



## THE LAVENHAM FORUM CONSTITUTION

### 1. Name

The name of the association shall be 'THE LAVENHAM FORUM', hereinafter referred as 'The Forum'.

### 2. Purpose

The Forum is established for the following purposes in the parish of Lavenham:

- 1) To achieve broad representation of all businesses, interests and organisations in Lavenham which interact with the public. It is important that the Forum may justifiably represent, and be seen to represent the village, in, among other matters, discussions with local and national government who disperse funding within the UK.
- 2) To act as a focal point to address the issues that would help existing businesses in the village to operate better and to attract new businesses to the village.
- 3) To act as a single focal point to enhance the marketing of the village and so increase the footfall and the economic activity in the village.
- 4) To provide a platform where those issues and concerns affecting the membership can be aired and addressed.

### 3. Membership

Membership of the Forum shall be open to any business or organisation operating within or near to the Parish of Lavenham and interacting with the public which makes application for membership, and pays the relevant application fee as determined by the committee.

### 4. Meetings

An Annual General Meeting shall be held each year to receive the Committee's report and independently examined accounts and to elect officers and members of the Committee. The Committee shall decide when ordinary meetings of the Forum shall be held and the Committee shall give at least 21 days' notice of such meetings to all members.

Special general meetings of the Forum shall be held at the written request of 15 or more members of the Forum. Ten members personally present shall constitute a quorum for a meeting of the Forum.

### 5. Officers

The Officers of the Forum shall consist of Chairman, Vice Chairman, Hon. Secretary and Hon. Treasurer.

All officers will relinquish their office every year and shall be eligible for re-election at the Annual General Meeting. The Committee shall have the power to fill casual vacancies occurring among the officers of the Forum.

Nominees for election as Officer or Committee members shall declare at the Annual General Meeting at which their election is to be considered all financial or professional interest known or likely to be of concern to the Forum.

### 6. The Committee

Nominations for election to the committee shall be made at least 14 days before the Annual General Meeting. Such nominations shall be supported by a seconder and the consent of the proposed nominee must first have been obtained. The election of committee shall be completed before the election of officers. The Committee will be responsible for the administration and

management of the Forum in accordance with the powers included here and subject to any resolutions or decisions made at an Annual General or other meeting of the Forum. The Committee shall consist of the Officers and not more than five other members, one of which shall be nominated by Lavenham Parish Council. The Committee shall meet not less than four times a year and the Hon. Secretary will give all committee members not less than seven days' notice of each meeting. A quorum shall comprise four members of the Committee. The Committee may constitute such sub-committees from time to time as shall be considered necessary. Members of the Committee (other than officers) shall serve for three years and be eligible for re-election.

#### 7. Declaration of Interest

It shall be the duty of every Officer or member of the Committee, who is in any way directly or individually interested financially or professionally in any item discussed at any Committee 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.

#### 8. Administration and Application of Funds

The Committee shall decide on such matters as membership application fees, subscriptions and charges for such other services to members as the Forum may provide. The Committee shall, out of the funds of the Forum, pay all proper expenses of administration and management of the Forum. After the payment of the administration and management expenses and the setting aside to reserve of such sums as may be deemed expedient the remaining funds of the Forum shall be applied by the Committee in furtherance of the purposes of the Forum. All monies at any time belonging to the Forum and not required for immediate application for its purposes shall be invested by the Committee as they think fit.

Annual accounts of the Forum shall be examined by an independent person appointed by the Committee and shall be submitted to the AGM for approval.

#### 9. Amendments

This Constitution may be amended by a two-thirds majority of members present at an Annual General Meeting or Special General Meeting of the Forum, provided that 21 days' notice of the proposed amendment has been given to all members.

#### 10. Notices

Any notice required to be given by these Rules shall be deemed to be duly given if left at or sent by prepaid post or e mail to the address of that member last notified to the Secretary.

#### 11. Winding Up

The Forum may be dissolved by a two-thirds majority of members voting at an Annual General Meeting or Special General Meeting of the Forum. If a motion for the dissolution of the Forum is to be proposed at an Annual General Meeting or Special general meeting this motion shall be referred to specifically when notice of the Meeting is given. In the event of the dissolution of the Forum the available funds of the Society shall, after all debts and liabilities have been met, be transferred to such one or more institutions having objects similar or reasonably similar to those herein before declared as shall be chosen by the Committee and approved by the meeting of the Forum at which the decision to dissolve the Forum is confirmed.