

Plymouth Welfare Rights Forum Constitution

Aims:

- To promote the interest of Welfare Rights within Plymouth and to campaign to improve social policy regarding Welfare Rights.
- To raise funds to cover the costs of running the Forum, including paper supplies, postage and other miscellaneous costs.

Membership:

- Membership of the Forum shall be open to all Statutory Bodies, Voluntary Organisations, the Grant-aided sector, representatives from other Forums in the City and other interested individuals.
- All members, from the mailing list, attending the Forum shall be entitled to vote. One vote per person.
- Members must not discriminate on the grounds of nationality, political opinion, race, religious opinion, sex, sexuality or disability. This list is not exhaustive.
- Members shall at all times conduct themselves in a reasonable manner when attending the Forum so as not to cause offence to others.
- Records will be kept of all meetings and be issued to all members on the mailing list held by the Secretary.

The committee:

- A committee shall be elected to carry out the financial business of the Forum.
- The committee shall be made up of a Secretary, Chair, Treasurer and 3 general members.
- The committee shall be elected at the AGM Forum meeting in July of each year.
- The committee shall have the ability to co-opt members when appropriate.
- The committee shall meet at least 6 times per year, preferably after each Forum meeting, which is held bi-monthly.
- Minutes of the committee meeting will be available to all members on the mailing list and also presented to the Forum.
- Committee vacancies arising during the year can be filled by an election at a Forum meeting.

Finance:

- All money raised by or on behalf of the Forum is to be used only to further the aims of the Forum.
- The Treasurer shall open a bank account in the name of the Forum and keep records of all money that the group spends and receives.
- Cheque signatories will be nominated by the committee, one to be the Treasurer. There shall be up to 4 signatories.
- All cheques and instructions to the Forum shall require 2 of the agreed signatures. These should not be from the same organisation.
- The Treasurer shall submit a copy of the accounts to the Auditor at the end of each financial year, whom shall be elected at the AGM each year.
- The financial year shall run from April to March.
- The accounts shall be made available to members at any time.

Annual General Meeting:

- There shall be an Annual General Meeting held in July of each year. This AGM will form part of the Forum meeting for that month.
- The committee shall report on its work, present a statement of accounts and resign.
- The AGM shall elect the officers and committee for the next year.
- The AGM shall vote on recommendations and any amendments to the constitution.
- The Secretary shall notify all members of the date of each Forum not less than 14 days beforehand.

Other Meetings:

- The Forum is open to all members and meets every 2 months.
- A special Forum Meeting will be held if 10 or more members submit a request for such a meeting to the Secretary. The Secretary will arrange for the meeting to take place within 14 days.
- The Social Policy Sub-Group is set up to campaign for changes to social policy within Welfare Rights.
- The Social Policy Sub-Group meets on a bi-monthly basis when requested, the scheduling of which will be in between the main Forum meetings.

Quorum:

- No AGM or special Forum meeting shall take place if less than 10% of members are present.
- No committee meeting shall take place if less than two thirds of the committee are present.
- Whilst the Forum meeting may continue if it is in quorum, for information purposes only, no financial decisions or voting may take place.

Changes to the constitution:

- The constitution can only be altered at the Annual General Meeting of the Forum, or at a Special General Meeting called for that purpose.
- Changes to the constitution must be agreed by two thirds of the members present at the meeting.

Voting:

- Any member of the Forum may make a proposal. In order for it to be voted on by other members, it must be seconded, or supported, by another member.
- Only members present at the meeting may vote.
- Each member is only allowed one vote.
- In the event of an equal vote, the Chair shall have the casting vote.

Dissolution:

- The Forum may only be dissolved at a Special General Meeting called for that purposes and must be advertised 14 days before the meeting.
- A proposal to dissolve the Forum shall take effect only if agreed by two thirds of the members present at the meeting.
- Any remaining grant funding shall be returned to the funding source.
- Any assets (financial or otherwise) remaining after the payment of all debts and liabilities shall be given to charitable purposes according to the wishes of the members of the meeting.

Signed:

(Chair)

Date:

Signed:

(Secretary)

Date: