Norwood Forum (16.06.18) Item 3

**Norwood Forum Constitution: proposed amendments**

Report by Treasurer (Sunil de Sayrah)

Recommendations

1. To approve the suggested amendments to the Constitution as set out in this report.

Context

The Constitution has not been reviewed during the life of Norwood Forum. With the passage of time, it is inevitable that some change becomes necessary to ensure the working processes are fit for purpose. Necessary changes and corrections to errors are set out below.

Recommended detailed amendments

See chart.

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| **Subject and reason for recommended change** | **Existing Wording** | **Recommended new wording** |
| 1. Independent audit of accounts  Lambeth Council does not require Norwood Forum accounts to be independently audited. Accounts are prepared by the Treasurer, discussed and cleared by a Council community engagement officer and then submitted to the AGM for approval. The sums of money involved do not justify the expense of an independent audit. A transparent process is therefore in place, and with the suggested changes still maintaining the safeguard of an independent audit. | 9.e. The Forum Treasurer shall keep proper accounts, monitor income and expenditure, reporting as required to the Committee and presenting annual accounts **independently audited by independent accountant to the Forum AGM**.  Annex 2, para. 4.e. Prepare an annual statement of accounts, arranging for its **independent audit**.  5.b. An Annual General Meeting (AGM) shall be held in or about June of each year to receive the Forum Committee's report, **audited accounts**, and to elect Officers and Committee.  *[nb. See 7 below for further changes to this clause]* | 9.e. The Forum Treasurer shall keep proper accounts, monitor income and expenditure, reporting as required to the Committee and presenting annual accounts for approval as cleared by Lambeth Council.  Annex 2, para. 4.e. Prepare an annual statement of accounts.  5.b. An Annual General Meeting (AGM) shall be held in or about June of each year to receive the Forum Committee's report, annual statement of accounts, and to elect Officers and Committee. |
| 2. Election of Officers / Members of the Committee  The Forum does not require a 10% of votes. A majority vote at the AGM / EGM is sufficient as per 5.f. | 5.c. Each candidate for an Officer post or membership of the Committee **must secure a total of 10% of votes to be elected**. | 5.c. Each candidate for an Officer post or membership of the Committee must secure a majority vote at the AGM / EGM (see 5.f) |
| 3. Secretary duties  With the implementation of GDPR on 25 May 2018, to ensure a specific committee officer has overall responsibility for data protection | 1. Annex 2, para. 3 (part) | 1. Annex 2, para. 3.; add new para.: 2. j. Data protection issues |
| **Subject and reason for recommended change** | **Existing Wording** | **Recommended new wording** |
| 4. Treasurer duties  Typographical error | 1. Annex 2, para. 4.a. 2. Ensure **the Ensure** the Forum’s financial viability and that resources meet current and future needs | 1. Annex 2, para. 4.a. 2. Ensure the Forum’s financial viability and that resources meet current and future needs |
| 5. Meetings  Recognition that an EGM is open to anyone | 1. 5 a. Forum AGMs and public meetings shall be open to anyone to attend. | 1. 5 a. Forum AGMs, **EGMs**, and public meetings shall be open to anyone to attend. |
| 6. Meetings  Notice period | 1. 5 b. An Annual General Meeting (AGM) shall be held in or about June of each year to receive the Forum Committee's report, audited accounts, and to elect Officers and Committee.   *[nb. See 2 above for further changes to this clause]*  5 e. An Extraordinary General Meeting (EGM) shall be convened at any time by the Chair on behalf of the Committee or on written request for such a meeting signed by at least 15 members and specifying the business to be transacted. The Committee must convene the EGM within 35 days of receipt of a valid written request. | 5 b. An Annual General Meeting (AGM) shall be held in or about June of each year to receive the Forum Committee's report, audited accounts, and to elect Officers and Committee. **Notice will be provided no less than 21 days beforehand.**  5 e. An Extraordinary General Meeting (EGM) shall be convened at any time by the Chair on behalf of the Committee or on written request for such a meeting signed by at least 15 members and specifying the business to be transacted. The Committee must convene the EGM within 35 days of receipt of a valid written request **and if on behalf of the Chair notice will be provided no less than 21 days beforehand** |