

Constitution of Kirkley Peoples Forum

1 Name

The name of the Group shall be: Kirkley Peoples Forum or shortened to KPF.

2 Mission, Values, Aims and Objectives

Mission

- a. To make Kirkley an even better place to live.

Values

- a. We believe in Kirkley.
- b. We are inclusive and want everyone to feel valued.
- c. We respect our community.

Aims

- a. The diversity in the community of Kirkley will be recognised and celebrated.
- b. The community will be better connected and supported to flourish.
- c. The community will be supported to have a voice.

Objectives

- a. Our activities will recognise and reflect the diversity of the community of Kirkley.
- b. We will see everyone as an asset and embrace community engagement in our activities with an aim to build confidence, upskill residents and make sure the community feels connected.
- c. We will encourage community engagement and support resident-led initiatives.
- d. We will champion Kirkley in all we do and say individually and collectively.
- e. We will support the community to influence decision makers by encouraging residents to have their say on matters that are important to them.

3 Scope

In order to achieve its aims the group may:

- a. Raise money by receiving grants and donations.
- b. Open and maintain a bank account.
- c. Take out insurance.
- d. Work with other groups and exchange information.
- e. Do anything that is lawful to fulfil its aims.

4 Membership

- a. Membership of the group shall be open to any person living or located in the Kirkley area who is interested in helping the group to achieve its aims and willing to abide by the rules of the Group.
- b. Minimum number members is 6 and the maximum is 22.
- c. If membership falls below the minimum number, dissolution will be considered.
- d. Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.
- e. Every member shall have one vote at General Meetings.
- f. The membership of any member may be terminated for good reason by the Management Committee, but the member has a right to be heard by the Management Committee before a final decision is made.

5 Management

- a. The Group shall be administered by a Management Committee of not more than 5 group members (at least 3) elected at the Group's Annual General Meeting (AGM).
- b. The Management Committee shall be the Chairperson, the Vice chairperson (optional), the Treasurer and the Secretary, plus up to 2 others are also optional.
- c. The tenure of all posts is 1 year (until the AGM) Committee members can stand for re-election.
- d. The Management Committee shall meet at least 4 times a year
- e. The Chairperson shall chair all meetings of the Group if possible (or a nominated member of the Management Committee).
- f. The quorum for Management Committee meetings shall be 3 members.
- g. Voting at Management Committee meetings shall be by show of hands. If there is a tied vote, then the Chairperson shall have the casting vote.
- h. The Management Committee may by a two-thirds majority vote, and for a good and proper reason, remove any Committee member. That person has the right to be heard before a final decision is made.
- i. The Management Committee may appoint another member of the Group as a Committee member to fill a vacancy provided the maximum number is not exceeded. The appointment will last until the next AGM.

6 Duties of the Management Committee members

- a. The duties of the Chairperson are to:
 - Chair meetings of the Committee and the Group.
 - Represent the Group at functions/meetings that the Group has been invited to.
 - Act as spokesperson for the Group when necessary.
- b. The duties of the Vice-chairperson (optional) are to:
 - To support the activities of the Chairperson.
 - To act on behalf of the Chairperson when needed.
 - Other activities/projects which fulfil the aims of the group.
- c. The duties of the Secretary are to:
 - Take and keep minutes of meetings and prepare agendas.
 - Prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson.
 - Maintain the membership list.
 - Deal with correspondence.
 - Collect and circulate any relevant information within the Group.
- d. The duties of the Treasurer are to:
 - Supervise the financial affairs of the Group.
 - Keep proper accounts that show all monies collected and paid out by the Group.
 - Provide budgetary updates and any audit information that may be required.

7 Finance

- a. Any money obtained by the Group shall be used only for the Group and, if appropriate, the purpose specified in grant conditions.
- b. Any bank accounts opened for the group shall be in the name of the Group.
- c. Any cheques issued shall be signed by the Treasurer and one other nominated official who is not related or from the same household.

8 General (regular) Meeting

- a. The frequency of the meetings will be set by the management committee but at least bi-monthly.
- b. The meetings may be chaired by any Forum member (with agreement from the Management Committee).
- c. Members of KPF will be invited to every General Meeting and will be able to vote on issues.
- d. Guests may attend meetings (not during confidential business) and cannot vote on issues.
- e. For General Meetings to be quorate, at least 6 members (including Management Committee) must attend/
- f. If a meeting is not quorate the General Meeting will be postponed.
- g. Minutes of General Meetings will be distributed to the Forum only and (unless notified) be confidential.
- h. If a member has a conflict of interest on an agenda item then they will not be able to contribute to the discussion or vote. When appropriate they may be asked to leave the room.

9 Annual General Meeting (AGM)

- a. The Group shall hold an Annual General Meeting (AGM) in the month of October and it will be open to residents of Kirkley.
- b. All members of the Forum and public shall be given at least fourteen days' notice of the AGM and shall be entitled to attend. The quorum for an AGM will be at least 12 persons.
- c. The business of the AGM shall include:
 - Receiving a report from the Chairperson on the Group's activities over the year.
 - Receiving a report from the Treasurer on the finances of the Group.
 - The election a new Management Committee will take place by a private (undisclosed) ballot for roles that are contested. Nominations will be invited when notice of AGM is given.-All members will have 1 vote each (per role).
 - Considering any other matter as may be decided.
 - Minutes of Annual General Meetings will be publicly viewable. Confidential items will be redacted.

10 Special General Meeting


- a. A Special General Meeting may be called by the Management Committee or by any members to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

11 Alterations to the Constitution

- a. Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any meeting or the AGM.

12 Dissolution

- a. The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with similar aims.

This Constitution was adopted at the General Meeting of the Group on 12/10/2023 (v4)		
	Name	Signed
Chairperson		
Treasurer		
Secretary		
Vice-chair		

Created:	
Reviewed:	
EDI reviewed	