

# Exeter St James Forum

## CONSTITUTION

### 1 NAME

The name of the Association shall be Exeter St James Forum (hereinafter called "The Forum").

### 2 OBJECTS

The Forum is established:

- 2.1 to promote or improve the social, economic and environmental well-being of St James\* primarily through the implementation and monitoring of the Exeter St James Neighbourhood Plan (the "Plan") adopted as a statutory planning document of the Exeter City Council in 2013
- 2.2 to work with local residents and businesses to promote the Plan, its projects and any other matters considered within the objects.

The Forum is not established:

- 2.3 for private gain, any surpluses or assets must be used for the benefit of the St James community and not distributed to members.

### 3 MEMBERSHIP

- 3.1 Membership of the Forum shall be open to all who support its objects:

3.1.1 full members will be:

- (a) people aged 16 years or over living within the St James area designated by the Plan  
and

(b) elected local authority councillors whose ward or division includes St James or part thereof.

\* St James is defined as the area coterminous with the Exeter City Council Ward Boundary of that name at the date of formation of the Neighbourhood Plan. See Appendix for map.

3.1.2 organisations within St James, whether voluntary or statutory, may be admitted as affiliated members on provision of a named contact; affiliated members shall not be entitled to vote at meetings

3.1.3 affiliated members shall each be entitled to be represented at general meetings of the Forum by a duly authorised representative with power to speak on behalf of the affiliate member

3.1.4 other persons who have an interest in St James, including individuals running businesses or working within St James, shall be entitled to become associate members and can attend general meetings, volunteer for the Forum and receive Forum mailings but cannot vote at meetings.

3.2 Application for membership shall be made by completing a Membership Form, downloadable from the website or as a paper copy from the Membership Secretary.

3.2.1 Full members, other than elected local authority councillors, must provide acceptable proof of residency as detailed on the form.

3.2.2 Membership shall become active only once confirmed in writing by the Membership Secretary.

## **4 STEERING GROUP**

4.1 The policy and general management of the affairs of the Forum shall be directed by the Steering Group (the "SG") which shall meet no fewer than 4 times a year and shall

consist of:

- 4.1.1 the officers: Chair, Treasurer, Secretary and Membership Secretary each of whom have a vote at meetings
  - 4.1.2 5 members elected at the Annual General Meeting each of whom have a vote at meetings
  - 4.1.3 a representative of each Residents' Association within St James each of whom have a vote at meetings
  - 4.1.4 a representative of each project group or panel each of whom have a vote at meetings
  - 4.1.5 elected local authority councillors each of whom have a vote at meetings
  - 4.1.6 members who have specialist skills may be co-opted to the SG but shall not have a vote at meetings.
- 4.2 The quorum at meetings shall be 8.
- 4.3 4.3.1 Nominations from full members of the Forum for members of the SG must be in writing and must be in the hands of the Secretary of the Forum at least 14 days before the Annual General Meeting.
- 4.3.2 Should the number of nominations exceed the number of vacancies election shall be by secret ballot of the members of the Forum at the said Annual General Meeting.
- 4.4 The SG shall have the power to co-opt further members who shall serve until the conclusion of the next following Annual General Meeting; co-opted members shall not be entitled to vote.
- 4.5 The offices of Chair, Treasurer, Secretary and Membership Secretary shall not be held by any one person for more than 3 consecutive years save with the approval of the Annual General Meeting.
- 4.6 The SG has the power to hold votes of no confidence in any Forum member by simple vote and to terminate their membership.
- 4.7 Representatives of Residents' Associations, project groups, panels and affiliates on the SG are responsible for communicating

between the Forum and the committee/management of their association/group.

- 4.8 If a vote is required it shall be by simple majority vote in public and the Chair of the meeting has the power to hold a secret ballot if requested to do so by a majority of those present.

## **5. FUNCTIONS OF THE STEERING GROUP**

To act as the Executive of the Forum.

The objectives of the SG are:

- 5.1 to co-ordinate, implement and monitor the work of the Forum and to prioritise, schedule and publicise the work of the Forum
- 5.2 to establish sub-committees and/or project groups and/or panels which shall report to the SG. The SG shall set the objectives for each such sub-committee, group or panel established
- 5.3 the SG shall liaise with all relevant bodies as required
- 5.4 the SG will receive and consider reports from Residents' Associations, sub-committees, project groups and panels
- 5.5 the SG may make such regulations as its members consider appropriate for the efficient conduct of the business of the SG and the Forum.

## **6. CHAIRING MEETINGS**

All meetings of the Forum, the SG or any of the sub-committees shall be presided over by its Chair or in their absence another elected Officer or, if none is present, those present may elect one of their number to take the Chair. The Chair of any meeting shall have a second or casting vote.

## **7. FINANCE**

- 7.1 All monies raised by or on behalf of the Forum shall be applied to further the objects of the Forum and for no other purpose.
- 7.2 The Treasurer shall keep proper accounts of the finances of the Forum.
- 7.3 The financial year of the Forum shall run from 1<sup>st</sup> April to 31<sup>st</sup> March.
- 7.4 A statement of accounts for the last financial year shall be submitted by the SG to the Annual General Meeting and shall be sent with notice of the meeting.
- 7.5 There shall be a bank account in the name of the Forum with such bank as the SG shall from time to time decide. The SG shall authorise in writing the Treasurer and one member of the SG to sign cheques on behalf of the Forum. All cheques must be signed by the two authorised signatories.

## **8. ANNUAL GENERAL MEETING**

- 8.1 The Annual General Meeting (the "AGM") is the governing body of the Forum.
- 8.2 An AGM of the Forum shall be held at such place and time (not more than 15 months after the holding of the preceding AGM) as the SG shall determine.
- 8.3 At such AGM the business shall include the following:
  - 8.3.1 approval of the minutes of the last AGM (and any previous Special General Meeting)
  - 8.3.2 presentation of the Annual Report
  - 8.3.3 consideration of the accounts
  - 8.3.4 determination of the rate of annual subscription if any
  - 8.3.5 appointment of auditor or auditors or not

- 8.3.6 election of officers and members to serve on the SG
- 8.3.7 any resolutions tabled by members which must be received in writing by the Secretary at least 14 days before the AGM
- 8.3.8 the transaction of such other matters as may from time to time be considered necessary.

8.4 The Annual General Meeting shall be called with at least 21 days' notice in writing (this includes electronic notice).

## **9. SPECIAL GENERAL MEETING**

- 9.1 The SG may at any time, and shall upon a requisition signed by at least 21 members having the power to vote and giving reasons for the request, call a Special General Meeting of the Forum.
- 9.2 Members shall be given at least 14 days' notice in writing (this includes electronic notice) of a Special General Meeting.
- 9.3 No business other than that set out in the Agenda shall be discussed at a Special General Meeting.

## **10. RULES OF PROCEDURE AT ALL GENERAL MEETINGS**

### **10.1 Voting**

- 10.1.1 Only full members may vote at meetings.
- 10.1.2 All questions arising at any meeting shall be decided by a simple majority of those entitled to vote at that meeting. [In the case of equality of votes the Chair shall have a second or casting vote].
- 10.1.3 A full member may appoint a proxy on their behalf:
  - (a) in writing using any proxy voting form the SG may decide and
  - (b) by following any procedures the SG may determine.
- 10.1.4 No person other than the Chair may act as proxy for more than one person.
- 10.1.5 Any question as to the validity of the proxy shall be determined by the Chair whose decision shall be final.

## 10.2 **Minutes**

Minutes shall be kept by the SG and all sub-committees, project groups or panels shall keep a record of all proceedings.

## 10.3 **Quorum**

The quorum at General Meetings of the Forum shall be 21.

## 10.4 **Standing Orders**

The SG shall have the power to adopt or issue Standing Orders and/or Rules for the Forum. Such standing orders and/or rules shall come into operation immediately provided always that they shall be subject to review by the Forum at a General Meeting and shall not be inconsistent with this Constitution.

# 11. **POSTAL BALLOTS**

A postal ballot on any issue or resolution may be held at the discretion of the SG and according to any procedure it so decides.

11.1 Notice of the ballot shall be sent to members in the same way as notice of General meetings.

11.2 The notice must clearly state the issue to be decided

11.3 Information concerning the issue shall be determined by the SG and sent with the notice.

11.4 The date for return of ballot papers must be clearly stated and shall not be less than 14 days after notice is deemed to have been received by members.

11.5 If the postal ballot is on a particular resolution passed by members at a meeting, the SG has 30 days from the date of the meeting to decide whether to call a postal ballot.

11.6 In the case of 11.5 the operation of the resolution is suspended until the decision of the postal ballot.

11.7 Any question as to the validity of a postal ballot shall be determined by the Chair whose decision shall be final.

## **12. ALTERATIONS TO THE CONSTITUTION**

Any alterations to this Constitution shall receive the assent of not less than two-thirds of the members of the Forum who vote in person or by proxy at the AGM or any meeting specially called for the purpose provided that notice of any such alteration shall have been received by the Secretary in writing not less than 21 clear days before the meeting at which the alteration is to be brought forward.

## **13. DISSOLUTION**

13.1 If the SG by a simple majority decides at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Forum, it shall call a meeting of all members of the Forum.

13.2 If such decision shall be confirmed by a simple majority of those present the SG shall have power to dispose of any assets held by or in the name of the Forum.

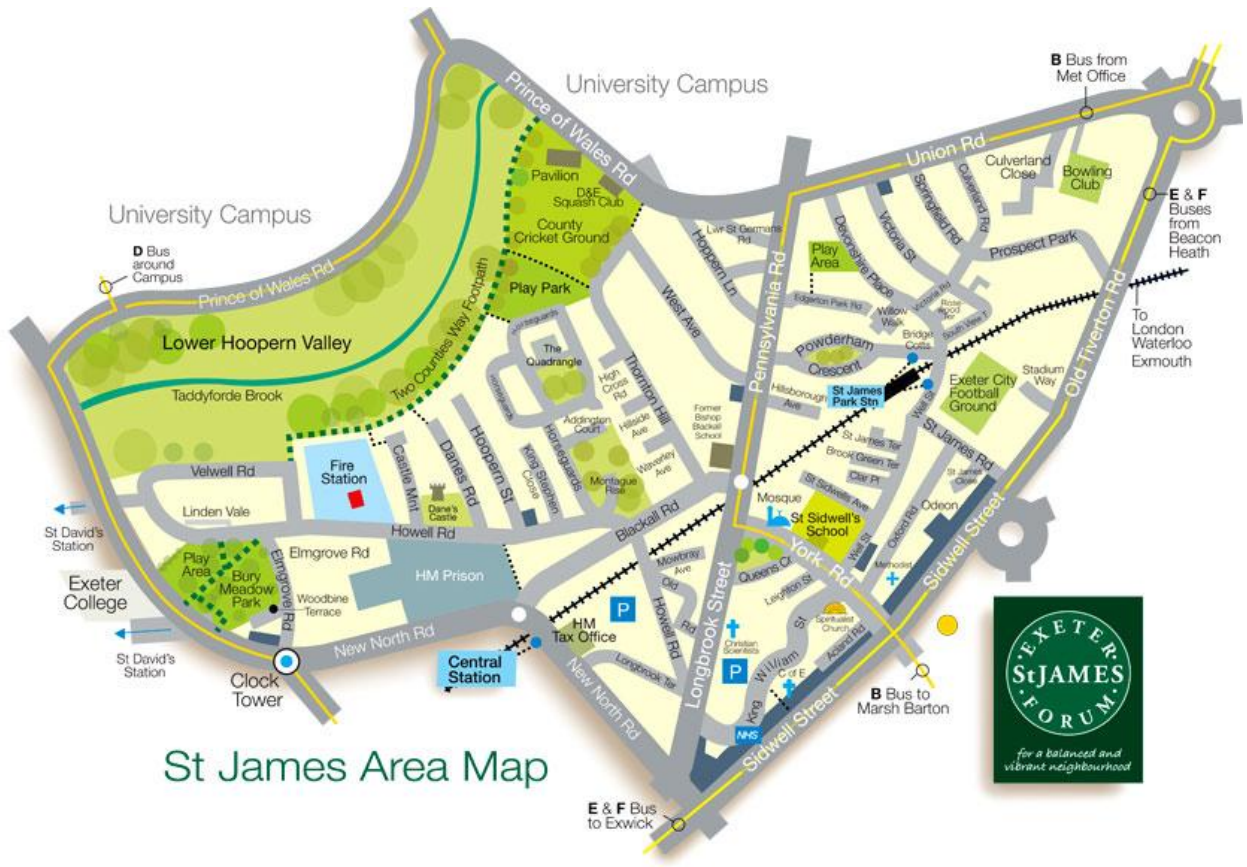
13.3 Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to any institution or institutions having objects similar to the objects of the Forum as the SG may decide.

## **14. INDEMNITY**

The Forum shall indemnify and keep indemnified every officer and member of the Forum from and against all claims, demands, actions and proceedings (and all costs and expenses in connection therewith or arising therefrom) made or brought against the Forum in connection with its activities, the actions of its officers and members or in connection with its property and equipment. This indemnity shall not extend to liabilities arising from wilful and individual fraud, wrongdoing or wrongful omission on the part of the officer or member.



# APPENDIX



April 2017