

**IPSWICH FAITH AND COMMUNITY FORUM CONSTITUTION**

**OCTOBER 2018**

# Constitution of Ipswich Faith and Community Forum

## **1** THE PURPOSES OF THE CHARITY ARE:-

**1.1** **AIM:** Working for the common good through growing friendship and understanding between people and communities of differing faiths, beliefs and cultures.

### **OBJECTIVES:**

- 1.2** To encourage dialogue between faith communities and other traditions of belief in the communities of Ipswich and surrounding area, so as to generate friendship, trust and mutual respect and to overcome ignorance, fear and misunderstanding, so as to explore shared values and matters of mutual concern, and so as to cooperate more closely for the common good;
- 1.3** To provide resources and opportunities to learn about the different spiritual pathways and philosophies of the faith communities and other traditions of belief within the communities of Ipswich and the surrounding area, so as to explore together the significance of faith and belief for individual living and the common good, and so as to appreciate the diversity and richness of the contributions these various communities and philosophies make;
- 1.4** To affirm the significance of faith communities and other traditions of belief in working for the common good, public benefit and community cohesion, and thereby to affirm the importance of these communities being able to have a clear voice in public structures and civil society and to work in partnership with local authorities and other community groups;
- 1.5** To promote the skills and values of good will, mutual respect, courtesy and tolerance in all relationships between people of different faiths, beliefs and all people in the community, so that matters of faith and belief can be discussed with sensitivity, honesty and straightforwardness, so that persuasion is characterised by self-restraint and a concern for another's freedom and dignity, and so that genuine differences can be acknowledged while building on shared hopes and values.

## **2** STRUCTURE

**2.1** The Charity shall have Trustees, Members and Affiliated organisations.

## **3** TRUSTEES

- 3.1** The Charity shall be managed by a Committee of Trustees who are to be appointed by Members at Annual General Meetings (AGMs) of the Charity. However, it is not required that Members elect the inaugural Trustees.
- 3.2** There shall be not less than 5 and not more than 12 Trustees. This number may be modified at a General Meeting provided those attending have been given at least 14 days' notice of the resolution to change the number.
- 3.3** Trustees will normally serve for 3 years and may be re-appointed for further terms.
- 3.4** One third of the Trustees will stand down at each AGM and may stand for re-election. In the first two years of the charity, those who stand down shall be selected if necessary by straw poll from the longest serving Trustees.
- 3.5** The Trustees shall appoint a Chairperson, Vice-Chairperson Treasurer and Secretary from within their number.
- 3.6** Meetings of Trustees shall normally be chaired by the Chairperson.

## **4**            **CARRYING OUT THE PURPOSES**

- 4.1**            In order to carry out the charitable purposes, the Trustees have the power to:
- (i) set Membership and Affiliation subscriptions;
  - (ii) raise funds, receive grants and donations;
  - (iii) apply funds to carry out the work of the Charity;
  - (iv) co-operate with and support other charities with similar purposes;
  - (v) do anything which is lawful and necessary to achieve the purposes of the Charity.

## **5**            **MEMBERSHIP and AFFILIATION**

- 5.1**            The Charity shall have a Membership which is open to individuals only.
- 5.2**            Organisations may apply to be affiliated to the Charity.
- 5.3**            All Membership and Affiliation applications are subject to approval by the Trustees.
- 5.4**            All Memberships and Affiliations shall be renewed annually.
- 5.5**            The Trustees will keep up-to-date lists of Members and Affiliates.
- 5.6**            At the AGM of the Charity, the Trustees must formally consult Members concerning the current level of Membership and Affiliation subscriptions.
- 5.7**            The Trustees may remove the Membership of a person or the Affiliation of an organisation if they believe it is in the best interests of the Charity. The person or a representative of an organisation has the right to be heard by the Trustees before the decision is made and can be accompanied by a friend / adviser.
- 5.8**            Members and affiliates will be contacted to inform and invite them to meetings, events and activities run by the organisation.

## **6**            **GENERAL MEETINGS**

- 6.1**            An Annual General Meeting (AGM) must be held every year. The AGM must be minuted and the minutes must be kept for at least 7 years. The Trustees shall present the annual report and accounts at the AGM.
- 6.2**            All General Meetings require 14 days' notice to be given to all Members informing them what is on the agenda and the reason for the meeting.
- 6.3**            Trustees may call an extraordinary General Meeting if needed. Trustees must call a General Meeting if they receive written requests to do so from a majority of all the Members.
- 6.4**            There must be at least 10 Members present at General Meetings before business can be transacted.
- 6.5**            Members present at General Meetings can appoint (by ballot if necessary) Trustees to fill any vacancies on the Committee of Trustees.
- 6.6**            To stand for election as a Trustee, any member who is willing may be proposed and seconded by existing trustees and stand for election at a General Meeting. A newly elected Trustee takes office when the General Meeting is officially closed.
- 6.7**            Every Member has a single vote and may speak in the meeting. An Affiliated organisation does not have a vote but may send a single representative to observe a General Meeting.

## **7**            **TRUSTEE MEETINGS**

- 7.1**            Trustees must hold at least 3 meetings each year.
- 7.2**            At their first meeting after the AGM Trustees will elect a Chairperson, Vice-chair, Treasurer and Secretary.
- 7.3**            Trustees may act by majority decision. In the event of an equal vote, the chairperson shall have an additional, casting vote.
- 7.4**            At least half of the Trustees must be present at the meeting to be able to take decisions.
- 7.5**            Trustee Meetings must be minuted and the minutes must be kept for at least 7 years.
- 7.6**            If a Trustee has a conflict of interest, he/she must declare it and it must be minuted. The meeting may require a trustee with a conflict interest to leave the meeting while the matter is being discussed or decided or both of these.
- 7.7**            Trustees may co-opt up to 3 Members of the Charity to membership the Trustee Committee, in order to assist in the management of the Charity, and to enable potential new trustees to explore the role. Co-opted members may take a full part in discussions but may not have a vote in any decisions. The meeting may ask those co-opted to step out of the meeting for particular items. A co-opted person can only become a trustee at a General Meeting.
- 7.8**            Trustees may make arrangements for no more than 2 Members at a time to observe Trustee Meetings, as part of a process of familiarisation with the work of the Charity. Observers have no right of participation in discussions or decisions, but may be asked to offer comment or ask questions. Observers may be asked to step out of the meeting for particular agenda items.
- 7.9**            The Trustees may make reasonable additional rules to help run the Charity. These rules must not conflict with this constitution or the law.

## **8**            **MONEY AND PROPERTY**

- 8.1**            Money and property must only be used for the Charity's purposes.
- 8.2**            Trustees must keep accounts. The most recent Annual Accounts can be seen by anybody on request. Annual accounts must be kept for at least 7 years.
- 8.3**            Trustees cannot receive any money or property from the Charity, except for refunds of reasonable out of pocket expenses.
- 8.4**            Money must be held in the Charity's bank account.
- 8.5**            All payments must be duly authorised by 2 Trustees, except for items of petty cash for which full record with receipts must also be kept. Trustees must set limits both for the maximum individual petty cash payment and also for the monthly total that is permitted to be spent in this way.

## **9**            **MEMBERS' MEETINGS**

- 5.6**            Meetings of Members will be known as Members' Meetings.
- 9.1**            A meeting of Members may be called by the Committee of Trustees, for the purposes of consulting the membership of the Charity. Members Meetings have no power of decision regarding the management of the Charity, which is the responsibility of the Trustees.
- 9.2**            The Trustees shall call a Members Meeting if requested to do so in writing either by 25% of Members, or by 25 members, whichever is the smaller number.

- 9.3 Members Meetings must be chaired by a Trustee, and all members and trustees must have good notice that a Members Meeting is taking place.
- 9.4 The agenda for Member's Meetings shall be determined by the Members present.
- 9.5 No formal resolutions about the conduct of the Charity or its Officers may be put to a vote at Members' Meetings. This can only be done at a General Meeting.

## 10 **CHANGES TO THE CONSTITUTION**

- 10.1 Changes to the Constitution can only be made at a General Meeting where at least 14 days' notice of intention to change the constitution and in what way, has been duly notified to all Members and all Affiliates. Changes to the constitution can only be proposed and seconded by current Trustees.
- 10.2 Changes to the Constitution must have the support of 75% of Members of the Charity, for which there shall be a full report on the consultation and voting process at a General Meeting. Providing a proper process has been followed, the Chairman shall announce the result and the decision will have been made. No further vote is necessary.
- 10.3 No change can be made to the constitution that would mean that the organisation could no longer be considered to be a charity, saving winding up.

## 11 **WINDING UP**

- 11.1 Winding Up the Charity requires a resolution at a General Meeting to be proposed and seconded by Trustees and the support of a clear majority of all Members voting in favour of doing so.
- 11.2 Any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.

## 12 **INAUGURAL TRUSTEES**

- 12.1 This constitution was adopted on 1<sup>st</sup> October 2016 by the people whose signatures appear below. They are the first Members of the Charity and will be the inaugural Trustees until the AGM, which must be held within one year of this date. Only two-thirds of the number of inaugural Trustees may continue as trustees after the first AGM without being re-elected.

### **Name and address**

*Re-elected November 2017*

**Dr Punna Singh Athwall,**  
7 Woods Walk, Kesgrave. IP5 2DG

*Inaugural Trustee*

**Dr Dababrata Chowdhury,**  
37 Grange Road, Ipswich. IP4 1NP

*Inaugural Trustee*

**Mr Robin Arthur Herne,**  
52 Waterloo Road, Ipswich. IP1 4EA

*Inaugural Trustee*

**Revd Canon Charles Jenkin,**  
18 Kingsfield Avenue, Ipswich. IP1 3TA

*Re-elected November 2017*

**Mr Denis Johnston,**  
25 Haughgate Close, Woodbridge.

*(resigned January 2018)*

**Mr Mojlum Khan,**  
1 Tower Mill Road, Ipswich. IP1 4AQ

*Inaugural Trustee*

**Ms Beverley Levy,**  
9 Redan Street, Ipswich. IP1 3PQ

*Re-elected November 2017*

*Elected November 2017*

*Elected November 2017*

Approved at AGM 2017

**Mr Gurmeet Sually,**  
129 Renfrew Road, Ipswich. IP4 3HL

**Mr Paul Hodgkin,**  
6 Friars Rd, Hadleigh. IP7 6DF

**Mrs Barbara Richardson-Todd,**  
57 Playford Rd, Rushmere, Ipswich. IP4