

APPENDIX E

CONSTITUTION

PART 1

1. Adoption of the constitution

The association will be administered and managed in accordance with the provisions in Parts 1 and 2 of this constitution.

2. Name

The association is called Bankside Neighbourhood Forum ('the Forum').

3. Purpose and Objects

Bankside Neighbourhood Forum is a neighbourhood forum as defined in the Town & Country Planning Act 1990 as amended by the Localism Act 2011 ('the Act').

The purpose of the Forum is to further the social, economic and environmental well-being of the defined Bankside neighbourhood area.

Its objects are to work collaboratively to develop a consensus for a neighbourhood plan ('the plan'), to prepare in partnership with the local planning authority a neighbourhood plan for the area and to take a future role in the implementation of the plan.

4. Area

The area covered by the Forum is shown in the attached map.

5. Amendment of constitution

(1) The Forum may amend any provision contained in Part 1 of this constitution provided that:

- (a) no amendment may be made to alter the objects if the change would undermine or work against the previous objects of the Forum;
- (b) any resolution to amend a provision of Part 1 of this constitution is passed by not less than two thirds of the members present and voting at a general meeting.

(2) Any provision contained in Part 2 of this constitution may be amended, provided that any such amendment is made by resolution passed by a simple majority of the members present and voting at a general meeting.

PART 2

6. Membership

The Forum will endeavour to ensure that membership is drawn from different places within the neighbourhood area and from different sections of the community within the area.

Membership is open to individuals who:

- a) live in the Bankside Neighbourhood Plan area
- b) work in the Bankside Neighbourhood Plan area
- c) are representatives of community organisations active in the neighbourhood area
- d) are elected members of the London Borough of Southwark for this area.

There must be at least one member from each of the above categories.

There will be a minimum of 21 members.

The Secretary will keep a register of names and addresses of the members, which must be made available to any member upon request.

7. Termination of membership

Membership is terminated if:

- (1) the member dies or, if the Forum ceases to exist;
- (2) the member resigns by written notice to the Forum;
- (3) the Forum agrees to expel a member by vote.

8. Annual general meetings

The minimum period of notice required to hold any annual general meeting of the Forum is fourteen clear days from the date on which the notice is deemed to have been given.

A general meeting may be called by shorter notice, if it is so agreed by all the members entitled to attend and vote.

9. Notice

The Forum must hold a general meeting within twelve months of the date of the adoption of this constitution.

An annual general meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.

All general meetings other than annual general meetings shall be called special general meetings.

Forum members may call a special general meeting at any time.

The Forum must call a special general meeting if requested ☐ to do so in writing by at least ten members. The request must state the nature of the business that is to be discussed. If the Forum fails to hold the meeting within twenty-eight days of the request, those members may proceed to call a special general meeting but in doing so they must comply with the provisions of this constitution.

10. Officers

- (1) The Forum shall have the following officers, elected at the annual general meeting:
 - (a) A chair – runs the meetings, represents the Forum in meetings with other organisations e.g. the Council, furthers the Forums aims;
 - (b) A secretary – keeps the register of members, oversees the agenda and emails, administers the website and other communications.
 - (c) A Treasurer – will be responsible for recording all income received and expenditure transactions and reporting these periodically to the Forum.

11. Chair

- (1) General meetings shall be chaired by the person who has been elected as Chair.
- (2) If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a member nominated by the other members shall chair the meeting.

12. Quorum

- (1) No business shall be transacted at any general meeting unless a quorum is present.
- (2) A quorum is at least 10 members entitled to vote upon the business to be conducted at the meeting;
- (3) The authorised representative of a member organisation shall be counted in the quorum.
- (4) If a general meeting needs to be re-convened at least seven clear days' notice of the re-convened meeting must be given, stating the date time and place of the meeting.

13. Decision Making

Decisions at ordinary meetings will be made by consensus. Only in the event that consensus cannot be reached will a decision be made by a simple majority vote of the members present. Members attending Forum meetings can allocate tasks between meetings and can set up sub-groups and delegate decision making to

sub-groups.

14. Motions of no confidence

If any member wishes to file a motion of no confidence in an officer then they must get the written/email support of at least four other registered members. The motion will then be debated and voted on at the next full meetings. An officer who receives a motion of no confidence is to lose position immediately and a new officer is voted in to the vacant role at that meeting. Any officer so removed cannot stand again for any role for 12 months. They may, however, continue as a member.

15. Independence

The Forum shall not be affiliated to any political party or organisation. Officers and members must work for the aims of the Forum.

16. Minutes

The Forum must keep minutes of all proceedings at meetings of the Forum.

These will be published publicly on the Forum's website.

17. Accounts and Annual Report

Better Bankside will be the accountable body for funds until a bank account for the Forum can be formally established.

An Annual Report will be presented by the Chair at the annual general meeting.

18. Code of Conduct

Everyone will be treated with respect and will treat others with respect.

Ends