

CONSTITUTION OF THE LEVEL COMMUNITIES FORUM

1. The name of the group shall be The Level Communities Forum (LCF)

2. The **objects** of the group shall be:

2.1 To promote and protect The Level as a valued space; preserving the environmental, historical and cultural heritage of The Level for current and future generations;

2.3 To liaise and engage with local residents, local traders, the city council, other statutory authorities, voluntary organisations, community groups and other stakeholders, on issues affecting the use and reputation of The Level

2.5 Promote The Level as a 'destination park'; supporting spaces, facilities and activities that attract people from diverse communities across the city.

3. Powers

The group shall have the power to raise funds and do all other lawful things as are necessary for the achievement of the above aims and objectives.

Where appropriate the group will work collaboratively with statutory partners, seeking relevant consents and approvals as required.

4 Membership

Membership of the group shall be open to all users of The Level, including local community organisations which may each have one representative member. The group shall not discriminate on the basis of race, sex, disability, sexuality or age or on the basis of political, religious or other opinions. Membership shall begin once a member's name and contact details have been added to the register of members. This register will be refreshed at each annual general meeting. The membership contacts will be confidential to the committee and emails will not display addresses.

The Committee shall have the right, for good and sufficient reason, to exclude from membership an individual member, provided that the member shall have the right to be heard by the Committee before such a decision is confirmed. Any member not attending a meeting without apology for six months shall be deemed to have resigned.

5 The Committee

The management committee shall be responsible for the day to day running of the group and shall be comprised of Chairperson, Vice-Chairperson, Secretary and Treasurer and at least 5 other committee members who shall be elected from the membership at the Inaugural general meeting.

5.1 A quorum of the management committee shall be six, at least **two** of whom shall be an officer.

5.2 All committee members shall be elected annually at the Annual General Meeting. The committee may co-opt members subject to ratification at the next General Meeting.

5.3 Any member of the management committee not attending a meeting without apology for six months shall be deemed to have resigned.

5.4 Members can resign at any time in writing to the secretary or in person at a meeting.

5.5 A Committee member (including officers) may be removed from office before an AGM if two thirds of the Committee support a proposal of "no confidence" against the member, at a meeting of the Committee. Those unable to attend may vote by proxy.

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6 Annual General Meeting

An Annual General Meeting (AGM) shall be held within fifteen months of the last AGM, with at least twenty one days' notice in writing. The quorum for the AGM shall be fifteen. The business of the meeting shall include:

- 6.1 The election of Officers and Committee;
- 6.2 The presentation of the annual report of the Committee;
- 6.3 The presentation for approval of independently examined accounts.

7 General Public Meetings

General meetings shall be open to all members and shall be held at least twice a year; with at least seven days' notice in writing. The quorum shall be twelve. The Committee may call a Special General Meeting if requested in writing by two members.

8 Rules of Procedure

With the exception of changes to the Constitution, all questions that arise at any meeting should be decided by consensus. If a consensus cannot be reached, all votes shall be decided by a simple majority. If the number of votes cast on each side is equal, the Chair of the meeting shall have a casting vote. All motions shall have a proposer and seconder before being debated.

9 Finances

The Level Communities Forum shall be able to receive, without favour, donations, gifts or contributions, own assets, and empower the Committee to raise funds by legal means.

All monies received shall be paid in to a bank/building society account in the name *The Level Communities Forum*. The Treasurer, and two members of the Committee shall be authorised to sign cheques on behalf of the Association, the signatures of two being required. Authorised signatories shall not be related to each other by blood, marriage or cohabitation.

All monies raised by or on behalf of the Association shall be applied to further the objectives of the Association and may be used to meet the cost of agreed projects and activities.

The Treasurer shall report on the state of the Association's finances at each Committee meeting and all vouchers and receipts shall be made available for inspection.

The financial year shall be from **April to March**. At the end of each financial year, the accounts shall be prepared, independently examined and presented at the AGM.

10 Dissolution

If a meeting by simple majority decides it is necessary to close down the group it shall call a special general meeting to do so. The sole business of this meeting shall be to dissolve the group. At least twenty-one days' notice shall be given to members.

If it is agreed to dissolve the group all remaining money, once outstanding debts have been paid, shall be donated to a local charitable organisation which shall be agreed at the meeting which agrees the dissolution.

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11 Amendments to the Constitution

This Constitution may be amended in any respect (other than this clause) by a resolution passed by two thirds of the members present and entitled to vote at any General Meeting of the Association.

Notice of any proposed amendment must be communicated to the Secretary in writing at least twenty-one days before the meeting at which the proposal is to be moved. Notice, in writing, of these proposals shall be sent to members not less than fourteen days before the meeting.

This Constitution was adopted at _____

On _____ (date)

_____ Chairperson

_____ Secretary