

LAMBETH LOCAL HISTORY FORUM

Constitution:

1. NAME

The name of the organisation shall be the Lambeth Local History Forum.

2. AIMS

- 2.1 The Forum shall exist to promote local history and local studies in Lambeth by fostering coordination and cooperation at all levels between interested societies and groups.
- 2.2 The Forum shall provide a pool of expertise on local history matters in Lambeth. Where appropriate the Forum will represent Lambeth interests both inside and outside the borough.
- 2.3 In pursuit of these aims, the Forum shall be empowered to organise events, issue publications, initiate projects, and work with local authorities and other organisations.

3. MEMBERS

- 3.1 The members of the Forum shall be the representatives of those organisations which have an interest in local history and local studies in Lambeth and which have been elected members.
- 3.2 Each member organisation shall have the right to send one representative to Committee meetings, which shall govern the Forum's activities (see 5.)
- 3.3 Organisations shall become members or associates of the Forum by election by the committee. The Committee can refuse admission if it wishes.
- 3.4 Privileges of membership may include
 - a) For member organisations, receipt of all general mailings authorized by the committee
 - b) For individual members of member organisations, reduced rates for Forum events and Forum publications.
- 3.5 The Committee shall have the power to terminate the membership of any member provided the said member has the right to be heard by the Committee before a final decision is taken

4. ASSOCIATES

- 4.1 Organisations whose interest in Lambeth is limited may become Associates of the Forum.
- 4.2 The Forum will try to keep Associates informed of all activities and developments, and may invite them to send representatives to Committee meetings.
- 4.3 Associate Members shall have no voting rights at meetings, nor shall they have any other rights of membership except those that the Forum may decide.
- 4.4 Paragraph 3.5 applies to Associate Members.

5. OPERATION

- 5.1 The Forum shall have four officers, elected annually by ballot of the Committee:
 - i) Chairperson
 - ii) Vice-Chairperson
 - iii) Secretary
 - iv) Treasurer

- 5.2 The management of the forum shall be in the hands of the committee, which shall be made up of delegates from the member organisations present.
- 5.3 Decisions at committee meetings shall be by simple majority of those present and voting. Each member organisation shall have one vote. In the event of a tied vote the Chairperson shall have a casting vote.
- 5.4 The committee may create other temporary posts, subcommittees and working parties as it sees fit.
- 5.5 The committee shall normally meet once a quarter. Members shall be called by the Chairperson and Secretary.
- 5.6 The quorum for committee meetings shall be six voting members, including the Chair.
- 5.7 Minutes shall be taken at each meeting and copies circulated to all member organisations.
- 5.8 At least twenty-one days notice of a committee meeting shall be given.

6. ANNUAL GENERAL MEETING

- 6.1 The Committee shall convene an annual general meeting (AGM) where the independently examined accounts will be presented and officers elected. The AGM must take place not more than 15 months after the previous AGM.
- 6.2 At least twenty-eight days notice of the AGM shall be given.
- 6.3 The quorum for the AGM shall be six members.
- 6.4 Resolutions to the AGM (excluding changes to the Constitution) must be in the hands of the Secretary not less than fourteen days before the meeting at which they are to be discussed.
- 6.5 To be valid, a resolution to a General Meeting must be formally proposed and seconded by different members.

7. EXTRAORDINARY GENERAL MEETINGS

- 7.1 An Extraordinary General Meeting may be convened at the written request of the members. Such request must be made to the Secretary or the Chairperson, who shall organise such a meeting for not less than 21 and not more than 42 days after the request is received.
- 7.2 Paragraphs 6.3, 6.4, and 6.5 apply to Extraordinary General Meetings.

8. FINANCE

- 8.1 All monies for and on behalf of the Forum shall be applied to further the aims of the Forum and for no other purpose.
- 8.2 The day-to-day finances of the Forum shall be in the hands of the Treasurer, who shall prepare a proper and accurate account of financial matters and shall report them regularly to the committee.
- 8.3 The committee shall designate the Treasurer and two other committee members as signatories of cheques on the Forum's behalf, and any two of these signatories shall be sufficient to validate a cheque.
- 8.4 A membership fee, set annually by the Committee, shall be payable annually by member organisations. The Committee may reduce or waive this fee in particular cases,
- 8.5 Membership fees shall be paid within six months of the AGM; failure to pay fee will mean the Committee will review the status of such member organisations.

9. AMENDMENTS TO THE CONSTITUTION

- 9.1 Any proposed amendments to the constitution shall only be made at an AGM, having previously been notified to the membership at least 28 days prior to the AGM. Sixty-six percent of members present and voting at an AGM shall be sufficient to pass such an amendment.

10. COPIES OF THE CONSTITUTION

- 10.1 A copy of this constitution shall be given to each new member organisation, who may request further copies from the Secretary.

11. DISSOLUTION

- 11.1 If for any reason the Forum shall cease to exist, any monies or possessions held by the Forum shall be divided, as equally as possible, between the then existing members.

Approved by Committee

27th April 1998