

## CONSTITUTION

### STIRCHLEY NEIGHBOURHOOD FORUM

#### 1. NAME AND AREA

The Neighbourhood Forum shall be known as Stirchley Neighbourhood Forum. It shall cover the area of **Stirchley Ward** ~~outlined on the attached map.~~

#### 2. AIMS AND OBJECTIVES

The main objective of the Neighbourhood Forum is to bring together people to:

- Discuss and influence issues affecting the local community;
- Take steps to relieve poverty,
- Raise awareness,
- Inform public of social developments,
- Undertake research for public benefit,
- Advance education and do other such things, that encourages people to show an interest in the area and will bring together residents and others on a regular basis in order to address community issues of common concern, such as;

Employment and economy

Education

Housing

Racism

Health

The Environment

The Youth in the area

The representation of women

The elderly and disabled people

Social inclusion

Services and facilities

Community safety

#### **The Neighbourhood Forum shall:**

- a) Ensure that all efforts are made to obtain and keep a representative membership;
- b) Work within the spirit of it's Equal Opportunities Statement and not exclude people from involvement on the grounds of religion, race, colour, disability, gender or sexual orientation (see Appendix 1);
- c) Ensure that issues of concern to its members are drawn to the attention of Birmingham City Council, via **appropriate Committees, Forums and organisations** ~~Ward Advisory Board and other (e.g., Police, Health, transport Authority, Centre, etc.) as appropriate.~~
- d) The Neighbourhood Forum shall do all such other lawful things as are necessary to promote the general aims and objectives.

#### 3. MEMBERSHIP

Any resident who lives within the area covered by the Neighbourhood Forum will be entitled to become a member. There will be no co-opted members but Councillors from the local Ward(s) may attend as observers with the right to speak. The Member of Parliament relating to the Ward should also be invited on the same basis.

Membership of the Neighbourhood Forum shall be open irrespective of political party, religious opinion, race, colour, disability, gender or sexual orientation

- a) All persons over 16 living in the neighbourhood shall be eligible for full membership.
- b) Persons under the age of 16 will be admitted into Junior Membership.

Junior members shall not have the voting rights.

- c) Other persons, not living in the area but having an interest in the area, e.g., community, voluntary and statutory organisations; shop keepers; business owners; doctors; dentists; vets; religious leaders; etc., shall be invited to attend meetings at the discretion of the Management Committee Members of the Neighbourhood Forum, but without the right to vote.

#### 4. **MANAGEMENT OF THE NEIGHBOURHOOD FORUM**

The Neighbourhood Forum will be run solely by the members.

The procedure used to elect the management committee (**8 - 15 MEMBERS**) will aim to achieve the widest possible representation from the local community.

**Management Committee to have power to co-opt members between Annual General Meetings, those co-opted not to make up more than 30% of the total membership and those co-opted to stand down at the next AGM.**

The first management committee meeting will then from amongst their own committee members' elect- Chair, Vice Chair, Secretary, Treasurer, Publicity Officer and other officers as felt appropriate.

The Neighbourhood Forum will ensure that representatives attend and report upon their activities to each meeting of **Stirchley Ward Forum** ~~their Ward Committee and Ward Advisory Board.~~

The Neighbourhood Forum will be helped to carry out the activities referred to above by a grant given by the Ward Committee.

##### **Management Committee Meetings:**

The Management Committee shall meet a minimum of **4** ~~6~~-times a year.

Management Committee Members will be expected to attend committee meetings or extend their apologies. Should a Committee Member not attend or send their apologies for two consecutive committee meetings they will be informed in writing that they will automatically be replaced if they miss the next regular meeting

The quorum of the management committee shall be 4 or 25% of the overall composition of the committee whichever is the largest.

The Chair of the Neighbourhood Forum may call a special management committee meeting by giving a notification in writing to each member of the Management Committee. A special meeting should be held within 14 days but not less than 3 days of receiving a written request signed by not less than 3 or 20% of the members of the management committee whichever is the largest.

##### **Neighbourhood Forums representation on other bodies:**

All representatives of the Neighbourhood Forum will be elected by the management committee of the Neighbourhood Forum.

#### 5. **ANNUAL GENERAL MEETING**

The Neighbourhood Forum shall convene an Annual General Meeting between 11 and 13 months from the previous Annual General Meeting. At least 14 clear days notice shall be given **using the**

**most appropriate methods to ensure the greatest public involvement**, ~~in writing by the Secretary, to each member.~~ The business conducted at Annual General Meetings shall include: -

- (a) Consideration of the Annual Report of the work done by or under the auspices of the Neighbourhood Forum.
- (b) The submission and adoption of an examined income and expenditure account and balance sheets for the previous financial year.
- (c) Election of Management Committee.
- (d) Appoint 2 examiners of accounts who must not be members of the management committee.
- (e) Consideration of any other relevant business of which the due 14 days notice has been given.
- (f) Wherever necessary consideration of and voting on / proposals to alter this Constitution in accordance with Clause 11 hereof.

## **6. FORUM MEETINGS**

A minimum of 4 Neighbourhood Forum public meetings will be held annually.

The Neighbourhood Forum will ensure the greatest possible involvement at the public meetings and will use the most appropriate methods to advertise them.

Stirchley Community Centre will be used as post box.

The Neighbourhood Forum shall ensure that its meeting places are adequate to meeting the needs of the community.

## **7. SPECIAL GENERAL MEETING**

Special General Meetings is called to discuss business usually considered at the Annual General Meeting or issues seriously affecting the Neighbourhood Forum such as a change to the Constitution. The Management Committee of the Neighbourhood Forum may, when necessary, call a Special General Meeting of the Neighbourhood Forum by giving notification **using the most appropriate methods to ensure the greatest public involvement** ~~in writing to each member of the Neighbourhood Forum.~~ A special meeting should be held within 21 days of receiving a written request signed by not less than 30 Neighbourhood Forum members giving reasons for the request.

## **8. RULES OF PROCEDURES**

- a) **Voting** - All questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote. No member shall have more than one vote. In the case of an equality of votes the Chair shall have a second or casting vote.
- b) **Speaking Rights** - If more than five members wish to speak on any subject, the Chair may impose a time limit for speakers of between three and 5 minutes, at his/her discretion.
- c) **Quorum** - The quorum for Annual and Special Meetings of the Neighbourhood Forum shall be 1% of the population aged 16 years and over resident in the area or 30, whichever is the least.
- d) **Minutes** - Minutes recording all proceedings and resolutions shall be kept by the Secretary of the Neighbourhood Forum for any committee and public meeting of the Neighbourhood Forum. The minute book shall be open to public inspection.

## **9. SUBSCRIPTIONS AND FUND RAISING**

The Neighbourhood Forum may not levy any subscription on members.

The Neighbourhood Forum may undertake other fund raising to further the aims and objectives of the Neighbourhood Forum.

**10. FINANCE**

Each Neighbourhood Forum will be entitled to a grant from within the budget available to Birmingham City Council for this purpose.

- a) All monies raised by or on behalf of the Neighbourhood Forum shall be applied to further the objects of the Neighbourhood Forum and for no other purposes.
- b) The Treasurer shall keep proper account of the finances of the Neighbourhood Forum and shall open a bank account in the name of the Neighbourhood Forum.
- c) The account's shall be examined at least once a year by the examiners of accounts and submitted to the City Council.
- d) If the Neighbourhood Forum lapses by not holding a meeting for six months, the City Council shall be entitled to recover, from the bank account, the grant aid paid to the Neighbourhood Forum in that financial year, subject to such funds being available.

**11. ALTERATIONS TO THE CONSTITUTION**

The Constitution of the Neighbourhood Forum should normally only be changed at the Annual Meeting but can also be changed at a Special General Meeting.

**12. DISSOLUTION**

If the Officers of Management Committee (if there is one), by a simple majority, decide at any time that it is necessary to dissolve the Neighbourhood Forum, they shall call a Special General Meeting of all members of the Neighbourhood Forum who have the power to vote. Notice should be not less than 21 days and should state the terms of the resolution to be proposed. If such a decision shall be confirmed by a simple majority of those members present and voting at such a meeting, the Officers shall have power to satisfy any proper debts and liabilities, any assets held by or in the name of the Neighbourhood Forum shall be applied towards charitable purposes for the benefit of the residents of the area.

**13. STANDING ORDERS**

The conduct of the Neighbourhood Forum, Committee Members and members shall be subject to simple Standing Orders. These will ensure that each meeting has a chairperson, only persons entitled to attend are present and rules of procedure (8 above) are conformed with. Standing Orders must not be seen to be in conflict with the terms of the spirit of the Constitution.

### **EQUAL OPPORTUNITIES STATEMENT**

The Neighbourhood Forum is committed to the elimination of discrimination on the grounds of gender, nationality, race, disability, marital status, sexuality, colour, religion, age etc

The Neighbourhood Forum will seek to ensure that participation in the Neighbourhood Forum itself and the promotion of its activities will be free from any such discrimination. Particular regard will therefore be paid to the venue and timing etc., of meetings so to maximise accessibility.

The Neighbourhood Forum strives to improve the quality of life for all the people of the Neighbourhood area. When making representations to statutory bodies the Neighbourhood Forum will pay regard to the impact of those representations on ALL sections of the Community. The Neighbourhood Forum believes that in planning and delivery of their services, statutory bodies must also take account of the differential needs of their customers.