

# Constitution.

## Ashton Community Forum

(Formerly the Ashton Town Centre Group)

### Mission Statement:

*"To further the interests and welfare of residents, traders, visitors and local organisations."*

#### 1. Aims:

- a) To promote a spirit of community and enhance the town of Ashton-in-Makerfield.
- b) To provide a forum for discussion of local issues and encourage action by non-confrontational and non-political dialogue.
- c) To foster good relations with Local Government and any bodies, groups or organisations which seek to serve the interests of the local community.

#### 2. Membership

- a) Membership shall be open, upon payment of an annual membership fee, to Ashton residents and all others whose work, duty or affiliations brings them into contact with the town and who seek to further the aims of the group.
- b) Elected members of any Local Authority shall be honorary members of the Forum and welcomed as guests. They shall have no voting rights.
- c) Only members shall be entitled to vote at meetings
- d) Membership applications shall be received at the end of each meeting.
- e) Membership Fees shall be determined by the decision of the Annual General Meeting.
- f) The Treasurer shall maintain a register of members.

#### 3. General Meetings:

- a) Meetings shall be held on the last Tuesday of each month.
- b) Non-members shall be welcomed as guests or observers at the discretion of the Chairman.

#### 4. Finance:

- a) Bank accounts shall be maintained in the name of "Ashton-in-Makerfield Community Forum". Signatories to the bank accounts shall be the Treasurer and two other Officers.
- b) Accounts shall be audited annually and presented to the AGM for approval.

#### 5. Annual General Meeting.

- a) An Annual General Meeting shall be held in January of each year and notice of the meeting with an Agenda shall be displayed not less than fourteen days prior to the meeting.
- b) Only paid-up members shall be entitled to vote.
- c) A Quorum shall be those Officers and members present.
- d) Officers of the Forum shall be neither an elected member nor seek to be an elected member of any Local Authority.
- e) The following Officers shall be elected by and from the members present: Chair, Vice-Chair, Treasurer, Secretary.

#### 6. Amendments to the Constitution.

- a) Any proposed amendment to the Constitution shall be notified to the Secretary not less than 28 days prior to the Annual General Meeting.
- b) Any amendment must have the support of a majority of two-thirds of members present and entitled to vote.

#### 7. Dissolution

In the event of the Forum being wound up any funds or assets remaining after the due discharge of proper debts and liabilities shall be transferred to some local groups or institutions as determined by the Membership present at the final meeting.

#### 8. Procedural Items.

- a) Minutes of each meeting and agenda for the next shall be made available as determined at the Annual General Meeting.
- b) Correspondence: All correspondence will be under the Forum's letterhead and will be originated through the Chair, Secretary or Treasurer as determined at a general meeting.