

CONSTITUTION

ROMAN ROAD BOW NEIGHBOURHOOD FORUM

1.NAME

Roman Road Bow Neighbourhood Forum referred to elsewhere in this Constitution as “RRBNF”, is the name of our neighbourhood forum as defined in the Town and Country Planning Act 1990, as amended by the Localism Act 2011.

2.NEIGHBOURHOOD AREA

The RRBNF neighbourhood area is shown on the attached map, referred to elsewhere in this constitution as the neighbourhood area. The RRBNF neighbourhood area falls within the boundaries of the London Borough of Tower Hamlets.

3.PURPOSE and OBJECTIVES

The purpose of RRBNF is to promote and improve the social, economic and environmental well-being of its residents and businesses. We will do this by creating a cohesive community built around a flourishing high street and by specifically:

1. **Supporting** our local businesses and traders.
2. **Improving** our public realm, green and open spaces, and underused space.
3. **Increasing** community capacity infrastructure.
4. **Working towards** a safer and cleaner neighbourhood.
5. **Improving** connectivity and accessibility of movement into and around the area.
6. **Ensuring** development supports and enriches our community and high street.
7. **Protecting** the area’s heritage and celebrating our diverse identities and cultures.

4.POWERS

In furtherance of these overarching objectives the Forum Committee of RRBNF may exercise the power to:

- Invite and receive contributions and raise funds where appropriate, to finance its work and to open a bank account to manage such funds.
- Set up working groups with terms of reference to undertake tasks in furtherance of its objectives. All such working groups must include at least one management committee member.

- Publicise and promote the work of RRBNF and organise meetings, training courses, events or seminars relevant to its work.
- Work with groups of complementary nature and exchange information, advice and knowledge with them: including cooperation with other voluntary bodies; charities; statutory, and non-statutory organisations who want to affiliate with RRBNF; and elected members.
- Employ staff (who shall not be members of the Management Committee) as necessary to conduct activities that meet the objectives of RRBNF.
- Take any lawful form of action which is necessary to achieve the overarching objectives of RRBNF, including taking out any contracts agreed by the Management Committee; for instance the acquisition of premises either short or long term.

5.AFFILIATIONS

The Forum shall not be affiliated to any political party.

6.MEMBERSHIP

Membership is open to all people aged 16 years and over who meet any one of the following criteria:

- Membership is open to all who live or work in the neighbourhood area.
- Membership is open to all business operators in the neighbourhood area – Business operators may nominate up to two people in their membership application, but they may only exercise one voting right at General and Annual General Meetings.
- Membership is open to all constituted voluntary, community and statutory groups which operate in the neighbourhood area. Voluntary, community and statutory groups may nominate up to two people in their membership application, but they may only exercise one voting right at General and Annual General Meetings.
- Membership is open to elected London Borough Council members who represent wards in the neighbourhood area.

The Forum Committee members shall be drawn from different places in the neighbourhood area and different sections of the community. RRBNF shall have a minimum of 21 (twenty one) members, and the Forum Secretary shall maintain a register of members at all times and make it available to any RRBNF member or the public who requests it. Members will apply for membership and the Forum Committee shall have the power to accept members. Members of the Forum must be 16 (sixteen) years of age and over.

Any RRBNF member may resign from membership by providing the Forum Committee Secretary with written notice.

The Forum Committee may refuse membership or may terminate or suspend the membership of any member by resolution passed at a Forum Committee meeting where it is considered membership would be detrimental to RRBNF's objectives and activities.

7.FORUM COMMITTEE

The RRBNF Committee shall be elected at the RRBNF Annual General Meeting and shall consist of a minimum of 5 (five) members up to a maximum of 15 (fifteen). The quorum for the Committee will be 5 members.

RRBNF will elect the following officers of the Forum from its membership: Chair, Deputy Chair, Secretary, Treasurer and Media Officer and any other role that is deemed necessary. The general term of Office is 1 year.

The Chair of the Forum Committee shall be responsible for:

- Calling and chairing meetings of the RRBNF Committee, General Meetings and Annual General meetings of the RRBNF membership (unless specifically delegated to another Forum Committee member in writing).
- Exercising a casting vote on elections and resolutions at meetings of the Forum and its Committee.
- Taking decisions on day-to-day matters between meetings of the Forum Committee after electronic consulting with other committee members.

The Deputy Chair shall be responsible for:

- Standing in for the Chair during any period of absence of the Chair due to holidays, illness or time away for personal reasons.

The Treasurer shall be responsible for:

- Establishing a RRBNF bank account and acting as a joint signatory on the account with one or more other member of the Forum Committee.
Maintaining the RRBNF financial records.
- Setting out a draft budget in the first year, and ensuring that RRBNF stays within its budget.
- Preparing and presenting an annual budget, at the RRBNF Annual General Meeting • Submitting a detailed summary of all the RRBNF received and spent at every Committee meeting.

The Secretary shall be responsible for:

- Organising all RRBNF meeting dates, times and venues.
- Taking and circulating the minutes of all RRBNF meetings - making them available to all members.
- Keeping a copy of the RRBNF Constitution for inspection by members of the public and RRBNF members.
- Keeping a register of committee members' interests which might be deemed to influence decisions on matters likely to come to the committee

The Media Officer shall be responsible for:

- Maintaining and updating the RRBNF website
- Preparing and presenting draft materials for the promotion of RRBNF through its organised events and activities, and for promotion in the neighbourhood area e.g. posters and leaflets.

- Actively encouraging promoting and advertising RRBNF via social media e.g. Twitter and Facebook.

The Membership Officer shall be responsible for

- Maintaining a register of RRBNF members
- Promoting membership of the Forum within the neighbourhood area
- Being the first point of contact over issues concerning membership

All decisions at RRBNF meetings shall be made on a show of hands of members who are entitled to vote at the meeting.

a) General meetings

General Meetings of RRBNF members shall take place at least twice a year. Notice and an agenda for a RRBNF General Meeting to RRBNF members shall be 14 (fourteen) days. The quorum required for a General Meeting to conduct business shall be 5 (five) RRBNF members.

The Secretary will make minutes of the General and Committee meetings available to members of the Forum within two weeks of the meeting unless impracticable. Organisations which are affiliated to RRBNF will be encouraged to communicate such information to their membership.

b) Annual General Meetings/Special Meetings

An Annual General Meeting of RRBNF members shall take place once in every calendar year. Notice and an agenda for an Annual General Meeting to RRBNF members shall be 21 (twenty-one) days. The quorum required for an Annual General Meeting to conduct business shall be 12 (twelve) RRBNF Members.

The Annual General meeting shall:

- Elect the RRBNF Committee.
- Receive a report from the Forum Committee of the RRBNF activities that have taken place in that year.
- Receive a Financial report and statement from the Treasurer

Elections to the Forum Committee shall take place as follows:

- RRBNF members shall notify the RRBNF Secretary of their intention to stand for a place on the Forum Committee in writing and at least 7 (seven) days before the Annual General Meeting takes place.
- At the Annual General Meeting elections shall be held on the basis of a show of hands for each candidate.
- Special Meetings may be called from time to time by the Forum Committee to consider amendments to the constitution or dissolution of the Forum. These shall be subject to the same notice and quorum as Annual General Meeting.

The Committee may co-opt up to three additional members to the Committee in any year, and may also co-opt an appropriate replacement for any Committee Member who stands down for any reason during the year. Co-opted members will have the same voting rights as other Committee members. A co-opted member may be elected as an officer. The Committee may remove from the Committee any member



who fails to attend two consecutive meetings of the Committee without good reason.

8.ROMAN ROAD BOW NEIGHBOURHOOD FORUM FINANCES

Any money acquired by RRBNF including donations, contributions and bequests, shall be paid into an account operated by the Forum Committee in the name of RRBNF. All funds must be applied to the RRBNF objectives and for no other purpose. Any deeds, cheques etc. relating to RRBNF's bank account shall be signed by at least 2 (two) Management Committee members, 1 (one) of whom must be the Treasurer. Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the Forum stays within its budget. Official accounts shall be maintained and will be examined annually by an independent accountant who is not a member of the RRBNF. An annual financial report shall be presented by the Treasurer at the RRBNF Annual General Meeting.

9.DECLARATION OF INTERESTS

The Secretary will keep a Register of Committee members' Interests detailing financial interests in the neighbourhood area or any other interest which could be deemed to have an influence on decisions likely to come before the Forum Committee. Members will abstain from voting on any matter in which they have a financial interest.

Any participant in any meeting of the Forum, including committees, sub-committees and working parties, will disclose to the meeting any financial interest s/he has in any topic under discussion, and will not discuss or vote on such topic except with the express approval of the meeting.

10. AMENDMENTS TO THE CONSTITUTION

Any changes to this constitution must be agreed by a majority vote at a special general meeting, called specifically for the purpose under the same conditions that apply to Annual General Meetings specified above, with the exception that such a vote will only be carried if supported by 75% or more of those voting.

Proposed amendments to this Constitution of RRBNF must be conveyed to the Secretary formally in writing. The RRBNF Secretary and other RRBNF officers shall then decide whether to put the proposed amendments to a RRBNF special general meeting for discussion and decision

11. DISSOLUTION

RRBNF may be dissolved if deemed necessary by the members in a majority vote at a special meeting, with the exception that such a vote will only be carried if supported by 75% or more of those voting.

Any assets or remaining funds after debts have been paid shall subject to the agreement of the Members at a General Meeting, be allocated to one or more nominated organisations set up to continue the work of RRBNF or in the absence of any such organisation and subject to any statutory regulations, be distributed equally



to the constituent local organisations who are its members (but not to individual members).

In accordance with the Localism Act, a formal review of the functions and achievements of RRBNF will be carried out five years after its formation. Following such review, and consultation with its members, RRBNF will decide to continue, amend or dissolve itself as considered appropriate.

This constitution was adopted at the General Meeting of the Roman Road Bow Neighbourhood Forum held at

Location: Interact Hub

Date: 31st May 2017

Signed by (PRINTED) Tabitha Stapely

Signed by (SIGNATURE) _____

Forum Role: Steering Committee Member