

HENGROVE & WHITCHURCH PARK NEIGHBOURHOOD PLANNING FORUM

CONSTITUTION

1.0 TITLE

1.1 The name of the Association shall be **HENGROVE & WHITCHURCH PARK NEIGHBOURHOOD PLANNING FORUM** hereinafter called the “Association”.

2.0 AIMS/OBJECTS

2.1 The Association is set up to: **CREATE A NEIGHBOURHOOD DEVELOPMENT PLAN WITHIN THE BOUNDARY AGREED WITH BRISTOL CITY COUNCIL**

2.2 In furtherance of the aims the Association may do all such lawful things as are necessary for the attainment of the aims.

3.0 MEMBERSHIP

3.1 Application for membership shall be made to and approved by the Committee.

3.1.2 **Individual Membership** shall be open to any individual over the age of 18 years, (and to anyone under the age of 18 years with parent/guardian consent). All individual members over 18 years are entitled to vote.

3.1.3 **Institutional membership** shall be open to any federation, association etc. in the UK. Such membership would provide two representatives with eligibility to participate at the meetings but with **no voting rights** at meetings.

3.1.4 Membership of the Forum shall be open to any individual living or working in the designated area, without regard to age, disability, political affiliation, religion or belief, race, gender identity or sexual orientation who is interested in the physical development of the area and willing to sign up to and abide by the code of conduct of the group.

3.2 The Annual General Meeting may elect honorary members who shall be entitled to all privileges of full members.

3.3 The Association may elect a Patron, with a non-voting capacity, who would be invited to the AGM.

4.0 OFFICERS

4.1 The Association may have a President (Patron) to be elected annually by the AGM.

4.2 The Association shall have two Co-Chairpersons, a Secretary and a Treasurer to be elected annually by the AGM.

4.2.1 The Association may have the following additional officers to be elected annually by the AGM: a Membership Secretary, a Minuting Secretary, a Publicity/Press Officer.

5.0 ANNUAL GENERAL MEETING OF THE MEMBERSHIP

5.1 There shall be an Annual General Meeting held in April of each year for which at least 21 days prior notice shall be provided to all members together with an agenda.

5.2 The President, if any, or both Co-Chairs shall preside at the AGM. In the absence of both, the members shall elect a Chair for that meeting.

5.3 A quorum shall be one third of members eligible to vote. This will include all proxy votes which are presented in writing at the meeting.

5.4 The business of the AGM shall include reports from: the Co-Chairs, Secretary, Treasurer, and shall also include:

- Election of the Co-Chairs, Secretary, Treasurer and any other Officers. Nominations for Officers may be submitted in writing or taken from the floor, subject to the nominee's agreement.
- Election of Bankers and an Auditor, who shall be independent of the Association.
- Any other business, which may be requested in writing by any member of the Association, provided it reaches the Chair at least ten days before the AGM.

5.5 Reporting Officers unable to attend shall submit a written report to the Chair prior to the meeting.

5.6 Each member of the Association present shall have one vote in connection with each motion put before the AGM. A resolution will require a simple majority. In the event of equal votes the Chair shall have the casting vote. All votes shall be taken by a show of hands unless the meeting resolves otherwise.

5.7 The Association may affiliate with other organisations upon agreement with the AGM or at a general meeting.

6.0 MANAGEMENT COMMITTEE

6.1 The Management Committee shall consist of not less than 5 members and no more than 11 members elected at the Annual General Meeting, who shall hold office from the conclusion of that meeting. This includes the Honorary Officers specified in Clause 6.2.

6.2 At the AGM, the members shall elect from themselves Honorary Officers to include two Co-Chairs, Secretary and Treasurer who shall hold office from the conclusion of that meeting.

6.3 The committee may appoint sub committees who shall devise their rules for working.

7.0 FINANCES

7.1 The Association's accounts shall run from 5TH April 2016

7.2 The appointment of bankers and auditors shall be made by the Treasurer on the decision of the Management Committee

7.3 All monies shall be administered by the Treasurer who will pay incoming monies into a bank or building society account in the name of the association and shall arrange, in consultation with the Committee, for the proper investment of any available balance. The Treasurer shall account to the Committee for all monies.

7.6 Any withdrawals from such bank shall be against the signatures of a minimum of 3 committee members who are unrelated or as may be required by the rules of the Bank.

7.7 The Treasurer shall prepare financial forecasts based on assessment of Association income and expenditure.

