

ORSETT COMMUNITY FORUM

Constitution

Title

The Title of the group shall be the 'Orsett Community Forum'. The group shall be non-political and non-sectarian.

Aims and Objectives

1. To improve the general environment and amenities of Orsett (encompassing Southfields and the Bonners) and to represent Orsett in other matters of concern.
2. Liaise with Thurrock Council, Police and other bodies to achieve the aims.
3. To provide residents of Orsett with information and to encourage a community spirit in the area
4. Improve social development.
5. Promote the welfare, leisure and recreation of the local community.

Activities

In furtherance of the Aims and Objectives of the Forum, but not further or otherwise, the Forum may:

1. Make and maintain contact with other persons and organizations that accept the Aims and Objectives of the Forum for the achievement of those Aims and Objectives.
2. Raise funds, invite and receive contributions from any person or organization by way of grant or donation.

Membership

The Forum may admit as members any person who or organization that accepts the Aims and Objectives of the group.

General Meetings

1. The Forum shall hold an Annual General Meeting every September. Notice of the Annual General Meeting shall be publicly advertised and sent to all members.
2. The Annual General Meeting shall:
 - a) Receive a report of the Forum's activities during the previous year and a statement of Accounts.
 - b) Elect or appoint members of the Management Committee in accordance with the Constitution.
 - c) Decide on any proposition that may be submitted to the meeting.
 - d) Appoint an independent examiner of the Accounts.

Management Committee

1. The Management Committee shall be responsible to the Forum, and between the General Meetings, shall direct and manage the affairs of the Forum.
2. The Management Committee shall be made up as follows: Chair, Secretary, and Treasurer and such elected Members, as the Forum decides but not less than three Members. All will be elected at the AGM for a period of one year but shall be eligible for re-election.
3. A quorum for a meeting of the Management Committee shall be five, including one officer, and matters shall be decided by simple majority vote. The Chair shall have a second or casting vote.
4. The Management Committee shall meet as and when required but not less than four times a year.
5. The Management Committee shall be allowed to open and operate banking accounts to be held in the name of “Orsett Community Forum” and cheques shall be signed by any two of the following four members: - Chair, Secretary, Treasurer, and a committee member appointed by the Management Committee as appropriate.
6. The Minutes of the Meetings of the Forum and the Management Committee shall be kept by the Secretary, and after approval by the Chairman of the meeting, be submitted for approval by the next meeting of the Forum or the Management Committee as appropriate.

Sub-Committees

The Management Committee may establish such Sub-Committees as it sees fit and all Sub-Committees shall submit Minutes of their Meetings to the Forum.

Finances

1. All monies received by or on behalf of the Forum shall be devoted to the Aims and Objectives of the Forum.
2. No member of the Forum shall receive payment directly or indirectly for services to be provided but this shall not prevent the payment of expenses approved by the Management Committee.
3. The Financial Year of the Forum shall end on 30th June or such date as the Annual General Meeting shall decide.
4. The Treasurer shall be responsible for receiving, obtaining receipts for, and keeping records of amounts received and paid on behalf of the Forum. All monies received will be paid into the bank account as soon as possible.
5. As soon as practical after the end of each Financial Year, but not later than three months thereafter, the Accounts for that year shall be prepared by the Treasurer and submitted for independent examination. Copies of the examined Accounts shall be available for inspection at the AGM.

Alteration of this Constitution

The Constitution may only be altered by two thirds majority of those present and voting at a General Meeting of the Forum convened for that purpose and of which twenty one days notice has been given to the Members.

Dissolution

The Forum may be dissolved by resolution passed by a two thirds majority of those present and voting at a General Meeting convened for that purpose and of which twenty one days notice has been given to the Members.

Such a resolution may give instructions for the disposal of any assets of the Forum, provided that if any property remains after the satisfaction of all debts, such property shall not be paid to or distributed among the Members of the Forum. Such a surplus will be given or transferred to another organisation having the Aims and Objectives similar to some or all of the Aims and Objectives of the Forum.

Dated

Signed on behalf of the Forum