

The CONSTITUTION of Hamlet Court Conservation Forum

1 NAME

The name of the group shall be Hamlet Court Conservation Forum (the Forum)

2 CONSTITUTION

This Constitution is to be made available to any Member of the Forum upon request and may only be altered by vote of The Membership at a General Meeting of the Forum.

3 OBJECTS

The Forum is established for the public benefit and for the following purposes (or aims) in and around Hamlet Court Road, Westcliff-on-Sea, Essex which shall hereinafter be referred to as "the area of benefit".

- (i) To secure the conservation, protection and support to significant public heritage attributes in the area of benefit
- (ii) To promote architectural and urban design strategies that respect the heritage attributes and support growth in commercial opportunities to business uses in the area of benefit
- (iii) To promote high standards of planning, architecture, building conservation and development in or affecting the area of benefit
- (iv) To promote the civic pride and economic success of the area of benefit
- (v) To educate the public in the residential and commercial heritage in the area of benefit

In furtherance of the said purposes (or aims), but not otherwise, the Forum through its Executive Committee (EC) shall have the following powers:

- (a) To co-operate with corporate bodies, businesses, the local authority, other community organisations, advisory bodies, organisations and persons having aims similar to or complementary to those of the Forum
- (b) To promote research into subjects directly connected with the objects of the Forum and to publish the results of any such research
- (c) To make surveys, take photographs, collect information and prepare maps, plans and databases within the area of benefit, all lawfully obtained and managed
- (d) To publish papers, reports, website information, blogs and other information
- (e) To hold meetings, lectures and exhibitions
- (f) To give advice, information or opinion and respond to public consultations
- (g) To appropriately lobby government or other authority and participate in opinion and policy forming
- (h) To promote or assist in promoting activities of a charitable nature or of community benefit

- (i) To raise funds and to invite and receive contributions from any person or persons by way of subscription, donation and otherwise; provided that the Forum shall not undertake any permanent trading activities in raising funds for its primary purposes
- (g) To apply for grants or other financial assistance
- (h) To do all such other things as are necessary for the attainment of the said purposes

4 MEMBERSHIP

Membership shall be open to anyone interested in actively furthering the purposes of the Forum. All members shall be required to give their full name and address. Membership shall be recorded by household or corporate body and by the individual name of each household resident and corporate body director/partner/proprietor/leader etc. Upon payment of the applicable subscription, each member household or corporate body will become a Member of the Forum and shall be entitled to one vote. No Member shall have power to vote at any meeting of the Forum if the applicable subscription is in arrears at the time. All paid up Members will together constitute The Membership. Junior Members shall be those aged less than 18 years at the time the applicable subscription is due and they shall not be entitled to vote at any meeting of the Forum. Corporate body Members shall be such businesses, societies, associations, educational institutions or other formally constituted groups as are interested in actively furthering the purposes of the Forum. Each household and corporate Member shall appoint a representative to vote on its behalf at all meetings but before such representative exercises the right to vote the representative member shall give their name and address to the Secretary. Any Member bringing the Forum into disrepute or expressing views clearly and consistently against the aims of the Forum may be expelled from the Forum and prevented from re-joining by vote of the EC.

5 SUBSCRIPTIONS

Subscriptions shall cover a period of one year from the commencement of the membership year or a lesser period until the anniversary of the membership year and may be reduced by half for any period of less than six months until the said anniversary. The subscriptions shall be such reasonable sum as the EC shall determine from time to time. Membership shall lapse if the subscription is unpaid three months after it is due.

6 MEETINGS

An Annual General Meeting shall be held each year on a date to be determined by the Executive Committee (EC) to receive the EC's report and audited accounts and to elect Officers and other members of the EC. The EC shall decide when General Meetings of the Forum shall be held. Extraordinary General Meetings of the Forum shall be held if and when determined by the EC or at the written request of a minimum of 25% of The Membership. A quorum shall be formed by a minimum of 20 members or 20% of the household or corporate body Membership (rounded down to a whole number), personally present in either case. The EC shall give at least 7 days notice to members of all Meetings of the Forum.

At the Annual General Meeting or Extraordinary General Meetings of the Forum membership proposals or amendments to proposals, with the exception of proposals

affecting the Constitution of the Forum (see clause 18), may be made by any representative Member and may be put to a vote of The Membership where seconded by another Member. Votes on amendments to proposals shall precede votes on original proposals and where amendments are passed, the original proposal may not proceed to a vote. Votes shall be taken by show and if necessary count of hands. Minutes of General Meetings shall be recorded at each meeting and issued together with an agenda before the start of the following General Meetings.

The election of Officers and other EC Members shall take place at the AGM with Officers being elected first. Nominations for the election of Officers shall be made in writing to the Secretary by any representative Member at least 14 days before the AGM. Such nominations shall be supported by a second representative Member and the consent of the proposed nominee must first have been obtained. Nominations may also be made by majority vote of the EC prior to the AGM. If the nominations exceed the number of vacancies, a ballot shall take place in such manner as shall be determined by the Chairman

7 OFFICERS

Officers have the responsibility of representing the Forum and promoting and maintaining the best interests of the Forum at all times. Officers shall be elected at General Meetings by The Membership (see also clause 10. Formation)

The Officers of the Forum shall consist of:

- Chairman
- Secretary
- Treasurer
- Media & Publicity Officer
- any other position proposed, seconded and agreed by vote at a General Meeting

The Officers shall be responsible for carrying out the week to week duties of running and representing the Forum as appropriate to their individual titles and as determined by the EC from time to time. Where representations are made by an Officer on behalf of the Forum such representations shall accord with the purposes and powers described in clause 3. Additionally:

The Chairman shall be responsible for chairing all formal meetings and maintaining good order at such meetings. The Chairman shall have the express right to exclude anyone from meetings for poor and persistently unreasonable behaviour or for expressing views clearly and consistently against the aims of the Forum, in his/her judgement. The Chairman shall have the express right to determine any unresolved matter in the best interest of the Forum and its aims

A Substitute Chairman selected by the EC shall be responsible for chairing meetings in the Chairman's absence and shall then assume the Chairman's responsibilities for that purpose alone

The Secretary shall be responsible for maintaining the Forum's records, for taking minutes at formal meetings for receiving incoming mail to the Forum and co-ordinating

the exchange (or giving notice thereof) of correspondence and Forum papers to members of the EC

The Treasurer shall be responsible for maintaining the Forum's accounts in good order and record, for banking funds, making bona fide payments and for presenting the Forum's written accounts at the AGM

The Media & Publicity Officer shall be responsible, with other Officers as appropriate, for maintaining digital media (such as websites and social media platforms) for issuing or assisting with the issue of media statements and for dealing with public relations

All Officers shall relinquish their office every year and shall be eligible for re-election at the Annual General Meeting. The EC shall have the power to fill vacancies occurring among the Officers on an 'Acting' basis until the following AGM. 'Acting' officers shall have the same duties and responsibilities as elected Officers.

All Officers agree to offer their services strictly on a voluntary, unpaid basis

8 THE EXECUTIVE COMMITTEE (EC)

The Executive Committee (EC) shall be responsible for the management and administration of the Forum and shall consist of the Officers and not less than three other Members. Every meeting of the EC shall require a quorum of at least 5 EC Members including a minimum of 2 Officers. EC Members shall be elected by The Membership at General Meetings but the EC shall have the power to fill up to five vacancies occurring on the EC between General Meetings. The EC shall have power to co-opt further Members who may only attend in an advisory and non-voting capacity. The EC shall be chaired by the Chairman or in his/her absence by a Substitute Chairman from those EC members present. All Members of the EC shall have one vote and votes shall be determined by a straight majority of the votes cast. In the event of an equality in the votes cast the Chairman (or Substitute Chairman) shall have a second or casting vote. All votes shall be recorded and where requested by an EC Member, the individual votes of EC Members shall be recorded. The EC shall meet not less than six times a year at intervals of not more than two months and the Secretary shall give all Members not less than seven day's notice of each meeting. Minutes of the EC meetings shall be recorded at each meeting and shall include the names of attendees, a record of business discussed and any votes taken. Minutes shall be issued to all EC Members together with an agenda before the start of the following meeting

All EC Members have a duty to represent the best interests of the Forum. EC Members may only represent the Forum with matters that have the general or specific approval of the EC. Any other matters should be referred back to the EC as appropriate. Any EC Member bringing the Forum or his/her office/position into disrepute may be deselected by majority vote of the other EC Members (if necessary by secret ballot) but only after all EC Members are notified that such a vote may be called

All EC Members shall be responsible for attending regular EC meetings and for sharing in the workload of the EC. Any EC Member not sufficiently attending EC meetings or contributing to the workload of the EC may, by vote of the EC, become ineligible for re-election at the AGM and may not sit on the EC for a period of at least one year

The EC shall keep The Membership informed of the general business of the Forum and any matters of specific interest as determined by the EC from time to time, by publishing regular news letters, website updates, blogs or bulletins, at least quarterly

All EC Members agree to offer their services strictly on a voluntary, unpaid basis.

9 SUB-COMMITTEES

The EC may constitute such sub-committees from time to time as shall be considered necessary for such purposes. The Chairman and terms of reference of each sub-committee shall be determined by the EC and all actions and proceedings of each sub-committee shall be reported to and noted by the EC as soon as possible. EC Members and co-opted Members may be members of any sub-committee. Sub-Committees shall be subordinate to and may be regulated or dissolved by the EC

10 FORMATION

At the initial Formation of the Forum the Officers and other EC Members shall be determined by the members of the public coming forward to establish the Forum. A first General Meeting of the Forum shall be held within 12 months of the Formation of the Forum.

11 DECLARATIONS OF INTEREST

It shall be the duty of every Officer, EC Member or sub-committee Member who is in any way directly or indirectly interested financially, professionally or personally in any item discussed at any meeting at which he or she is present to declare such interest and he/she shall not discuss such item (except by invitation of the Chairman) or vote thereon, unless otherwise agreed by the EC

12 PRIVACY

Officers and other EC Members shall respect the privacy of Members as appropriate, if necessary with referral to the EC. Where documents are published Officers and/or the EC shall have the authority to protect privacy and/or confidentiality through appropriate redaction and/or anonymity providing that, in all cases, the justification is the best interests of the Forum

13 COMPLAINTS

Any bona fide complaint received shall be considered in a fair and impartial manner. Appropriate written record shall be made. Any Officer or other EC Member implicated in a complaint shall be excluded from considerations. A minimum of two Officers and one other EC Member shall be responsible for reaching a fair determination of any bona fide complaint and, where applicable, for recommending appropriate sanction. The Chairman, not involved in such determination, shall separately consider any resulting appeal against a complaint determination and/or recommended sanction. Any recommended sanction shall be finally considered and determined by the EC with no further right of appeal.

14 EXPENSES OF ADMINISTRATION AND APPLICATION OF FUNDS

The EC shall pay all proper expenses of administration and management of the Forum from the funds of the Forum. After the payment of administration and management expenses and the setting aside to reserve such sums as may be deemed expedient, the remaining funds of the Forum shall be applied by the EC in furtherance of the purposes of the Forum

15 FUNDS & INVESTMENT

The funds of the Forum shall be used solely for the furtherance of its aims. The Officers and other members of the EC shall receive no payment from the Forum, neither directly or indirectly, for their services or for anything other than legitimate and agreed expenses incurred in Forum work. Spending of Forum funds shall be determined by the EC or by vote of The Membership at a General Meeting

The funds of the Forum shall be held in bank current and/or savings account as determined by the EC. Payment authorisation shall be determined by the EC from time to time and recorded in the minutes. Minor spending of less than £100 per month may be validated by a minimum of two Officers.

All monies at any time belonging to the Forum and not required for immediate application for its purposes shall be invested by the EC in or upon such investments, securities or property as it may think fit, subject nevertheless to such authority, approval or consent by the special trusts affecting any property in the hands of the Forum

16 ACCOUNTS

Books of accounts of the Forum's financial business shall be up kept on a regular basis in a manner to be determined by the EC. Year end accounts shall be kept for a minimum of six years and annual accounts shall be presented at the AGM by the Treasurer

17 INSURANCE

The Forum shall be bound to put in place such public and EC member liability insurance as the EC deems appropriate

18 AMENDMENTS

This Constitution may be amended by a two-thirds majority of The Membership present at an General Meeting of the Forum, provided that at least 14 day's notice of the proposed amendment has been given to The Membership

19 NOTICES

Any notice required to be given by these clauses shall be deemed to be duly given if handed in person to an Officer or otherwise delivered to the home address of an Officer

20 WINDING UP

The Forum may be dissolved by a two-thirds majority of The Membership voting at an General Meeting of the Forum confirmed by a simple majority of The Membership voting at a further Extraordinary General Meeting held not less than 14 days after the previous General Meeting. If a motion for the dissolution of the Forum is to be proposed at a General Meeting

this motion shall be referred to specifically when notice of the General Meeting is given. In the event of the dissolution of the Forum the available funds of the Forum, after payment of all proper expenses agreed by the EC, shall be transferred to such one or more charitable institutions having objects similar or reasonably similar to those herein declared as shall be determined at the meeting of the Forum at which the decision to dissolve the Forum is confirmed. On dissolution the minute book and other records of the Forum shall be deposited with the Civic Voice.