last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within ten days of posting.

Signed: Terry Piccolo
Chairman

Signed: Jackie Robe
Treasurer

Signed Alan Farenden
Secretary