



*Ensuring people and communities are engaged in decision-making
&
Helping organisations to work together for better public services*

SPEYSIDE AREA FORUM

CONSTITUTION

The name of the organisation shall be Speyside Area Forum, hereinafter referred to as The Forum.

The area covered by The Forum shall take in the catchment of Speyside High School and include the communities and surrounding settlements within that area.

The Forum shall provide a platform for local people and community organisations to come together to influence the planning and delivery of services in their area and across Moray.

The objectives of The Forum shall be:

- 1) To identify and support the implementation of the strategic issues to be addressed by The Moray Community Planning Partnership (MCP) and included within the Moray Community Plan (MCP).
- 2) To engage with all sectors of the community across the area to establish the key issues and concerns of local people.
- 3) To bring together the main community organisations and local residents in the locality to work in partnership.
- 4) To identify local priorities and contribute to the production of a Speyside Area Action Plan in partnership with The Speyside Workers Group and Speyside Youth Forum.
- 5) To invite existing community groups or newly formed action groups to take responsibility for addressing particular actions within the Speyside Area Action Plan.
- 6) To ensure local people are informed about the development of The Forum and progress with The Forum Action Plan.
- 7) To provide a means and reference point for consultation by Community Planning Partners.

Membership

- 1) Membership of The Forum shall be conditional on satisfactory completion and receipt of a membership form. Only members of The Forum shall be entitled to vote on matters raised at Forum meetings.
- 2) Residents living within The Forum catchment shall be eligible to become members of The Forum and attend Forum meetings, to ensure their own views, as well as those of neighbours or friends, are represented on issues raised within the remit of The Forum.
- 3) Membership of The Forum shall be open to all community groups and voluntary organisations active in the area. Each group or organisation may

send one (or more) representatives to attend The Forum. Each group or organisation shall be entitled to one vote.

- 4) The Forum shall seek to ensure that its membership reflects the diversity of the local community which it represents, and that all sections of the community have their views represented.
- 5) Any member of The Forum shall be removed from mailing lists if they have not attended meetings or taken part in the work of The Forum for six successive main meetings. In exceptional circumstances the Chair may override this clause.

Office-bearers.

- 1) The Forum shall elect a Chairperson, Vice-Chairperson, Secretary and Treasurer from its membership.
- 2) The Forum may elect other office bearers from its membership if it so wishes.
- 3) These office bearers shall be re-elected annually at The Annual General Meeting of The Forum. Office-bearers shall be entitled to hold the same office for a maximum period of three years, unless no other Forum members are prepared to stand in their place. Office-bearers shall be entitled to seek election to any other office after that time for the same maximum period.
- 4) The Secretary of The Forum shall be entitled to a small annual remuneration to cover expenses and services.
- 5) A lead Officer from one of the MCPP partners shall be appointed to act as a catalyst for developing The Forum.

Meetings

- 1) The Forum shall meet a minimum of four times per year. It may meet more often, as required and will be agreed in advance by The Forum membership.
- 2) All meetings will be held in local, accessible venues, each meeting deciding the date and place of the next meeting.
- 3) Meetings of The Forum shall be publicised in advance through the local media and on The Community Planning website.

Quorum.

The quorum of a meeting of The Forum, and any action groups set up under it, shall consist of 30% of the membership, as defined in the membership clause 1.

Annual General Meeting (AGM)

- 1) The AGM of the membership of The Forum shall be held each year in September, at a time and date determined by The Forum.

- 2) The purpose of the meeting shall be to consider and adopt an Annual Report of The Forum , and achievements over the previous year. It will consider any other business submitted in writing not less than fourteen days before the meeting and printed on the agenda. It will also elect a Chairperson, Vice-chairperson, Secretary, Treasurer and other Officers as is deemed necessary.

The Forum Action Plan

- 1) The Forum shall contribute to The Forum Action Plan.
- 2) The plan shall set out actions agreed by Forum members and The Partnership, to address identified needs in their area, over a specified period of time.
- 3) The process of identifying needs shall involve consultation with local people in The Forum area, as well as information provided by the Community Planning Partners and Theme Groups, to ensure that a full picture of needs is created.
- 4) The Plan shall be produced in agreement with Local Youth Forums and Local Workers Groups.
- 5) The Plan shall be finalised following dialogue and negotiation with Community Planning Partner representatives and link directly to the strategic priorities under the seven themes of Community Planning.
- 6) Local groups shall be identified as having lead responsibility to progress actions within the Plan. Where no relevant local groups exist, new action groups shall be created. Clearly defined targets and timescales shall also be identified to ensure that the progress of the Plan can be monitored and reviewed.
- 7) The progress of the Plan shall be reviewed at each Forum meeting and appropriate changes and additions made.

Finance

- 1) The Partnership will provide some funding to The Forum, for administrative purposes only. This funding shall be transferred into the bank account of The Forum at the start of the financial year, which shall be from 1st April to 31 March. An agreed number of signatories shall be appointed to sign cheques.
- 2) Possible funding for projects identified within The Forum Action Plan shall be directed through The Forum Lead Officer. The Lead Officer shall assist The Forum in facilitating links between the appropriate partners to ensure that criteria agreed by The Partnership is strictly adhered to.

- 3) The Forum shall draw down funding from external sources only where there are no existing local groups, either individually or collectively, in a position to do this.
- 4) There may be occasions when The Forum can access amounts of funding through particular funding streams. Where this is the case, the funding shall be allocated through liaison with the funding provider and invoices submitted directly to them.
- 5) The Forum shall keep proper account of the finances and all the monies raised shall be applied to further the purposes of The Forum and for no other purpose. The accounts shall be audited as soon as possible after the end of the financial year. The Partnership shall appoint an auditor for this purpose.

Dissolution

The dissolution of The Forum must be approved by the M CCP.

Changes To Constitution

- 1) An Extraordinary General meeting must be called to consider any proposal to alter this constitution.
- 2) Any proposal to alter this Constitution must be delivered in writing to the Secretary of The Forum not less than twenty eight days before the date of the EGM at which it is to be considered. An agenda and any proposal will be notified to all members, in writing, not less than fourteen days before the EGM.
- 3) Any alteration shall require the approval of two-thirds majority of members of The Forum, present at that meeting.

This Constitution was agreed at a meeting of The Forum on 27 August 2007.

Signed 

Name: Edward Brewster

Chairman

