



AREA FORUMS

MODEL CONSTITUTION



1. Name

1.1 The name of the organisation shall be the Anytown Area Forum.

2. Area

2.1 The area covered by the Forum shall take in the catchment of Anytown Academy and include the communities of a, b, c, d, e and surrounding settlements.

3. Purpose

3.1 The Anytown Area Forum shall provide a platform for local people and community organisations to come together to influence the planning and delivery of services in their area and across Moray.

4. Objectives

4.1 The objectives of the Anytown Area Forum shall be:

- (i) to identify and support the implementation of the strategic issues to be addressed by the Moray Community Planning Partnership (MCP) and included within the Moray Community Plan
- (ii) to engage with all sectors of the community across the area to establish the key issues and concerns of local people
- (iii) to bring together the main community organisations and local residents in the locality to work in partnership.
- (iv) to identify local priorities and contribute to the production of an Anytown Area Action Plan in partnership with the Anytown Workers Group and Anytown Youth Forum.
- (v) to invite existing community groups or newly-formed action groups to take responsibility for addressing particular actions within the Anytown Area Action Plan.
- (vi) to ensure local people are informed about the development of the Anytown Area Forum and progress with the Anytown Area Action Plan
- (vii) to provide a means and reference point for consultation by Community Planning partners

5. Membership

5.1 Membership of the Anytown Area Forum shall be conditional on satisfactory completion and receipt of a membership form. Only members of the Forum shall be entitled to vote on matters raised at Forum meetings.

5.2 All residents living within the Anytown Area Forum catchment shall be eligible to become members of the Forum and attend Forum meetings to ensure their own views, as well as the views of neighbours or friends, are represented on issues raised within the remit of the Forum.

- 5.3 Membership of the Anytown Area Forum shall also be open to all community groups and voluntary organisations active in the area. Each group or organisation may send one (or more) representatives to attend Forum meetings.
- 5.4 The Forum shall seek to ensure that its membership reflects the diversity of the local community, which it represents, and that all sections of the community have their views represented.
- 5.5 Any member of the Anytown Area Forum shall be removed from mailing lists if they have not attended meetings or taken part in the work of the Forum for six successive main meetings. In exceptional circumstances, the Chair may override this clause.

6. Office Bearers

- 6.1 The Anytown Area Forum shall elect a Chairperson, Vice-Chairperson and a Secretary from its membership.
- 6.2 The Forum may elect other office-bearers from its membership, if it so wishes.
- 6.3 All office-bearers shall be re-elected annually at the Annual General Meeting of the Forum. Office-bearers shall be entitled to hold the same office for a maximum period of three years, unless no other Forum members are prepared to stand in their place. Office-bearers shall be entitled to seek election to any another office after that time for the same maximum period.
- 6.4 A Lead Officer from one of the MCPP partners shall be appointed to act as a catalyst for developing the Forum.

7. Meetings

- 7.1 The Anytown Area Forum shall meet a minimum of four times per year. It may meet more often, as required. Any such decision shall be agreed in advance by the Forum membership.
- 7.2 All meetings of the Forum shall be held in local, accessible venues.
- 7.3 Each meeting of the Forum shall decide the date and place of the next meeting.
- 7.4 All meetings of the Forum shall be publicised in advance through the local media and on the Community Planning website.

8. Quorum

- 8.1 The quorum of a meeting of the Anytown Area Forum, and any Action Groups set up under it, shall consist of 30% of the membership, as defined in 5.1.

9. Annual General Meeting

- 9.1 An Annual General Meeting of the membership of Anytown Area Forum shall be held each year at a time determined by the Forum.
- 9.2 The purpose of the Meeting shall be to
- (i) consider and adopt an Annual Report of Forum activity and achievements over the previous year.
 - (ii) consider any other business submitted in writing not less than fourteen days before the meeting and printed on the agenda.
 - (iii) elect a Chairperson, Vice-Chairperson and Secretary and other office-bearers, as deemed necessary.

10. Area Action Plan

- 10.1 The Anytown Area Forum shall contribute to the production of an Anytown Area Action Plan.
- 10.2 The Plan shall set out actions agreed by Forum members and the MCPP to address identified needs in their area over a specified period of time.
- 10.3 The process of identifying needs shall involve consultation with local people in the Forum area, as well as information provided by the MCPP partners and Theme Groups, to ensure that a full picture of needs is created.
- 10.4 The Plan shall be produced in agreement with Local Youth Forums and Local Workers Groups.
- 10.5 The Plan shall be finalised following dialogue and negotiation with MCPP partner representatives and link directly to the strategic priorities under the seven themes of Community Planning..
- 10.6 Local groups shall be identified as having lead responsibility to progress actions within the Plan. Where no relevant local groups exist, new action groups shall be created. Clearly defined targets and timescales shall also be identified to ensure that the progress of the Plan can be monitored and reviewed.
- 10.7 The progress on the Plan shall be reviewed at each Forum meeting and appropriate changes and additions made.

11. Finance

- 11.1 A small amount of funding shall be provided by the MCPP to the Anytown Area Forum. This is intended to cover administrative expenses only. This funding shall be transferred into the bank account of the Forum at the start of the financial year, which shall run from 1st April until 31st March.
- 11.2 An agreed number of signatories (normally four) shall be appointed to sign cheques. Two signatories must sign each cheque.

- 11.3 Possible funding for projects identified within the Anytown Area Action Plan shall be directed through the Local Area Forum Support Worker. The Support Worker shall assist the Forum in facilitating links between the appropriate partners to ensure that criteria agreed by the Partnership is strictly adhered to.
- 11.4 The Forum shall draw down funding from external sources only where there are no existing local groups, either individually or collectively, in a position to do this.
- 11.5 There may be occasions when the Forum can access amounts of funding through particular funding streams. Where this is the case, the funding shall be allocated through liaison with the funding provider and invoices submitted directly to them.
- 11.6 The Forum shall keep proper account of its finances and all monies raised shall be applied to further the purposes of the Forum and for no other purpose. The accounts shall be audited as soon as possible after the end of the financial year. The MCPP shall appoint an auditor for this purpose.

12. Dissolution

- 12.1 The dissolution of the Anytown Area Forum must be approved by the MCPP.

13. Changes to Constitution

- 13.1 An Extraordinary General Meeting (EGM) must be called to consider any proposal to alter this Constitution.
- 13.2 Any proposal to alter the Constitution must be delivered in writing to the Secretary of the Anytown Area Forum not less than twenty-eight days before the date of the EGM, at which it is to be considered.
- 13.3 Any alteration shall require the approval of the quorum of Forum members present at the meeting and the Chair.