

Purfleet on Thames Village Forum

Constitution

1. Title

The name of the association shall be "Purfleet on Thames Village Forum" hereafter to be known as "PVF".

2. Aims and Objectives

PVF is established to represent all those with an interest in the Purfleet Area. By working in partnership with all relevant interest groups, voluntary organisations, government departments, statutory authorities and individuals, the PVF seeks to provide for the improvement in the local environs for an involved and valued community.

The group shall be non-political and non-sectarian.

PVF will:

Provide an additional route for those in Purfleet to raise concerns and issues on local matters and communicate these to Thurrock Council.

Strengthen local community networks and develop constructive and effective partnerships between local people and organizations and the Council.

Provide information to local residents, businesses, groups, and all interested parties within the local area, and work towards developing a community spirit by holding local events that will bring the community together.

Achieve funding for local initiatives from Thurrock Council, and from other relevant bodies/organisations as appropriate. Improve the general environment and amenities of Purfleet and to represent Purfleet in other matters of concern.

Promote the welfare, leisure and recreation of the local community.

Liaise with Thurrock Council, Police and other bodies to achieve these aims.

3. Membership

Membership of PVF shall be open to residents living in the Purfleet area. Membership will be open to all community groups, voluntary organisations, partnership agencies and business representatives that are based in, or have an interest in, the Purfleet area. Such individuals or representatives may join the PVF at any time.

Each non-statutory member organization shall appoint one representative entitled to attend and vote on its behalf at meetings of PVF. A deputy may be appointed where necessary.

Prospective members shall complete an application form provided by the PVF which will include a statement that they agree, both in letter and spirit, to the aims and objectives as set out in 2 above. All applications shall be presented to the PVF for approval.

Honorary members may be appointed at the discretion of the PVF and may include such bodies as Police, Authorities, Primary Care Trust and Local Ward Councillors. Honorary members shall not be entitled to vote.

Ward Councillors and Officers of Thurrock Council are not eligible to become Full Members of the PVF.

Members shall at all times conduct themselves in manner acceptable to the PVF when attending meetings or any function in connection with the Forum. In particular; all Members shall abide by the aims and objectives as set out in 2 above. Failure to meet the required standards will result in exclusion from the Forum.

All members should express a declaration of interest on financial matters or any other vested interest. This should be declared at the start of any relevant meeting, and the all such members shall abstain from voting.

4. Forum Officers

A Chairperson, Vice-Chairperson, Secretary and Treasurer shall be elected at the Annual General Meeting of PVF and shall hold office to the conclusion of the following AGM. They shall be eligible for re-election.

The role of the Officers will be determined by the AGM.

Only members of the PVF shall be eligible to serve as officers.

In the event of more than one nomination for an officer post, an election by a simple majority vote will determine the post holder.

The Chairperson, Secretary and Treasurer (see section 7 below) shall present written reports to the AGM on the activities for the previous year.

If any officer fails to attend more than three consecutive committee meetings without recorded apologies, they will be deemed to have resigned by default.

5. Meetings of PVF

An Annual General Meeting shall be held at a time and place determined by the PVF giving Members and the public at least 21 days notice of such by posting the notice in the PVF's notice boards. No more than 15 months shall have elapsed since the preceding AGM.

In exceptional circumstances, the Chairperson of the Committee may call a Special General Meeting if so requested in writing, signed by a minimum of ten full members of PVF (or two thirds of the Membership, whichever is the least) and giving the reasons for the request.

The PVF shall meet not less than four times a year. The actual frequency and timing to be determined by the PVF. All PVF meetings shall be open to the public and shall include an "Open Session" for questions and issues to be raised by the public.

Notice of PVF meetings shall be posted in the PVF's notice boards at least 7 days prior to each meeting.

Quorum - for a valid meeting to be held there must be at least two of the Officers plus three other members in attendance. In the case of an AGM there must be at least three Officers and one half of the Membership.

Voting - At all times matters shall be decided by simple majority voting of those Members present. In the case of an equality of votes the Chairperson of the meeting shall have a second casting vote.

Minutes - Minutes of all meetings shall be maintained by the Secretary and approved by the General Committee.

Honorary Members may attend all meetings but shall maintain a "non voting status".

6. General Committee

The PVF shall appoint a General Committee, which shall comprise the officers plus a minimum of three and maximum of twelve other members.

The members of the committee shall be elected at the Annual General Meeting of PVF and shall hold office for a period of one year. In the event of more than the required number being nominated, an election by a simple majority vote in each case will determine the membership. Members shall be eligible for re-election.

The PVF may co-opt committee members at a general meeting in the event of a vacancy on the committee.

The General Committee shall meet to deal with matters arising out of the work and interests of the PVF as determined by the Officers of the PVF. Meetings will be open to the public.

The findings of the General Committee shall be reported back to the PVF for approval.

Quorum - for a valid meeting to be held there must be at least two of the Officers plus one quarter of the General Committee members in attendance.

Minutes - Minutes of all meetings shall be maintained by the Secretary and approved by the General Committee.

Honorary Members may be invited by the General Committee to attend meetings but shall maintain a "non voting status".

Voting - At all times matters shall be decided by simple majority voting of those members of the General Committee present. In the case of an equality of votes the Chairperson of the meeting shall have a second casting vote.

If any committee member fails to attend more than three consecutive committee meetings without recorded apologies, they will be deemed to have resigned by default.

7. Finance

A bank account in the name of the Forum shall be opened with a bank approved by the General Committee. All cheques must be signed by not less than two authorised signatories. The authorised signatures will be determined by the PVF.

The treasurer shall maintain accounting records and produce an annual summary for the AGM. An independent witness who has looked at the accounts with the treasurer and is confident that they are an accurate record should sign the summary.

A current financial report will be made available at each meeting. Subject to the request of two or more committee members, the accounts must be made available at 10 days notice.

8. Constitution and Amendments

The Constitution shall be ratified or amended at each AGM. Once adopted, the constitution may only be amended by the next AGM or by a Special General Meeting at which a simple majority those present and eligible to vote is required for ratification.

The Constitution shall be signed by the Chairperson and Secretary.

9. Dissolution

If the General Committee decide by a simple majority that the Forum business is wound up, then a Special General Meeting shall be called to ratify that decision. A majority of two-thirds of those present and eligible to vote will be required to endorse the committee decision. Any excess funds held at that time and available for distribution shall be donated to an agreed charity.

The PVF operates an Equal Opportunity Policy

Constitution Ratified

By..... Chairperson

Date.....

By..... Secretary

Date.....