



Constitution  
Calderdale Community Forum

**1. NAME**

Calderdale Community Forum (" the Forum")

**2. ADMINISTRATION**

The Forum will be administered and managed by the Management Committee, constituted in Clause 5 of this document ("the Management Committee")

**3. AIMS**

To

- a) strengthen and develop the voluntary and community sector in Calderdale into a cohesive body, so that they can articulate the views of the wider community effectively in a climate of equal partnership with statutory and other partner agencies.
- b) provide a medium for consultation, between the voluntary/community sector and statutory agencies.
- c) provide a means to enable the participation of voluntary/community organisations in the planning of services and issues relating to changes to services.
- d) appoint or elect voluntary/community sector representatives, to strategic local and regional partnerships, and to press for additional voluntary/community sector representatives to be co-opted at need.
- e) provide support for the above representatives.
- f) be the principal means by which voluntary/community representatives can inform, strengthen and consult with other voluntary/community sector organisations.
- g) lobby for by the voluntary/community Sector on all relevant bodies.
- h) promote the interests of the voluntary/community sector.

**4. MEMBERSHIP**

Membership of the Forum shall be open to:

- a) Partnerships and constituted groups operating within the area of benefit who have registered with the Forum. These organisations will be called Member Organisations.
- b) Each Member Organisation shall appoint an individual to represent it and vote on its behalf at annual and other general meetings of the Forum and may appoint a substitute to if the appointed representative is unable to attend.
- c) Each Member Organisation shall notify the Honorary Secretary the name of the representative appointed by it and of any alternate. If the representative or alternate resigns or otherwise leaves the Member Organisation, he or she shall forthwith cease to be the representative of the Member Organisation.
- d) The Management Committee may terminate the membership of any Member Organisation if agreed unanimously and there is good reason, provided that the appointed representative of the Member Organisation concerned shall have the right to be heard by the Management Committee accompanied by a friend, before a final decision is made. If no agreement can be reached, both sides will agree on an independent mediator. The decision of the mediator will be binding on both sides.
- e) The Forum shall have no authority over Member Organisations.



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**5. MANAGEMENT COMMITTEE**

- a) The Management Committee shall consist of not less than 12 nor more than 15 members elected annually for a period of 3 years.
- b) One third shall resign annually for the first and second year one third to resign will be decided by those who have missed most number of meetings being selected for re-election. By the third year the longest serving members will resign.
- c) If casual vacancies occur amongst the Management Committee it shall have power to fill these from Member Organisations of the Network. Such an appointment shall be until the next AGM.
- d) The Management Committee may in addition appoint not more than 5 co-opted members. Each appointment of a co-opted member shall be made at a Special Meeting of the Executive Committee called under clause 9(a) and shall take effect from the end of that meeting.
- e) Members of the Management Committee will retire at the end of the Annual General Meeting that coincides with the conclusion of a three year term of office but they may be elected or re-appointed.
- f) The proceedings of the Management Committee shall not be invalidated by any vacancy among its number or by any failure to appoint or any defect in the appointment or qualification of a member.
- g) No person shall be entitled to act as a member of the Management Committee whether on the first or subsequent entry into office until after making a declaration of acceptance and of willingness to act only in the best interests of the Forum at all times.

**6. HONORARY OFFICERS**

- a) At the first meeting of the Management Committee following an AGM of the Forum the Management Committee shall elect the following Honorary Officers from amongst themselves, a Chair, two Vice Chairs, and a Treasurer, who shall hold office from the conclusion of the meeting.
- b) The officers may appoint from amongst its members and an Assistant Treasurer who will assist in the work of that office.
- c) Vacancies of Honorary Officers arising between AGMs of the Network shall be filled from amongst members of the Management Committee.

**7. DETERMINATION OF MEMBERSHIP OF THE MANAGEMENT COMMITTEE**

A member of the Management Committee shall cease to hold office if he or she:

- a) Is absent without the permission of the Management Committee from all its meetings held within a period of three months and the Management Committee resolve that his or her office be vacated; or
- b) Notifies the Management Committee a wish to resign (but only if at least three members of the Management Committee will remain in office when the notice of resignation is to take effect).

**8. MANAGEMENT COMMITTEE MEMBERS NOT TO BE PERSONALLY INTERESTED**

No member of the Management Committee shall acquire any interest in property belonging to the Forum or receive remuneration or be interested (otherwise than as a member of the Management Committee) in any contract entered into by the Management Committee.

**9. MEETINGS AND PROCEEDINGS OF THE MANAGEMENT COMMITTEE**

- a) The Management Committee shall hold at least 6 ordinary meetings each year. A Special Meeting of the Management Committee may be called at any time by the Chair or by two



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members of the Management Committee upon not less than four days' notice being given to the all members of the Management Committee of the matters to be discussed.

- b) The Chair shall act as chair of the Management Committee. If the Chair is absent from any meeting, any one of the vice chairs or treasurer shall act as chair. If no honorary officer is present the members of the Management Committee present shall choose one of their number to be chair of the meeting before any other business is transacted.
- c) There shall be a quorum when at least one third of the number of members of the Management Committee for the time being or five members of the Management Committee, whichever is the greater, are present at a meeting.
- d) Every matter shall be determined by a majority of votes of the members of the Management Committee present and voting on the question but in the case of an equality of votes the chair of the meeting shall have a second or casting vote.
- e) The Management Committee shall keep minutes of the proceedings at meetings of the Management Committee and all sub- committees.
- f) The Management Committee may from time to time make and alter rules for the conduct of its business, the summoning and conduct of its meetings and the custody of its documents.
- g) The Management Committee may appoint one or more sub- committees consisting of one or more members of the Management Committee plus non-members who have knowledge or an interest in the work to be undertaken, for the purpose of making an inquiry or supervising or performing any function or duty which in the opinion of the Management Committee would be more conveniently undertaken or carried out by a sub-committee; provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the Management Committee.
- h) Thematic Sub groups shall provide minutes of meetings to the Management Committee and remain accountable to the Management Committee in all activities.
- i) One member of each thematic group shall be appointed to report at each Management Committee meeting.
- j) The Management Committee may, if agreed unanimously and there is good reason, exclude from its membership any member elected or appointed to it provided that the individual concerned shall have the right to be heard by the Management Committee accompanied by a friend before a final decision is made. This decision can only be made at a Special Meeting of the Management Committee convened as set out in sub-clause (a) of this Clause and the Management Committee Member concerned shall not have the power to vote at such a meeting.

## 10. ANNUAL GENERAL MEETING

Every year there shall be an annual general meeting of the Forum to be held between 1<sup>st</sup> April and 1st August.



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Every annual general meeting shall be called by the Management Committee. The chair shall give at least 30 days formal notice of the annual general meeting to all members of the forum.

All members of the forum shall be entitled to attend and speak at the meeting.

- a) Only appointed representatives of Member Organisations shall have the power to vote at annual or other special general meetings of the Forum except that if the Chair is informed in writing that the representative cannot attend the alternate should be given the vote of the Member Organisation.
- b) Before any other business is transacted at the first annual general meeting the persons present shall appoint a chair of the meeting. The Chair of the Forum shall be the chair of subsequent annual general meetings, but if he or she is not present, before any other business is transacted, the persons present shall appoint a chair of the meeting.
- c) The Management Committee shall present to each annual general meeting the report and accounts of the Forum for the preceding year.
- d) Nominations for election to the Management Committee must be made by members of the Forum in writing and must be in the hands of the Chair at least 14 days before the annual general meeting, Should nominations exceed vacancies, election shall be by ballot. Only if there are vacancies in numbers of Management Committee members nominated shall nominations be taken from the floor. Such nominations shall be for members of the Management Committee and be seconded by another member.

#### **11. SPECIAL GENERAL MEETINGS**

The Management Committee may call a Special General Meeting of the Forum at any time. If at least one third of Member Organisations request such a meeting in writing stating the business to be considered the Chair shall call such a meeting. At least twenty-one days' notice must be given. The notice must state the business to be discussed.

#### **12. PROCEDURE AT GENERAL MEETINGS**

- a) The Chair or other person specially appointed by the Management Committee shall keep a full record of proceedings at every general meeting of the Forum.
- b) There shall be a quorum when at least one tenth of the number of Member Organisations of the Forum for the time being or ten Member Organisation of the Forum, whichever is the greatest, are present at any general meeting.

#### **13. ALTERATIONS TO CONSTITUTION**

Subject to the following provisions of this clause the Terms of Reference may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration Proposed.

#### **14. DISSOLUTION**

If the Management Committee decides that it is necessary or advisable to dissolve the Forum it shall call a meeting of all members of the Forum, of which not less than twenty-one days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is conformed by a two-thirds majority of those present and voting the Management Committee shall have power to realise any assets held by or on behalf of the Forum. Any assets remaining after the satisfaction of any proper debts and liabilities will be transferred to a constituted organisation to further the general objectives.

#### **15. ARRANGEMENTS UNTIL THE FIRST ANNUAL GENERAL MEETING**

Until the annual general meeting takes place this Constitution shall take effect as if reference in it to the Management Committee were references to the persons elected at the first AGM.

